



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

**Chairman:** Cllr Mitchell (Chair)

**Present:** Councillors Mr M Rand, Mr M Hainge, Mr A Watson, Mr S Bowden

**In attendance:** Three parishioners

---

**Item 1: 15/22 Apologies**

Apologies received from Cllrs Cooper, Watson, Titcomb, Dick and Falconer. The Clerk was not present due to covid. In her absence, Cllr Mitchell took the minutes.

**Item 2: 16/22 Declarations of Interest**

None.

**Item 3: 17/22 Borough and County Councillor Reports**

No one was present.

**Item 4: 18/22 Planning**

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

**Item 5: 19/22 Neighbourhood Plan Report- Cllr Hurst**

As highlighted in last month's report, the examiner identified that the BDBC environmental assessment document within the NP did not cover the specific conditions required to assess the part of the River Test catchment area in the parish. This meant that the BDBC produced document did not meet a legal requirement for the NP.

BDBC have updated the environmental assessment with the appropriate information. This document has now been sent to the relevant environmental agencies for consultation. This consultation period is due for completion at the end of June. However, it does require the agencies to positively respond. BDBC are chasing the agencies for a response.

Once the agencies have approved the environmental assessment, the NP and the Basic Conditions documents will be updated. The Regulation 16 consultation for the NP will then be rerun due to the update of the environmental assessment. This will be a further 6 weeks

public consultation. At the end of this period of consultation the NP will have had 18 weeks of public consultation - a significantly longer public review than most NPs.

The commencement of the rerun of Regulation 16 consultation will be communicated by BDBC in the coming weeks.

**Cllr Hurst asked for council approval to resubmit the Neighbourhood Plan. The council gave full support for the Neighbourhood Plan to be resubmitted to BDBC.**

**Action:** Clerk to write formal letter to BDBC and resubmit NP.

#### **Item 6: 20/22 Amenities**

Please see Amenities Minutes [here](#).

Cllr Rand asked for approval from the council to gain the records from the land registry and register the Woolton Hill rec and the Heath End rec as EWPC Council-owned land. It is likely that costs will exceed £1000. Proposed by Cllr Hurst and seconded by Cllr Hainge.

**Full council voted to approve the costs involved in registering HE and WH recreation grounds to EWPC.**

**Action:** Clerk to speak to solicitor from Charles Lucas Marshall (now Coffin Mews) 01 July 2022 to instigate deed conveyance confirmation.

Picnic tables will be installed in the WH recreation ground on 30 June.

Cllr Rand was pleased to report that the graffiti matter reported in the amenities minutes has been resolved.

A Parishioner in attendance is keen to provide input to the Council's biodiversity project in the Parish field. They will attend the Parish Pollinator Pledge forum, hosted by Andy Davidson of HCC, on 02 July 2022 and report back to the Amenities Committee on 12 July.

**21/22** The Council gave approval to the resolution to allow the Chair and Vice chair of EWPC to execute deeds regarding land transfer from BDBC to EWPC at Meadowbrook.

**Action:** Clerk to confirm approval of resolution to execute deeds to Foot Anstey solicitors.

#### **Item 7: 22/22 Footpath Project update**

Cllr Watson is in the process of reapplying for National Lottery Funding. The footpath data will be sent to HCC and a fencing/gate contractor to get quotes for the next stage of the project.

#### **Item 8: 23/22 Highways**

Cllr Dick's report can be found on the website [here](#). The dropped kerb project on Church Road has now been completed and the parish field path is now wheelchair and buggy-accessible at both ends. Cllr Rand asked for approval to complete the path using some reserved material from the path's construction.

Council approved Cllr Rand's request to complete parish field path.

**Action:** Clerk to contact contractors to complete parish field path.

#### **Item 9: 24/22 Speed Awareness Project Update**

### **Cllr Hainge's update:**

Now in the 17<sup>th</sup> location since project start in September 2021.

Situated in between the Junior and the Infant School on the Woolton Hill Road.

