



**MINUTES OF MEETING OF EAST WOODHAY PARISH COUNCIL
28 November 2022
19:30 East Woodhay Village Hall**

Chairman: Cllr Hurst (Chair)

Present: Councillors Mr M Hainge, Mrs S Cooper, Mr S Bowden, Mr M Rand, Mrs K Titcomb, Mrs C Roots

Clerk: Amy White

Item 1: 65/22 Apologies

Apologies received and accepted from Cllr Mitchell, Cllr Watson, Cllr Thacker.

Item 2: 66/22 Declarations of Interest

None.

Item 3: 67/22 To approve Minutes of meeting held 31 October 2022

The Minutes were accepted as a true record and signed by the Chairman, Cllr Hurst.

Item 4: 68/22 Actions arising from meeting held 31 October 2022

Item	Action	Owner
22/22	Cllrs Dick and Rand to find solution to noisy gate on Parish field. Not actioned.	Cllrs Dick/Rand
43/22	Cllr Hainge to investigate with Premier Grounds the cost difference for only using the SID for two weeks on, two weeks off. Actioned- the SID will be kept on and moved every 2 weeks.	Cllr Hainge
58/22	All councillors to provide Cllr Dick with location and a picture of any finger posts in need of maintenance of which they are aware, so that they may be reported to HCC for action. Cllr Dick has added 3 fingerposts requiring maintenance to the HCC site. Some of these have already been marked as complete by HCC (but not actually done).	All Cllrs
59/22	Cllr Hurst and Cllr Hainge to work together to put a proposal to Greenham Trust for a permanent SID. Not actioned- Move to January meeting.	Cllrs Hainge and Hurst
63/22	Clerk to work on the tribunal process. In progress. See item 16.	Clerk

Item 5: 69/22 Borough and County Councillor Reports

No councillors were present. Cllr Thacker's report is at the end of the minutes.

Item 6: 70/22 Planning

Please see planning minutes on the website [here](#).

Terms of Reference (ToR): Cllr Bowden has prepared a draft ToR and shared with the Council. Subject to agreed changes, Cllr Bowden will finalise the ToR for incorporation at the planning committee meeting 29 November and ratified at the EWPC January 2023 meeting.

Action: Cllr Bowden to make agreed changes to Planning ToR

Clerk to ask other parishes how they monitor planning applications vs their NPs.

Item 7: 71/22 Neighbourhood Plan Update - Cllr Hurst

Following formal acceptance by EWPC of the examiner's report and modifications the NP has been submitted to BDBC with the required changes. BDBC are in the process of checking these changes comply with the examiner's report. BDBC will now manage all the next steps of the NP process and the referendum.

BDBC Electoral Services are now completing the planning for the referendum. They will announce the date to the community shortly.

All further communication on the NP and the referendum will come from BDBC. BDBC will publish all the referendum documents on their website, including the final version of the NP. Once these documents are published, BDBC will publish further detailed information regarding the referendum and how it will operate. At this point the required legal information statement and referendum plan will be available online for residents to view.

Item 8: 72/22 Amenities

Please see the Amenities minutes on the website [here](#).

Cllr Hainge queried the maintenance of the public tennis court at WH recreation ground. It is maintained by Scofell but is very mossy at this time of year.

Action: Cllr Hainge will ask at WH Sports Club whether their court cleaning contractor would be able to clean the public tennis court as well.

Item 9: 73/22 Biodiversity update

The report from Cllr Roots can be found in the Amenities Minutes of 14/11/22. Since then, the Amenities Committee have had further input from a local leading UK gardener, Mat Reese (Which Gardening expert contributor and head gardener at the Malverleys). He provided his perspective on the Parish field, stating in his view the Parish is lucky to have such a meadow. He advised to keep stability of the management of the field and minimise doing anything to it other than adding additional seed from local meadows. Further expertise from gardening experts in the area will be sought as required as we move forward.

Cllr Roots recommended that after the field is cut in 2023 that EWPC considers adding more local seeds.

Cllr Roots was very keen to encourage the community, especially children, to find out about the biodiversity in the field. The council again discussed the planting of trees in a small area of the field.

After discussion the decision was made to continue with the current management of the field until after the grass is cut in Summer 2023, whilst researching appropriate seeding and trees for the field for the future.

