



MINUTES OF MEETING OF EAST WOODHAY PARISH COUNCIL
25 September 2023
19:00 East Woodhay Village Hall

Chairman: Cllr Hurst (Chair)

Present: Cllrs G Dick, M Rand, K Titcomb, S Bowden

Clerk: Amy White

Item 1: 51/23 Apologies

Apologies received and accepted from Cllr Hainge, Cllr Roots, Cllr Watson and Cllr Cooper. Cllr Mitchell has formally handed in his resignation from the Parish Council. He has served as Chair for 13 years and all the Council thank him for his service and wish him well.

Action: Clerk to put up a notice of vacancy on noticeboards, notify BDBC and advertise for a new parish councillor.

Item 2: 52/23 Declarations of Interest

None.

Item 3: 53/23 To approve Minutes of Meeting held 24 July 2023

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

Item 4: 54/23 Actions arising from Full Council Meeting held on 24 July 2023

Item	Action	Owner
	No outstanding actions	

Item 5: 55/23 Borough and County Councillor Reports

No one present.

Item 6: 56/23 Dropbox- recommendations for improvement

Some councillors are unable to sync their own Dropbox accounts to EWPC due to the EWPC account being too large. The Clerk will restrict access to some folders to reduce sync issues. As data controller, the Clerk has the definitive collection of council documents and no council documents should be stored on a personal PC or laptop.

Clerk will consider a plug in hard drive specifically for EWPC documents as further back up council documents.

Item 7: 57/23 Planning

Planning Committee Minutes are on the EWPC website.

Latest on Common Farm/Watermill Bridge application: There are two applications currently; the first one is at appeal and EWPC has written to the inspector voicing concerns. EWPC has responded to the second application, both of these have been responded to, with support from planning consultant Steve Lees.

Meadowbrook common land and S106 implications: Please see the Planning Committee Minutes of 04 September 2023 on the website on the implications of the S106 agreement, which acts as a form of covenant, preventing the land from being sold unless specific conditions are met.

Item 8: 58/23 Amenities

Amenities Committee Minutes are on the EWPC website.

Since the Amenities meeting, the Clerk has been made aware of train play equipment in the playground which has been classed as unsafe by the BDBC inspector. This will be either repaired, or should this not be possible, be removed from site.

Action: Clerk to meet with Dick Randall, playground repair contractor, to organise repair or removal as necessary for the train equipment.

Biodiversity project update and request for volunteers: In Cllr Roots' absence, Cllr Rand explained the recommendation from the Amenities Committee to scarify and scatter wildflower seeds in a small section of the parish field (cost £160 for wildflower seeds), approx. 15x15m and adopt a wait and see approach on the success of the flowering.

Cllr Rand asked for volunteers but will delay the agreement of the section of the field until Cllr Roots returns.

CCTV and Data Protection policy- request for approval: the Clerk had sent out the draft policies for comments and made changes as appropriate. *Full Council approved the policies.*

Action: Clerk to add approved Data Protection and CCTV policies to the website.

Item 9: 59/23 Hugo Fox- website provider- to decide whether to continue and what level of support is required

The Clerk explained to the council that the current free website provider, Hugo Fox, will be charging for its service from 01 October. The Clerk explained that the current provision satisfied the needs of the legal requirements of a council website and recommended the council continue with the current level of service- which now equates to a 'bronze' package at £9.99 per month.

Decision: Bronze package.

Action: Clerk to confirm the bronze package with Hugo Fox.

Item 10: 60/23 ASB/Police Updates

The Clerk confirmed she had not received any reports of ASB over the summer.

Cllr Bowden is working on the proposal to improve the working relationship between the police bodies and parish councils. To report at next meeting.

Action: Clerk to ask Kieron Venn for a police update.

Item 11: 61/23 Footpaths Update

Cllr Watson has managed to obtain funding from HCC to replace 2 stiles (on Mr McKinnon's land) with self-closing gates at a cost of just under £2,000.00. Mr McKinnon has agreed to accept delivery and store them pending installation by Corinne volunteers at HCC. No further funding will be available from HCC until the next financial year.

Cllr Watson is now applying to the North Wessex Downs Sustainable Development Fund: <https://www.northwessexdowns.org.uk/our-work/grants-funding/sustainable-development-fund/>

Item 12: 62/23 SID grant request update

Cllr Hainge was absent; carried forward to next meeting.

Item 13: 63/23 Highways

The Highways report can be found on the EWPC website.

The signs paid for by EWPC for East Woodhay Village Hall are now in location at East End and Ball Hill. The additional sign from East Woodhay awaits HCC replacement of the now terminally corroded main signpost on the triangle.