Cllr Hainge had a meeting with Paul Davies, headmaster of both schools on the 09 June 2022. Mr Davies has promised to write to parents to advise of the speed findings from February.

Information from our SID unit has been communicated to the Neighbourhood Policing team in April. On 07 May the local PCSO monitored the Woolton Hill Road stopping vehicles driving at 35 mph +.

We Await the PCSO response on a date for a high visibility speeding operation in the area.

In the meantime, we are awaiting information from Carole Godfrey who collects the Speedwatch data for North Hants to compare with our own findings.

### **Item 10: 25/22 Police Update**

No update.

### **Item 11: 26/22 To consider how to help Ukrainian guests in East Woodhay.**

A Parishioner who had joined the meeting explained how they are hosting a Ukrainian family and providing support via setting up a language school and other vital resources to more families. In advance of the meeting, Cllr Titcomb, who was unable to attend, sent the PC an explanatory note (see below) on the assistance required for families in East Woodhay. The Clerk had previously contacted both BDBC and HCC councillors who have sent a link to a possible funding source (HCC) which the Clerk will pursue.

**The Council agreed to grant £500 to this parishioner's language school for material costs incurred.**

**Action:** Clerk to organise grant to Parishioner and pursue other sources of funding and assistance for any Ukrainian families and their sponsors in East Woodhay.

### **Item 12: 27/22 ICO complaint- tribunal appeal**

In advance of the meeting, the Clerk informed the council that the complainant has appealed the decision notice of the ICO. This will now go to tribunal, although this will not involve the council unless further information is requested.

### **Item 12: 28/22 Finance Update**

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

### **Accounts for payment:**

In the Clerk's absence, accounts for payment were approved via email and will be signed at the next meeting.

9-Jun-22	Misc Maintenance	Tree work in rec ground (completion of identified tree report works) APPROVED 9 June 2022	£	1,795.00
9-Jun-22	VAT	Tree work in rec ground (completion of identified tree report works)	£	359.00
9-Jun-22	Insurance	Zurich Insurance, 1st of 3 year deal APPROVED 9 June 2022	£	1,379.54
9-Jun-22	Misc Maintenance	Tree work in rec ground (completion of identified tree report works) APPROVED 9 June 2022	£	400.00

9-Jun-22	VAT	Tree work in rec ground (completion of identified tree report works)	£	80.00
27-Jun-22	CCTV	Cybertronix Axis P1455-LE, pole, SD card for WH car park	£	1,215.00
27-Jun-22	VAT	Cybertronix Axis P1455-LE, pole, SD card for WH car park	£	243.00
27-Jun-22	Clerk's Salary		£	633.94
27-Jun-22	CCTV	Cybertronix Annual Support	£	600.00
27-Jun-22	VAT	Cybertronix Annual Support	£	120.00
27-Jun-22	Annual Maint Agmnt	Scofell Maintenance and grass cuts 28276	£	537.91
27-Jun-22	VAT	Scofell Maintenance and grass cuts 28276	£	107.58
27-Jun-22	Grants & Sec 137	Grant to St Martin's Guild for Queen's Jubilee	£	500.00
27-Jun-22	Litter Warden Salary		£	411.67
27-Jun-22	Audit	Eleanor Greene Do the Numbers Ltd internal audit	£	240.00
27-Jun-22	Highways	SID Movement by Premier Grounds x 4	£	210.00
27-Jun-22	VAT	SID Movement by Premier Grounds x 4	£	42.00
27-Jun-22	PAYE	HMRC Month 3	£	156.08
27-Jun-22	Planning	ArtofData website hosting for Neighbourhood Plan	£	126.00
27-Jun-22	Clerk's Expenses	Winchester Archives- parking, photocopying, travel, Dropbox	£	102.50
27-Jun-22	Litter Warden Exps		£	35.00
27-Jun-22	Admin Payroll	Red76 Payroll for April	£	14.00
27-Jun-22	VAT	Red76 Payroll for April	£	2.80
27-Jun-22	Clerk's Expenses	Zoom.pro	£	11.99
27-Jun-22	VAT	Zoom.pro	£	2.40
27-Jun-22	Misc Maintenance	Scofell Heath End moss and weed removal	£	35.00
27-Jun-22	VAT	Scofell Heath End moss and weed removal	£	7.00
27-Jun-22	Misc Maintenance	Scofell parish field path weed kill (eco spray)	£	97.50
27-Jun-22	VAT	Scofell parish field path weed kill (eco spray)	£	19.50
27-Jun-22	Admin Payroll	Red76 Payroll for June	£	14.00
27-Jun-22	VAT	Red76 Payroll for June	£	2.80
			£	
			<b>Total:</b>	<b>9,501.21</b>