Item 10: 74/22 Footpaths update

Cllr Watson provided a brief update: *The database has been amended to exclude contact details of landowners, and I am planning to start sending it out to prospective suppliers this week.*

Action: Cllr Watson to update on grant funding for gates.

Item 11: 75/22 Highways

Cllr Dick’s full report can be found on the website [here](#), to include updates on the work progressing on Tile Barn Row to increase the length of the pavement along the Meadowbrook development, Trade St widening by the Doctor’s surgery and carriageway patching by the WH sports club.

Action: Mount Road- Cllr Dick will pursue HCC for further road sign information costings that were suggested a few months ago.

Item 12: 76/22 Speed Data Update

Cllr Hainge provided the latest SID data- at the end of the minutes.

Item 13: 77/22 Police Update

Please see the report from PSCO Joshua Revett at the end of the minutes.

Item 14: 78/22 Finance Update

Please see Cllr Mitchell’s report at the end of the minutes.

Accounts for payment:

The Clerk presented the following amounts for payment:

31-Oct-22	Paroll Admin	Red76 Payroll for Oct Inv 4632	£ 14.00	Paid after 31/10/mtg
31-Oct-22	VAT	Red76 Payroll for Oct Inv 4632	£ 2.80	
28-Nov-22	Clerk's Salary		£ 634.14	Paid after 31/10/mtg
28-Nov-22	Clerk's Expenses	Zoom.pro, Amazon purchase- Helping Hand Company litter stick for warden	£ 42.56	
28-Nov-22	VAT	Zoom.pro	£ 2.40	
28-Nov-22	Litter Warden Salary		£ 411.67	
28-Nov-22	Litter Warden Exps		£ 35.00	
28-Nov-22	PAYE	HMRC Month 8	£ 155.72	
17-Nov-22	Misc Maintenance	BDBC playground inspections	£ 834.00	

17-Nov-22	VAT	BDBC playground inspections	£ 166.80
12-Nov-22	Misc Maintenance	Premier Grounds post & fixing East End triangle Inv 1786	£ 235.93
12-Nov-22	VAT	Premier Grounds post & fixing East End triangle Inv 1786	£ 47.19
1-Oct-22	Administration	WHCH hire Q4 inv 2074	£ 65.00
26-Nov-22	Planning	Neighbourhood Plan Spectrum printing costs for Referendum	£ 549.00
27-Nov-22	Payroll Admin	Red76 Payroll for Nov Inv 4836	£ 14.00
27-Nov-22	VAT	Red76 Payroll for Nov Inv 4836	£ 2.80
31-Oct-22	Highways	SID phone data expenses for Cllr Hainge (data downloads)	£ 30.00
2-Nov-22	Planning	John Priest Neighbourhood Plan revisions (examiner recommendations)	£ 272.85
5-Oct-22	Misc Maintenance	Brownies Corner litter bin replacement (Broxap)	£ 296.95
5-Oct-22	VAT	Brownies Corner litter bin replacement (Broxap)	£ 59.39
30-Sep-22	Annual Maint Agmnt	Scofell Maintenance and grass cuts 29190	£ 537.91
30-Sep-22	VAT	Scofell Maintenance and grass cuts 29190	£ 107.58
28-Nov-22	Chairmans Allowance	Sainsburys- drinks and nibbles for last meeting 28/11/22 (Clerk purchased)	£175.35

£
Total: 4,676.24

Item 15: EWWH committee meeting update.

Minutes have yet to be published for the AGM on 03 November 2022. Since the meeting, there has been a lot of interest in hiring the hall for the near future and a few members of the community have come forward to offer support. EWPC has confirmed a Trustee for EWWH.

Item 16: 79/22 ICO- update on appeal decision from June 2022

The Tribunal is now gathering the paperwork for the deadline of 02 December 2022. The Clerk was contacted by the administrative officer of the General Regulatory Chamber (GRC) on 28 November and confirmed EWPC has nothing else to add to the appeal than has already been stated in the ICO's response.

Item 17: 80/22 Items to carry forward to next meeting

Discussion of whether to pursue new EWP road signs, similar to those along the A343 in Highclere Parish.

