

MINUTES OF MEETING OF EAST WOODHAY PARISH COUNCIL
28 June 2021
19:30, East Woodhay Village Hall

Chairman: Cllr Paul Hurst (Chair)

Present: Councillors Mr M Rand, Mr A Watson, Mrs K Titcomb, Mr G Dick, Mr M Hainge, Mr J Heritage, Mrs S Cooper

In Attendance:

Clerk: Amy White

Item 1: Apologies

15/21 Apologies received and accepted from Cllr Mitchell, Cllr Jarvis and Cllr Watson.

Item 2: Declarations of Interest

16/21 None.

Item 3: 169/20 Matters Arising from 24 April 2021 Meeting

| Item | Action | Owner |
|--------|---|-------------------------|
| 147/20 | Cllrs Hainge, Heritage and Clerk to apply for CFI funding. Not actioned but please see item 6. | Heritage, Hainge, Clerk |

Item 4: Planning

17/21 Please see [planning minutes](#) for full responses to applications.

Item 5: Highways

18/21: Please see Cllr Dick's report at the end of the minutes.

19/21 Louise Hall is the new BDBC Community Safety Patrolling Officer.

The Clerk will invite Ms Hall to the next meeting to discuss the Highways issues along the by the Sports Club (highlighted in Cllr Dick's report) and also Cllr Hainge's Speed Indicator project (see item 6 below).

Action: Clerk to invite new Community Safety Patrolling Officer to the July meeting.

20/21 Cllr Dick proposed to add information on the law regarding residents placing stones outside their properties, onto the EWPC website. Council agreed this statement should be published.

Action: Clerk to add information regarding stones outside properties on the EWPC website.

Item 6: Update on traffic calming measures in Woolton Hill

21/21 Cllr Hainge has got the licence required for the speeding locations in the Parish.

Council agreed to apply for CFI funding (as per outstanding actions).

Costs for the set up and installation of the SID

- SID speed indicator: £2,800 plus VAT (Westcotec)
- Pole extensions etc for 10 sites agreed: £625.21 plus VAT (HCC)
- Initial Set up for the sites: 253.00 plus VAT (HCC)
- Erection /Dismantling and Storage of SID: £35 per visit 10 sites x £70 = £ 700 plus VAT (Premier Grounds)
- **Set up and Annual Total: August 21 - July 22 : £4,378.21 plus VAT**

Ongoing Annual charge:

- Premier Grounds: £700 plus VAT
- HCC Site fees ??: £500 plus VAT
- Westotec Spare Battery for unit: £300
- **£1,500 Plus VAT.**

Cllr Hainge asked Council for agreement to purchase the SID.

Council agreed to the purchase of a SID over a **5 year** period, to be reviewed every year. Cllr Hurst highlighted the recent CIL payment to EWPC may be able to fund this.

Action: Cllr Hainge to send the Clerk the quote from Westcotec and Clerk to purchase.

Action: Clerk to initiate CFI Funding.

Item 7: Finance Update

22/21 Please see Cllr Mitchell’s report at the end of the minutes.

23/21 The Clerk presented the following accounts for payment for June 2021:

| Date | Name/ Company | Amount | | Total |
|------------|---|-----------|---------|-----------|
| | | Excl VAT | Vat | |
| 27/04/2021 | Clerk Salary (incl £17.67 WFH expenses) | £623.41 | £0.00 | £623.41 |
| 27/04/2021 | Litter Warden Salary | £386.10 | £0.00 | £386.10 |
| 27/04/2021 | Litter Warden Expenses | £35.00 | £0.00 | £35.00 |
| 20/04/2021 | Clerk Expenses- biros for NP consultation days, ICO Data Protection Fee | £54.14 | £2.84 | £56.98 |
| 27/04/2021 | HMRC PAYE Month 03 (Clerk PAYE £151.40, NI Employer Contribution £2.78) | £154.18 | £0.00 | £154.18 |
| 27/04/2021 | Red76 Payroll Services | £12.00 | £2.40 | £14.40 |
| 10/06/2021 | Greentips- removal of tree in WH car park | £575.00 | £115.00 | £690.00 |
| 08/06/2021 | S Batt- tree limb chop and leave tidy | £85.00 | £0.00 | £85.00 |
| 07/06/2021 | Cybertronix annual CCTV maintenance | £600.00 | £120.00 | £720.00 |
| 02/06/2021 | John Priest Part Production of NP | £165.00 | £0.00 | £165.00 |
| 21/06/2021 | Sportsequip- new tennis net for WH tennis court | £84.00 | £16.80 | £100.80 |
| 21/06/2021 | Apple Print NP flyer copy run (2500) | £1,328.00 | £133.40 | £1,461.40 |

| | | | | |
|------------|---|---------|--------|---------|
| 07/06/2021 | Lawsons- wood for boardwalk, J Mitchell expense | £148.96 | £29.79 | £178.75 |
| 31/05/2021 | Scofell Annual Maintenance- monthly payment | £316.25 | £63.25 | £379.50 |

| | |
|--|----------------------|
| | Total |
| | Total VAT |
| | £483.48 |
| | Total Payment |
| | £5,050.52 |

24/21 The Clerk confirmed the date for exercise of public rights has been published on the website.