**29/22 Audit:** The Clerk has posted the Internal Auditor's Report on the website [here](#) and actions were noted.

The Council approved the Accounting statement on the AGAR and this was signed by the Chairman. All accounts will now be sent to the external auditor, PKF Littlejohn.

The Clerk will set out dates for exercise of public rights to be from 01 July to 11 August 2022 inclusive.

**Item 13: 30/22 Attendance at St Thomas' Church fete**

Cllrs Mitchell, Rand and Hurst will be in attendance at the fete.

Cllr Bowden offered to investigate an EWPC media pack with banners for community events like the Village Market and fete

**Action:** Cllr Bowden to investigate media pack for EWPC events

**Item 14: 14/22 Items to carry forward to next meeting**

**Actions 27/06/22**

<b>Item</b>	<b>Action</b>	<b>Owner</b>
<b>19/22</b>	Clerk to write formal letter to BDBC and resubmit NP.	<b>Clerk</b>
<b>20/22</b>	Clerk to speak to solicitor from Charles Lucas Marshall (now Coffin Mews) 01 July 2022 to instigate deed conveyance confirmation.	<b>Clerk</b>
<b>21/22</b>	Clerk to confirm approval of resolution to execute deeds to Foot Anstey solicitors.	<b>Clerk</b>
<b>23/22</b>	Clerk to contact contractors to complete parish field path.	<b>Clerk</b>
<b>26/22</b>	Clerk to organise grant to Parishioner and pursue other sources of funding and assistance for any Ukrainian families and their sponsors in East Woodhay.	<b>Clerk</b>
<b>30/22</b>	Cllr Bowden to investigate media pack for EWPC events	<b>Clerk</b>

**Note from Cllr Titcomb re Ukrainian support, to EWPC**

***Application for Financial Support***

***23<sup>rd</sup> June 2022***

***East End Farm Language Tuition***

***Background:***

*Mrs Marie-Pauline Mackinnon is host to a Ukrainian family in the village of East End and is supporting a second Ukrainian family who are also living in the village. A different host in the village is supporting a third Ukrainian family. The three Ukrainian families are sisters or sisters-in-law and between them they have five children who have been given places at St Martin's school or Thorngrove with the youngest obtaining a place 2 mornings a week at Bright Sparks Nursery school.*

*Within the East Woodhay Parish there are at least 8 adult refugees, all female. These 8 are known to Mrs Mackinnon, who has started a twice weekly language class at her home. They are all enjoying the opportunity to get together and are keen to learn English as soon as possible.*

*There are opportunities to learn English within Newbury but these are in Berkshire not Hampshire and apart from the college, which does not seem to mind where they are resident, these schemes are for Berkshire residents only as they are funded by West Berks. Even if these classes were to be open to Hampshire residents, the rural locality in which they all live, makes getting into Newbury and back again around school times difficult if not impossible – none of them have access to a car - which is why Mrs Mackinnon decided to start her own classes.*

***Qualifications:***

*Mrs Marie-Pauline Mackinnon – qualified teacher of special needs children*  
*Supported by*  
*Mrs Lucy de Albuquerque – qualified teacher of English as a Foreign Language*

***Application for Financial Support:***

*It would be helpful to Mrs Mackinnon to be given some financial support to cover the costs of:*  
*- Books , paper, printing to support the classes*

*Recommendation for initial financial assistance of £500 – supported by Cllr Karen Titcomb*