Actions 28/11/22

Item	Action	Owner
70/22	Cllr Bowden to make agreed changes to Planning ToR	Cllr Bowden Clerk

	Clerk to ask other parishes how they monitor planning applications vs their NPs.	
72/72	Cllr Hainge will ask at WH Sports Club whether their court cleaning contractor would be able to clean the public tennis court as well.	Cllr Hainge
74/22	Cllr Watson to update on grant funding for gates.	Cllr Watson
75/22	Mount Road- Cllr Dick will pursue HCC for further road sign information costings that were suggested a few months ago.	Cllr Dick
59/22	Cllr Hurst and Cllr Hainge to work together to put a proposal to Greenham Trust for a permanent SID. Not actioned - Move to January meeting.	Cllrs Hainge and Hurst

Reports November 2022

Item 5: Cllr Thacker report

Letter to the Prime Minister

Earlier in November, As Leaders of Hampshire and Kent County Councils, sent a joint letter to the Prime Minister, Chancellor of the Exchequer and Secretary of State for Levelling Up, Housing and Communities to highlight, in the strongest terms, the financial crisis facing upper tier local government over the next few years.

Hampshire and Kent County Councils are facing budget deficits over the next few years that the Leadership believe are of a scale that has never been seen before. While there are some options for generating savings, most of these will be very unpalatable and impact on the most vulnerable residents in our areas.

However, even with such drastic cuts to services, HCC's current forecasts show that they would not be enough to close its future budget gaps. Without immediate help and a clear plan for long-term financial sustainability, HCC believes that it is likely to be considering Section 114 notices within the next year or so. Section 114 notices would mean that no new expenditure be permitted, with the exception of that funding statutory services, including safeguarding vulnerable people, however existing commitments and contracts would continue to be honoured. Hampshire and Kent are by no means the only Local Authorities in the country to be contemplating this measure.

County Councils carry out many important functions on behalf of Government, including in the Covid and the Ukraine crises. Hampshire and Kent leaders have asked Ministers for: funding that matches rising demand for services and the requirements of new burdens; legislative changes to reduce demand on services; and freedoms and flexibilities around council tax setting and charging for services.

This letter was sent before the Autumn Statement.

Autumn Statement

The Chancellor's Autumn Statement contained the following that will have a bearing on the County Council's funding and Council Tax. The Chancellor announced:

- The potential to raise council tax up to 5% each year up to 2027/28. If we were to set a 4.99% council tax next year that would be around an additional £14m over and above our current forecasts.

- A freeze on Business Rates, but we will be compensated for the lost income, this could be a substantial amount as inflation is at such high levels, but we do not yet have the full detail on this.
- Additional funding for social care and continuation of the Hospital Discharge Programme. The overall position on social care funding is quite complex, so we will need to await further clarification on this and the distribution methodology. We also need to understand what has happened to Services Grant as part of the overall funding position before we know what the overall impact on our budget looks like.

Next steps

HCC officers hope to provide further information to members in December, but some of the detail may not be available until the provisional local government settlement is known, for which no date is yet set.

In the meantime, if you do have any questions, please raise them with me and I shall send them through to HCC's CFO.

Otherwise, I wish all Parish Councillors and their Clerks a Merry Christmas.

Item 12, SID data, Cllr Hainge

Programme started 21st September 2021 and has therefore now run for 14 months. Below is a summary of the key statistics during that period:

Highest top speed: 60 mph – Woolton Hill Road by the tennis club entering the village.

Highest % exceeding 30 mph – 36.4% Woolton Hill Road coming from the A 343.

Highest 5 day average – 2329 vehicles on the Woolton Hill Road coming from the A343.

Highest 85% percentile exceeding 30 mph – 34.1% Woolton Hill Road by the Tennis club entering the village.

Highest hourly volume – 7-8 – 191 vehicles on the Woolton Hill Road between Junior and Infant School and 155 between 3-4 on the Woolton Hill Road opposite to the Junior School.

Highest speeding roads:

Woolton Hill Road - 25.5% exceeding 30 mph from 24,098 counts.

Church Road – 18% exceeding 30 mph from 16,128 counts

Item 13: Police Report

November 2022

Road Related Incident X1

- Concern raised for someone who should not be driving.

Firearms X5

- Management of firearm license holders.

There has been a recent rise in outbuilding dwelling breaks in the surrounding area as well as rural crime such as hare coursing and poaching, please follow see some of the safeguarding advice below:

Equipment and tool security can be a particular issue for rural businesses and farms.