Item 8: Neighbourhood Plan update

25/21 EWPC is currently at Regulation 14 of the law regarding Neighbourhood Plans; public consultation, which will last for 6 weeks.

Statutory consultees, landowners, schools and local businesses have already been contacted via email or letter. Face to face and zoom meetings are being held over the 6 week period. All information, including locations of consultation meeting, can be found on the [website](#).

Cllr Hurst encouraged all councillors to gather as much feedback as possible.

Hard copies can be found in St Thomas' Church, St Martin's Church, WH Sports Club, East Woodhay Cricket Club, The Rampant Cat, The Furze Bush, The Red House.

Action: Clerk to send all EWPC councillors the formal neighbour letter to send out to any contacts.

Item 14: Items to carry forward to next meeting

26/21

- ⇒ Traffic calming update incl contact with CSPO Louise Hall.
- ⇒ Neighbourhood Plan

The next meeting will be held on Monday 26th July in East Woodhay Village Hall.

Actions 28/06/21

| Item | Action | Owner |
|--------------|--|------------------------------|
| 19/21 | Clerk to invite new Community Safety Patrolling Officer to the July meeting. | Clerk |
| 20/21 | Clerk to add information regarding stones outside properties on the EWPC website. | Clerk |
| 21/21 | Action: Cllr Hainge to send the Clerk the quote from Westcotec. Action: Clerk to initiate CFI Funding | Cllr Hainge Clerk |
| 25/21 | Clerk to send all EWPC councillors the formal neighbour letter to send out to any contacts. | Clerk |

Councillor Reports June 2021

Cllr Thacker

New Chief Executive

Chief Executive, John Coughlan is stepping down.

Hampshire County Council approved the appointment of Carolyn Williamson as the new Chief Executive for Hampshire County Council on 21 June 2021. She will take up her post on 19 July.

Carolyn Williamson is currently the County Council's current Deputy Chief Executive and Director of Corporate Resources.

Balancing the budget Consultation

Hampshire County Council is facing more cuts and has opened a consultation for all the county's residents on how taxpayers' money should be spent.

<https://www.hants.gov.uk/aboutthecouncil/haveyoursay/consultations/balancing-the-budget>

The site contains a consultation Information Pack that gives an outline of the County Council's budget and how this is currently spent.

The consultation sets out a range of options that could allow the Authority to continue to live within its means whilst meeting its statutory obligations and protecting vulnerable residents.

Residents can share their views via the consultation Response Form on the website.

Newtown Road HWRC

The decision to cease Hampshire funding to pay West Berks for north Hampshire residents' access to Newtown Road waste and recycling site was to be made on 17th June by the portfolio holder. Instead he has passed the decision back to the Leader, who provided the funds for continued access last year. The next decision day for the Leader is due to be 8th July.

The recommendations can be seen here:

<https://democracy.hants.gov.uk/documents/s74501/Report.pdf>

Woolton Hill Doctors' Surgery, Trade Street

In my last report I said that the proposed changes have potential to affect the roadside drainage ditch, which will require Ordinary Watercourse Consent, so the first step in the process is to discuss the implications and possible solutions with the Ordinary Watercourse officers. I have requested an update, but not received a response in time for this update.

Update: Trade Street:

There has been a meeting with the designer and Flood Water Management (FWM) team, following concerns about the ditch on Trade Street. The designer is preparing a solution that will be sent to the FWM team for approval in principle. When the design is considered acceptable for Ordinary Watercourse Consent, the project manager will send this to me and

the Parish Council for comment and then the scheme will then progress into the detailed design stage.

Grass Cutting

Rural grass cutting in Hampshire is dealt with centrally. Following a public consultation in 2015 grass cutting frequencies were reduced to one cut per year. I've passed the clerk's email on and am waiting for a response. I suspect the answer, unfortunately will be that the Parish will have to find its own contractor.