***How to Fund:***

*It would seem that there is an opportunity for the Parish Council to apply to Hampshire County Council:*

<https://www.hants.gov.uk/community/grants/grants-list/leaders-community-grants>

*Community organisations helping to support Ukrainian guests once they arrive in Hampshire, can apply to the County Council for a Leader’s Community Grant of up to £5,000 to support their work.*

*Due to the exceptional circumstances of the situation the following exceptions will apply to applicants wishing to provide support for this purpose only:*

- Applications will be considered from Parish and Town Councils and local branches of national charities (where the support being provided is delivered specifically in Hampshire)*
- Applications can be made at any time for amounts under £5,000*
- Applications under £1,000 will be considered on this occasion*
- Applications will be assessed to ensure that the proposals are appropriate, that necessary levels of safeguarding are in place and that the activity does not unnecessarily duplicate support which is already provided through other channels.*

***Proposal:***

*East Woodhay Parish Council apply to Hampshire on behalf of Mrs Mackinnon regarding support to Ukrainian guests. This would be in the terms of the Grant set out above. There is no duplication of support provided through other channels in the area and appropriate levels of safeguarding are in place.*

*Alternatively, might the Evingar Councillors have the opportunity to support local applications of this type, through their own grants?*

***Community Value:***

*These refugees are making a huge effort to integrate into the local English community - one of them has already set up a cake-making business and one is working part time in The Furze Bush pub.*

*They are busy and it is important that we support their efforts by trying to facilitate English lessons which are crucial to them, around their other endeavours to work / look after their children/deal with the horrors which they are facing in their home country.*

## **Councillor Reports June 2022**

Cllr Mitchell- Finance Report, below

**EAST WOODHAY PARISH COUNCIL  
FINANCE TEAM UPDATE  
Presented to EWPC 27<sup>th</sup> June 2022**

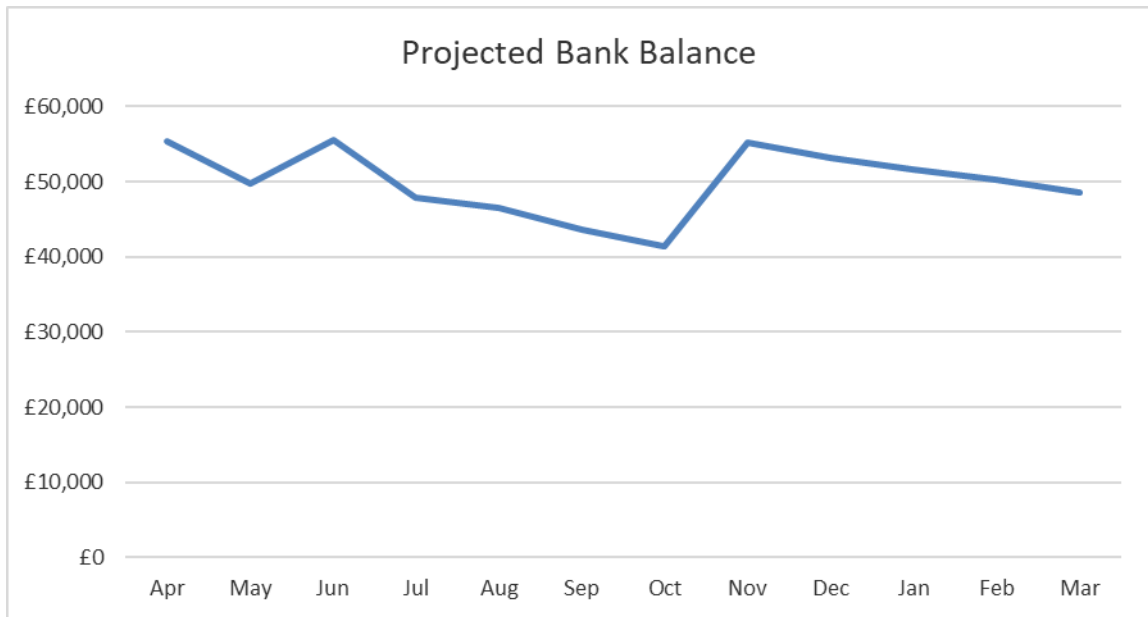
**1. SUMMARY**

- Bank Accounts £55,514 (Current £14,450 Redwoods £41,064k)
  