To keep your belongings safe:

- lock equipment away in a secure building or part of a building when not in use,
- invest in a secure storage toolbox,
- install a burglar alarm on buildings where equipment is kept,
- always lock vehicles when left outside and keep the keys in your possession,
- keep expensive items and vehicles out of sight when not in use,
- consider using hitch locks, wheel clamps or ground anchors,
- mark your tools and equipment and register them,
- keep a record of all valuable items, taking note of their serial numbers,
- consider fitting outside security lights.

Illegal activity

All incidents of illegal activity should be reported to the police via 999 as rural crime is a priority. If you are able to, make a note of any vehicle details and a description of the people involved. This is very beneficial to us as it helps us to investigate vehicles and suspicious people of interest.

Farewell Message

This is my farewell message as I am leaving to progress to police constable in February 2023. After two fantastic years of being the East Woodhay beat officer, my time has come to progress into the role that I wanted to do since I was a child. I will be very sad to leave the beat and this job as I have made many great relationships. Nevertheless, it is now my time to leave, there will be someone taking over my role in the near future. Once again thanking you for being such a great community to be part of.

Item 14: Finance Report by Cllr Mitchell

**EAST WOODHAY PARISH COUNCIL
FINANCE TEAM UPDATE
Presented to EWPC 28st November 2022**

1. SUMMARY

- Bank Accounts £64,826 (Current £23,726 Redwoods £41,064)

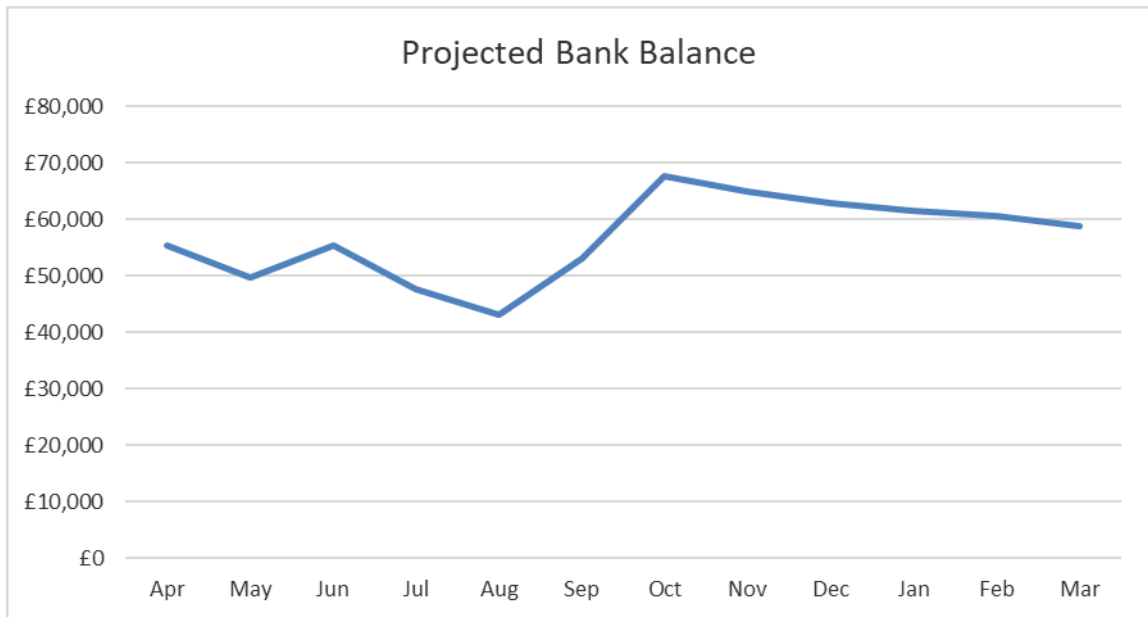
- a. INCOME STATEMENT
 - £31,720 Precept 100%
 - £6,051 S106 monies
 - £4,940 Litter Warden grant
 - £2,052 Grass cutting
 - £984 Grant for Parish Field lectern
 - £600 Teece rental in Trade Street