Item 14: 64/23 Finance Update

The Finance Committee Minutes are on the EWPC website.

a. Accounts for payment:

The Clerk presented the following amounts for payment:

Date invoiced	Budget line	Explanation	Amount (£)
13-Sep-23	Grants	Secure-a-field Ltd gates purchased with grant from HCC	1,618.00
13-Sep-23	VAT	Secure-a-field Ltd gates purchased with grant from HCC	323.60
27-Sep-23	Litter Warden Salary		451.53
27-Sep-23	Litter Warden Exps		35.00
27-Sep-23	Clerk's Salary		693.53
27-Sep-23	PAYE		177.56
27-Aug-23	Payroll Admin	Red76 Payroll for Jul 23 Inv 6877	16.00
27-Aug-23	VAT	Red76 Payroll for Jul 23 Inv 6877	3.20
27-Sep-23	Pension Contribution	Nest Direct Debit	70.27
13-Sep-23	CCTV	3 x new cameras and software installation- Cybertronix	3,750.00
13-Sep-23	VAT	3 x new cameras and software installation- Cybertronix	750.00
13-Sep-23	CCTV	HP Laptop for CCTV and set up- Cybertronix	550.00
13-Sep-23	VAT	HP Laptop for CCTV and set up- Cybertronix	110.00
29-Aug-23	Administration	WHCH bookings for August 2023 Inv 3048	24.00

31-Aug-23	Annual Maint Agmnt	Scofell Maintenance and grass cuts 31500	615.91
31-Aug-23	VAT	Scofell Maintenance and grass cuts 31500	123.18

£
Total: **9,311.78**

Natwest Current Account Balance as at 31/08/2023: £12693.92
Redwood Savings Account Balance as at 31/08/2023: £41814.75

The 6 month spend to date vs budget is at the end of the Minutes. EWPC is at 72% of budget.

The Clerk confirmed the 2nd tranche of precept has been received- £16811.50

Trade St Lease: The Finance Committee recommended that the lease on Trade St be increased from £600pa to £660. *Full council agreed.*

Action: Clerk to invoice new amount for Trade St lease.

Budget: Council will be informed of budget proposals for discussion at the November meeting.

Action: Cllr Hurst asked the council to inform the Finance Committee of any foreseeable budgetary considerations for their areas of responsibility in time for the November meeting.

Terms of Reference: The Clerk had sent out the Finance Committee Terms of Reference; *Council agreed to accept this unamended.*

Action: Clerk to add Finance Committee Terms of Reference to the website.

Item 15: 65/23 Gigaclear- fibre to premises update

Cllr Hurst updated the council on a recent meeting with Gigaclear who are planning to install ultra fast broadband (fibre) to 1143 properties across Highclere and East Woodhay. The project has commenced in Woolton Hill.

Item 16: 66/23 Items to carry forward to next meeting

SID grant update (Cllr Hainge), Police engagement proposal (Cllr Bowden), EWH (Cllr Titcomb).

Actions from Meeting of 25 September 2023

Item	Action	Owner
51/23	Clerk to put up a notice of vacancy on noticeboards, notify BDBC and advertise for a new parish councillor.	Clerk
58/23	Clerk to meet with Dick Randall, playground repair contractor, to organise repair or removal as necessary for the train equipment.	Clerk
	Clerk to add approved Data Protection and CCTV policies to the website.	Clerk
59/23	Clerk to confirm the bronze package with Hugo Fox	Clerk

60/23	Clerk to ask Kieron Venn for a police update.	Clerk
64/23	Clerk to invoice new amount for Trade St lease.	Clerk
	Clerk to add Finance Committee Terms of Reference to the website.	Clerk
	Cllr Hurst asked the council to inform the Finance Committee of any foreseeable budgetary considerations for their areas of responsibility in time for the November meeting.	All Cllrs

NOTE:

The Clerk updated the council on the Tribunal between the appellant and the Information Commissioner (EWPC is the second respondent).

The council wishes to announce that the appeal was dismissed. Of particular note is the following quote in the dismissal:

Was the Commissioner's management of the case in accordance with the law, or did it involve any wrongful exercise of discretion? We think not. Like many others, the Information Commissioner's Office is a hard-pressed public body with limited resources at its disposal, which it must use efficiently and in a proportionate way. One standard technique employed by the Commissioner to this end is to seek the requester's agreement at an early stage as to the proper scope of the request. At least, this should ensure clarity and avoid misunderstandings. In some instances, it will result in a consensual narrowing of the inquiry, avoiding needless delay and expense. There is nothing wrong with this. On the contrary, it is to be encouraged. The Commissioner reasonably, and certainly permissibly, formed the initial view that the request was directed to the minutes, and, by the letter of 24 March 2022, he explained his intention to concentrate on the minutes 'only' and invited XXXX to agree or disagree. No pressure was applied. A reasonable period for response was allowed. There was no material response, within the period or after it had elapsed. XXXX was (and is) a conspicuously capable and articulate individual. In our view, the Commissioner proceeded, and was entitled to proceed, on the footing that the scope of the statutory inquiry had been limited by agreement to the matter of the minutes. That involved no error of law or wrongful exercise of discretion.