- a. INCOME STATEMENT
  - £15,860 Precept 50%
  - £4,940 Litter Warden grant
  - £2,052 Grass cutting
  - £984 Grant for Parish Field lectern
  -
  
- b. EXPENSE STATEMENT EXEC SUMMARY (Following list not conclusive)
  - £4,450 Concrete Table Tennis Tables
  - £3,390 CCTV Upgrade and annual maintenance
  - £2,254 Boardwalk repairs
  - £1,870 Heath End playground repairs
  - £1,795 Tree maintenance
  - £1,500 St Thomas Church grant for boiler
  - £1,379 Insurance
  - £820 Lectern for recreation ground
  - £704 HALC membership
  - £500 St Martin's Guild Jubilee grant
  - £240 Audit fees
  - £210 SID movement
  
- c. CAPITAL STATEMENT EXECUTIVE SUMMARY
  - £9,837 S106 from 2019/20 for spend on Community Orchard



## CASHFLOW PROJECTIONS

Including ring fenced projects in (c)



## 2. FISCAL YEAR COMPARED TO BUDGET

EAST WOODHAY PARISH COUNCIL															
Receipts and Payments - 2022/23															
RECEIPTS	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	BUDGET	% of Budget
Precept		£ 15,860.00											£ 15,860.00	£ 31,720.00	50%
Double Taxation													£ -	£ -	#DIV/0!
Litter Warden Grant		£ 4,940.00											£ 4,940.00	£ 4,818.00	103%
Rental Income													£ -	£ 601.00	0%
S106 Grant													£ -		#DIV/0!
Other Grants			£ 984.00										£ 984.00		#DIV/0!
Grass Cutting		£ 2,052.32											£ 2,052.32	£ 2,300.00	89%
VAT Recovered			£ 688.81										£ 688.81	£ -	#DIV/0!
Bank Interest													£ -	-	#VALUE!
	£ -	£ 22,852.32	£ 1,672.81	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 24,525.13	£ 39,439	62%
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										£ 1,902.22	£ 7,761.00	25%
Litter Warden Salary	£ 411.67	£ 411.67	£ 411.67										£ 1,235.01	£ 4,819.00	26%
Litter Warden Expenses	£ 35.00	£ 35.00	£ 35.00										£ 105.00	£ 500.00	21%
Clerk's Expenses	£ 42.24	£ 164.13	£ 114.49										£ 320.86	£ 500.00	64%
PAYE	£ 155.88	£ 155.88	£ 156.08										£ 467.84	£ 1,924.00	24%
Payroll Admin		£ 14.00	£ 14.00										£ 28.00	£ 200.00	14%
Admin (inc Courses)	£ 67.50												£ 67.50	£ 500.00	14%
Insurance			£ 1,379.54										£ 1,379.54	£ 2,000.00	69%
Audit			£ 240.00										£ 240.00	£ 700.00	34%
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	£ 2,195.00										£ 4,346.80	£ 2,000.00	217%
Annual Maint Agmnt		£ 537.91	£ 537.91										£ 1,075.82	£ 3,378.00	32%
Footpaths		£ 2,428.88											£ 2,428.88	£ 3,000.00	81%
Highways	£ 140.00		£ 210.00										£ 350.00	£ 4,000.00	9%
CCTV		£ 2,115.00	£ 1,815.00										£ 3,930.00	£ 1,250.00	314%
Grants & Sec 137	£ 820.00	£ 1,500.00	£ 500.00										£ 2,820.00	£ 2,000.00	141%
Chairmans Allowance													£ -	£ 300.00	0%
Planning			£ 126.00										£ 126.00	£ 2,500.00	5%
VAT	£ 601.65	£ 1,941.67	£ 956.78										£ 3,500.10	£ -	#DIV/0!
S106 spend		£ 4,450.00											£ 4,450.00	£ -	#DIV/0!
	£ 5,648.64	£ 14,670.08	£ 9,325.41	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 29,644.13	£ 40,052	74%