- b. EXPENSE STATEMENT EXEC SUMMARY (Following list not conclusive)
 - £4,450 Concrete Table Tennis Tables
 - £3,390 CCTV Upgrade and annual maintenance
 - £2,689 Annual Maintenance
 - £2,499 Boardwalk repairs
 - £1,870 Heath End playground repairs
 - £1,795 Tree maintenance
 - £1,500 St Thomas Church grant for heating
 - £1,379 Insurance
 - £820 Lectern for recreation ground
 - £764 War Memorial and Eliot Cohen Stone cleaning
 - £704 HALC membership
 - £714 SID movement
 - £615 SID movement
 - £500 McKinnon for English School for Ukraine residents
 - £500 St Martin's Guild Jubilee grant
 - £540 Audit fees
 - £245 Boardwalk materials

- c. CAPITAL STATEMENT EXECUTIVE SUMMARY
 - £9,837 S106 from 2019/20 for spend on Community Orchard

2. CASHFLOW PROJECTIONS

Including ring fenced projects in (c)

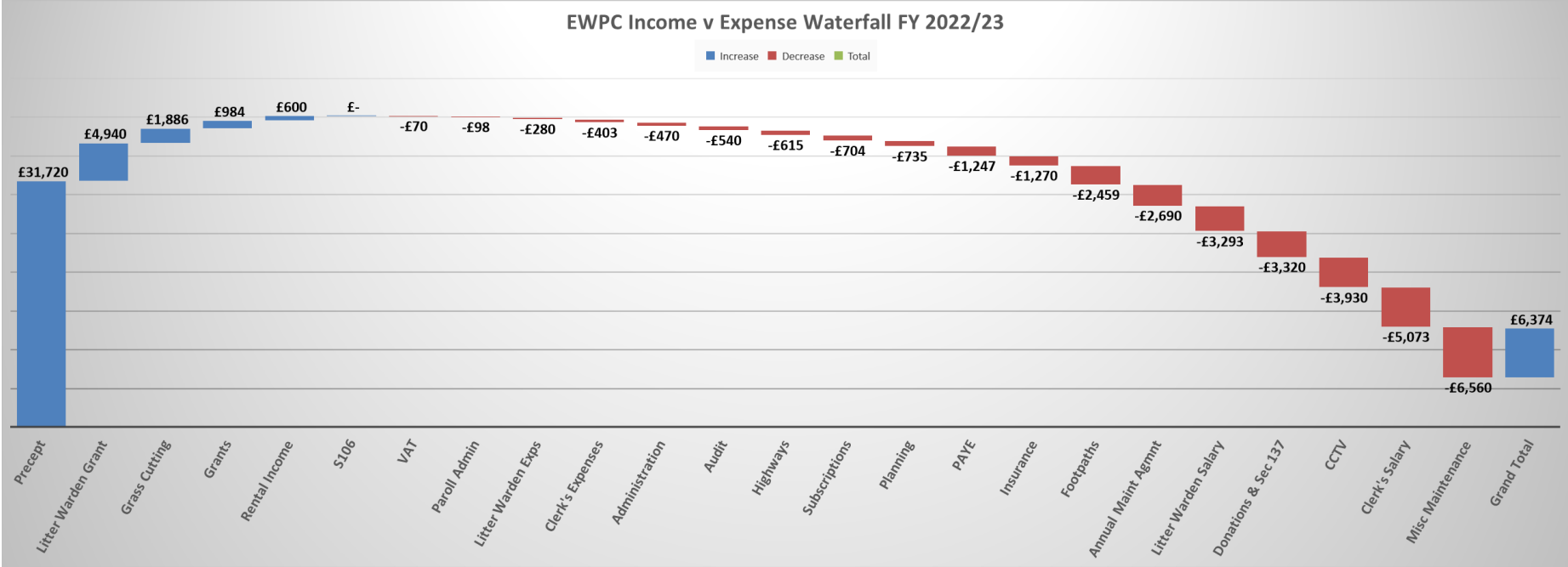


4. FORCAST FOR REMAINDER OF THE FINANCIAL YEAR

EAST WOODHAY PARISH COUNCIL														FORECAST		
Receipts and Payments - 2022/23																
RECEIPTS	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	BUDGET	% of Budget	
Precept		£ 15,860.00				£ 15,860.00							£ 31,720.00	£ 31,720.00	100%	
Double Taxation													£ -	£ -	#DIV/0!	
Litter Warden Grant		£ 4,940.00											£ 4,940.00	£ 4,818.00	103%	
Rental Income						£ 600.00							£ 600.00	£ 601.00	100%	
CTS Grant						£ 6,051.10							£ 6,051.10			
Other Grants			£ 984.00										£ 984.00		#DIV/0!	
Grass Cutting		£ 2,052.32											£ 2,052.32	£ 2,300.00	89%	
VAT Recovered			£ 688.81		£ 3,959.60								£ 4,648.41	£ -	#DIV/0!	
Bank Interest													£ -	-	#VALUE!	
	£ -	£ 22,852.32	£ 1,672.81	£ -	£ 3,959.60	£ 22,511.10	£ -	£ -	£ -	£ -	£ -	£ -	£ 50,995.83	£ 39,439	129%	
PAYMENTS	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	BUDGET	% of Budget	
Clerk's Salary	£ 634.14	£ 634.14	£ 633.94	£ 634.14	£ 633.94	£ 634.14	£ 633.94	£ 634.14	£ 633.94	£ 633.94	£ 633.94	£ 633.94	£ 7,608.28	£ 7,761.00	98%	