If, as we hold, the Commissioner was entitled to limit his inquiry as he did, was he correct to find as a fact that no minutes within the (agreed) scope of the request were held? In our judgment, he was. There was ample material on which the finding was based (see in particular the decision notice, paras 20-33). We detect no error of law or wrongful exercise of discretion. To the contrary, the Tribunal considers that the Commissioner reached the right view, for the right reasons. The Council's account of why there were no NPSG minutes between August 2018 and September 2021 was, we think, unremarkable. Much less plausible to our minds are the two alternative theories on which XXXX's appeal necessarily depends: that minutes were generated in that period but somehow innocently (if perhaps carelessly) overlooked during the Council's searches, or deliberately and dishonestly suppressed. The Council supplied convincing evidence of the detailed searches which were conducted. It is not, in our view credible that the minutes, had they existed, would have escaped detection. Nor do we think it credible that anyone on behalf of the Council would have stooped to serious

wrongdoing in order to frustrate XXXX's request. We will leave the obvious risks of doing so to speak for themselves.

6 Month Spend to date vs Budget:

EAST WOODHAY PARISH COUNCIL													
Receipts and Payments - 2023/24													
	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total
INCOME													
Precept	£ 16,811.50					£ 16,811.50							£ 33,623.00
Litter Warden Grant	£ 5,418.40												£ 5,418.40
Rental Income													£ -
S106 Grant													£ -
Other Grants		£ 5,215.76	£ 1,666.50			£ 1,941.60							£ 8,823.86
Grass Cutting	£ 2,072.84												£ 2,072.84
VAT Recovered	£ 1,798.34												£ 1,798.34
Bank Interest													£ -
	£ 26,101.08	£ 5,215.76	£ 1,666.50	£ -	£ -	£ 18,753.10	£ -	£ -	£ -	£ -	£ -	£ -	£ 51,736.44
PAYMENT													
Clerk's Salary	£ 1,148.65	£ 658.61	£ 693.53	£ 693.73	£ 693.53	£ 693.53							£ 4,581.58
Pension Contribution	£ 70.27	£ 70.27	£ 70.27	£ 70.27	£ 70.27	£ 70.27							£ 421.62
Litter Warden Salary	£ 451.53	£ 451.53	£ 451.53	£ 451.53	£ 451.53	£ 451.53							£ 2,709.18
Clerk's Expenses	£ 164.99	£ 804.50											£ 969.49
Litter Warden Expenses	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00							£ 210.00
PAYE	£ 441.06	£ 162.50	£ 177.56	£ 177.36	£ 177.56	£ 177.56							£ 1,313.60
Payroll Admin	£ 14.00	£ 16.00	£ 16.00	£ 16.00	£ 16.00	£ 16.00							£ 94.00
Administration	£ 141.90	£ 30.00	£ 298.00	£ 54.00	£ 12.00	£ 24.00							£ 559.90
Insurance		£ 1,456.46											£ 1,456.46
Audit			£ 320.00										£ 320.00
Subscriptions	£ 820.81	£ 198.00											£ 1,018.81
Grass Cutting													£ -
Misc Maintenance	£ 550.00	£ 855.00	£ 1,891.18	£ 690.00									£ 3,986.18
Annual Maint Agmt	£ 1,075.82	£ 554.04	£ 579.91	£ 651.81	£ 615.91	£ 615.91							£ 4,093.50
Footpaths	£ 720.00	£ 748.57	£ 203.32	£ 200.00									£ 1,151.89
Highways			£ 140.00										£ 860.00
CCTV						£ 4,300.00							£ 4,300.00
Grants & Sec 137	£ 500.00				£ 600.00	£ 1,618.00							£ 2,118.00
Chairmans Allowance		£ 98.82											£ 98.82
Planning													£ -
VAT	£ 397.94	£ 534.02	£ 591.07	£ 421.38	£ 126.38	£ 1,309.98							£ 3,380.77
S106 spend	£ 6,531.97	£ 6,673.32	£ 5,467.37	£ 4,061.18	£ 2,198.18	£ 9,311.78	£ -	£ -	£ -	£ -	£ -	£ -	£ 34,243.80

BUDGET	% of Budget
£ 33,623.00	100%
£ 5,100.00	106%
£ 680.00	0%
£ 1,984.00	#DIV/0!
£ 2,062.00	101%
£ -	#DIV/0!
£ 43,409	119%

BUDGET	% of Budget
£ 12,450.00	37%
£ 843.24	50%
£ 5,000.00	54%
£ 700.00	138%
£ 500.00	42%
£ 2,000.00	66%
£ 200.00	47%
£ 500.00	112%
£ 1,380.00	108%
£ 600.00	53%
£ 750.00	136%
£ 6,000.00	#DIV/0!
£ 7,000.00	58%
£ 2,500.00	46%
£ 1,000.00	86%
£ 1,700.00	288%
£ 1,500.00	141%
£ 300.00	33%
£ 2,900.00	0%
£ -	#DIV/0!
£ 47,395	72%