Printed : 23/06/2022

## 3. 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													£ -	£ 601.00	0%		
CTS Grant													£ -				
Other Grants			£ 984.00										£ 984.00		#DIV/0!		
Grass Cutting		£ 2,052.32											£ 2,052.32	£ 2,300.00	89%		
VAT Recovered			£ 688.81										£ 688.81	£ -	#DIV/0!		
Bank Interest													£ -	-	#VALUE!		
	£ -	£ 22,852.32	£ 1,672.81	£ -	£ -	£ -	£ 15,860.00	£ -	£ -	£ -	£ -	£ -	£ 40,385.13	£ 39,439	102%		
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	£ 633.94	£ 633.94	£ 633.94	£ 633.94	£ 633.94	£ 633.94	£ 633.94	£ 633.94	£ 633.94	£ 7,607.68	£ 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%		
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%		
Clerk's Expenses	£ 42.24	£ 164.13	£ 114.49	£ 114.49	£ 114.49	£ 114.49	£ 114.49	£ 114.49	£ 114.49	£ 114.49	£ 114.49	£ 114.49	£ 1,351.27	£ 500.00	270%		
PAYE	£ 155.88	£ 155.88	£ 156.08	£ 156.08	£ 156.08	£ 156.08	£ 156.08	£ 156.08	£ 156.08	£ 156.08	£ 156.08	£ 156.08	£ 1,872.56	£ 1,924.00	97%		
Payroll Admin		£ 14.00	£ 14.00	£ 14.00	£ 14.00	£ 14.00	£ 14.00	£ 14.00	£ 14.00	£ 14.00	£ 14.00	£ 14.00	£ 154.00	£ 200.00	77%		
Admin (inc Courses)	£ 67.50												£ 67.50	£ 500.00	14%		
Insurance			£ 1,379.54										£ 1,379.54	£ 2,000.00	69%		
Audit			£ 240.00			£ 200.00							£ 440.00	£ 700.00	63%		
Subscriptions	£ 704.31												£ 704.31	£ 720.00	98%		
Grass Cutting	£ 166.25				£ 665.00		£ 332.00	£ 150.00					£ 1,313.25	£ 2,000.00	66%		
Misc Maintenance	£ 1,870.00	£ 281.80	£ 2,195.00		£ 650.00								£ 4,996.80	£ 2,000.00	250%		
Annual Maint Agmnt		£ 537.91	£ 537.91			£ 632.50	£ 316.25	£ 316.25			£ 316.25	£ 316.25	£ 2,973.32	£ 3,378.00	88%		
Footpaths		£ 2,428.88			£ 250.00				£ 127.50				£ 2,806.38	£ 3,000.00	94%		
Highways	£ 140.00		£ 210.00					£ 105.00		£ 140.00			£ 595.00	£ 4,000.00	15%		
CCTV		£ 2,115.00	£ 1,815.00										£ 3,930.00	£ 1,250.00	314%		
Grants & Sec 137	£ 820.00	£ 1,500.00	£ 500.00										£ 2,820.00	£ 2,000.00	141%		
Chairmans Allowance								£ 100.00					£ 100.00	£ 300.00	33%		
Neighbourhood Plan			£ 126.00										£ 126.00	£ 2,500.00	5%		
VAT	£ 601.65	£ 1,941.67	£ 956.78										£ 3,500.10	£ -	#DIV/0!		
S106 spend		£ 4,450.00											£ 4,450.00	£ -	0%		
	£ 5,648.64	£ 14,670.08	£ 9,325.41	£ 1,365.18	£ 2,930.18	£ 2,197.68	£ 2,013.43	£ 2,036.43	£ 1,492.68	£ 1,505.18	£ 1,681.43	£ 1,681.43	£ 46,547.75	£ 40,052	116%		
Printed : 26/06/2022																	

#### 4. Waterfall To Date for FY 2022/23