Litter Warden Salary	£ 411.67	£ 411.67	£ 411.67	£ 411.67	£ 411.67	£ 411.67	£ 411.67	£ 411.67	£ 411.67	£ 411.67	£ 411.67	£ 411.67	£ 4,940.04	£ 4,819.00	103%	
Clerk's Expenses	£ 42.24	£ 164.13	£ 114.49	£ 43.45		£ 26.98	£ 11.99		£ 114.49	£ 114.49	£ 114.49	£ 114.49	£ 861.24	£ 500.00	172%	
Litter Warden Expenses	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 420.00	£ 500.00	84%	
PAYE	£ 155.88	£ 155.88	£ 156.08	£ 155.88	£ 156.08	£ 155.88	£ 156.08	£ 155.72	£ 156.08	£ 156.08	£ 156.08	£ 156.08	£ 1,871.80	£ 1,924.00	97%	
Payroll Admin		£ 14.00	£ 28.00		£ 14.00	£ 14.00	£ 28.00		£ 14.00	£ 14.00	£ 14.00	£ 14.00	£ 154.00	£ 200.00	77%	
Adminstration	£ 67.50			£ 122.50		£ 20.00	£ 199.50	£ 60.00					£ 469.50	£ 500.00	94%	
Insurance			£ 1,379.54	-£ 109.28									£ 1,270.26	£ 2,000.00	64%	
Audit			£ 240.00				£ 300.00						£ 540.00	£ 700.00	77%	
Subscriptions	£ 704.31												£ 704.31	£ 720.00	98%	
Grass Cutting	£ 166.25												£ 166.25	£ 2,000.00	8%	
Misc Maintenance	£ 1,870.00	£ 281.80	£ 2,327.50			£ 245.60	£ 764.75	£ 1,069.93					£ 6,559.58	£ 2,000.00	328%	
Annual Maint Agmnt		£ 537.91	£ 537.91	£ 537.91	£ 537.91	£ 537.91					£ 316.25	£ 316.25	£ 3,322.05	£ 3,378.00	98%	
Footpaths		£ 2,428.88		£ 29.75					£ 127.50				£ 2,586.13	£ 3,000.00	86%	
Highways	£ 140.00		£ 210.00		£ 20.00	£ 245.00				£ 140.00			£ 755.00	£ 4,000.00	19%	
CCTV		£ 2,115.00	£ 1,815.00										£ 3,930.00	£ 1,250.00	314%	
Donations & Sec 137	£ 820.00	£ 1,500.00	£ 500.00	£ 500.00									£ 3,320.00	£ 2,000.00	166%	
Chairmans Allowance													£ -	£ 300.00	0%	
Planning			£ 126.00	£ 59.50				£ 549.00					£ 734.50	£ 2,500.00	29%	
VAT	£ 601.65	£ 1,941.67	£ 986.08	£ 430.20	£ 110.38	£ 213.30	£ 220.95	£ 213.99					£ 4,718.22	£ -	#DIV/0!	
S106 spend		£ 4,450.00		£ 1,601.10									£ 6,051.10	£ -	0%	
	£ 5,648.64	£ 14,670.08	£ 9,501.21	£ 4,451.82	£ 1,918.98	£ 2,539.48	£ 2,761.88	£ 3,129.45	£ 1,492.68	£ 1,505.18	£ 1,681.43	£ 1,681.43	£ 50,982.26	£ 40,052	127%	

Printed : 27/11/2022

5. Waterfall To Date for FY 2022/23



1. ACCOUNTS BY CATEGORY ANALYSIS FY 2022/23

CATEGORY	INCOME / PAYMENT	PC Category	Other Notes	INCOME	EXPENSE	BALANCE
ANNUAL	INCOME	Grass Cutting	Grass Cutting	£ 2,052		£ 2,052
		Litter Warden Grant	Litter Warden Grant	£ 4,940		£ 4,940
		Precept		£ 31,720		£ 31,720
		Rental Income	Teece Lease Trade Street	£ 600		£ 600
	PAYMENT	Annual Maint Agmnt			£ 2,690	£ 2,690
		Audit	Eleanor Greene Do the Numbers Ltd internal audit		£ 240	£ 240
			PKF Littlejohn external audit		£ 300	£ 300
		CCTV	Cybertronix Annual Support		£ 600	£ 600
		Clerk's Expenses			£ 403	£ 403
		Clerk's Salary	(blank)		£ 634	£ 634
			Clerk's Salary		£ 4,438	£ 4,438
		Grass Cutting	Scofell cut 14/03		£ 166	£ 166
		Highways			£ 615	£ 615
		Insurance	Zurich Insurance- refund		£ 109	£ 109
			Zurich Insurance, 1st of 3 year deal		£ 1,380	£ 1,380
		Litter Warden Exps	(blank)		£ 35	£ 35
			Litter Warden Exps		£ 245	£ 245
		Litter Warden Salary			£ 3,293	£ 3,293
		Misc Maintenance			£ 6,560	£ 6,560
		PAYE			£ 1,247	£ 1,247
		Planning	ArtofData website hosting for Neighbourhood Plan		£ 126	£ 126
			Neighbourhood Plan Spectrum printing costs for Referendum		£ 549	£ 549
		Subscriptions	HALC Membership Fee		£ 704	£ 704
		VAT			£ 214	£ 214
		Administration			£ 470	£ 470
		Paroll Admin	Red76 Payroll for April		£ 28	£ 28
			Red76 Payroll for Aug		£ 14	£ 14
		Red76 Payroll for July		£ 14	£ 14	
		Red76 Payroll for June		£ 14	£ 14	
		Red76 Payroll for Sep 4407		£ 14	£ 14	
		Red76 Payroll for Oct Inv 4632		£ 14	£ 14	
	Donations & Sec 137	EWPC Grant to MP McKinnon for English School for Ukraine residents		£ 500	£ 500	
		Grant to St Martin's Guild for Queen's Jubilee		£ 500	£ 500	
	Grant to St Thomas Church Fund (for Heating, via Good Exchange)		£ 1,500	£ 1,500		
	Nature Sign Design Lectern for recreation ground		£ 820	£ 820		
ANNUAL Total				£ 39,312	£ 28,218	£ 11,094
GRANTS	INCOME	Grants	BDBC Grant for Parish Field Lectern	£ 984		£ 984
		S106	BDBC Remittance for S106	£ 6,051		£ 6,051
	PAYMENT	S106	Concrete Sport outdoor table tennis x 2		£ 4,450	£ 4,450
			Picnic table in WH rec ground		£ 1,601	£ 1,601
GRANTS Total				£ 7,035	£ 6,051	£ 984
PC RESERVES	PAYMENT	CCTV	Cybertronix Axis P1455-LE, pole, SD card for WH car park		£ 1,215	£ 1,215
			Cybertronix camera, pole, SD car for WH car park		£ 2,115	£ 2,115
		Footpaths	John Priest footpath project		£ 204	£ 204
			Replacement of 2 sections of boardwalk (using £1500 of grants from 2021)		£ 2,255	£ 2,255
	Planning	John Priest NP July submission		£ 60	£ 60	
PC RESERVES Total				£ 5,848	£ 5,848	£ 5,848
Grand Total				£ 46,347	£ 40,117	£ 6,230

APPENDIX – FOR DISCUSSION

It is proposed that the PC raises the PRECEPT by 4% to ensure the PC income is kept rising in a reasonable manner with the cost of living rises.