If Parish council wished to carry out additional cuts to the verges, then that would need to be licenced. I don't think roadside verges are covered by the parish lengthsman scheme, but the PC may wish to clarify this with the Lead Parish.

HCC Ref 21549376:

I have requested a progress report on this matter and will update the Clerk when I receive a reply.

HCC Ref 21553017: Church Road Woolton Hill

I have requested a progress report on this matter and will update the Clerk when I receive a reply.

Roadside verge obstructions

I have asked if there is a published version of HCC's policy and will update the Clerk when I receive a reply.

Tile Barn Row:

The Tile Barn Row footway scheme has a preliminary design agreed and is ready to go to detailed design once the issues on Trade Street are resolved, as the works will be delivered as one package, the project manager will also send this to me and the Parish Council.

Highways Report: Cllr Dick

The HCC list of works scheduled for 2021 – 2022 continues to be unavailable. A review of the information provided on [one.network](#) indicates the following activities planned over the coming 3 months, some of which have been postponed from earlier dates.

25-29 June
Blindmans Gate, Woolton Hill Road,

Southern Water
Some carriageway incursion

13-19 July
Woolton Hill, Broadlayings
Road closure
Carriageway and surface dressing.
Bitumen and chippings used to seal and protect the road.

14-20 July
Woolton Hill Road
Road closure
Carriageway and surface dressing.
Bitumen and chippings used to seal and protect the road.



Potholes

See highways log for updates.

WH Doctor Surgery Parking

Response still awaited following report that operational contact no longer in post. Request for update on planning report and detail of proposed works passed to Cllr Thacker for supportive action.

Mobility access to Parish Field entrance – corner of Church Road/ Woolton Hill Road
(ref:GE313372883; Highways ref. 21553017)

Approach to HCC Highways for guidance on procedure for kerb lowering to enable mobility access to path entrance at “Brownies Corner” resulted in response regarding vehicle driveway access. No further response to restated question - passed to Cllr Thacker for supportive action

Roadside Safety

Highways Ref 21549376 - Degradation of danger bollards. Abbey Wells Road - East side

Multiple bollards on Abbey Wells Road marking very deep ditch between The Holt and Scribblers and after The Holt on the bend towards East End are damaged or no longer visible. Severe risk of vehicle drop-off into deep ditch. No remedial action as yet so passed to Cllr Thacker for supportive action

Road side verge obstructions - Query HCC Highways policy

A parishioner query regarding status of deliberate verge obstructions produced HCC guidance (previously circulated) indicating the inclusion of verges as being legally part of a public highway, the

possibility of removal of roadside obstructions by HCC, and of possible 3rd party liabilities in case of attributable accident. B&DBC refer all related matters to HCC, which does not have a web statement indicating council policy as such to which enquiries may be directed. Guidance on definitive policy statement by HCC requested from Cllr Thacker.

Proposed advisory guidance to parishioners attached for decision.

Sports Club Exit Safety

Options sought from HCC regarding possible signage to enhance safety for those exiting Tennis and Sports Club. HCC state constrained by Highways Act in providing any additional "concealed entrance" signage (even if funded by EWPC) and would not condone wide angle mirror opposite exit to enable better view of approaching traffic. HCC could consider community direction signs on the basis that the costs of the work plus a 15% administration charge be funded by the Parish Council. EWPC can review options including internal danger warning signs to those leaving the premises.

Outline approval to price community signage/internal warning signs requested.

Ball Hill bus stop overgrowth

Excessive overgrowth at Ball Hill bus stop/parish notice board cleared by Lengthsman.

Water Leakage and Property Flood.

Request for assistance received from resident of Tile Bard Row following protracted flooding of back garden and possible damage to kitchen floor. Water source originally thought to be from adjacent supply to Vivid housing, but more recently evidenced as coming from water main spur from highway, despite rejection as such by Southern Water. Contacted Vivid, HCC Highways, B&DBC and Southern Water (x3) in capacity as Parish Councillor with eventual acknowledgement by Southern Water of accountability for repair completed to satisfaction of residents.

Finance Report, Cllr Mitchell

EAST WOODHAY PARISH COUNCIL FINANCE TEAM UPDATE 2021/22 Presented to EWPC 28th June 2021

1. SUMMARY

- Bank Accounts £66,969 (Current £34447.87 Redwoods £40.6k)
- Full payment for the Parish Field path to supplier, B&D to reimburse EWPC
- **£21K is ring-fenced for projects – see (c)**

a. INCOME STATEMENT

- £15,250 50% of precept received
- £4,622 Litter warden grant received
- £2,032 Grass cutting grant received
- £4067.31 BDBC CIL payment received

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

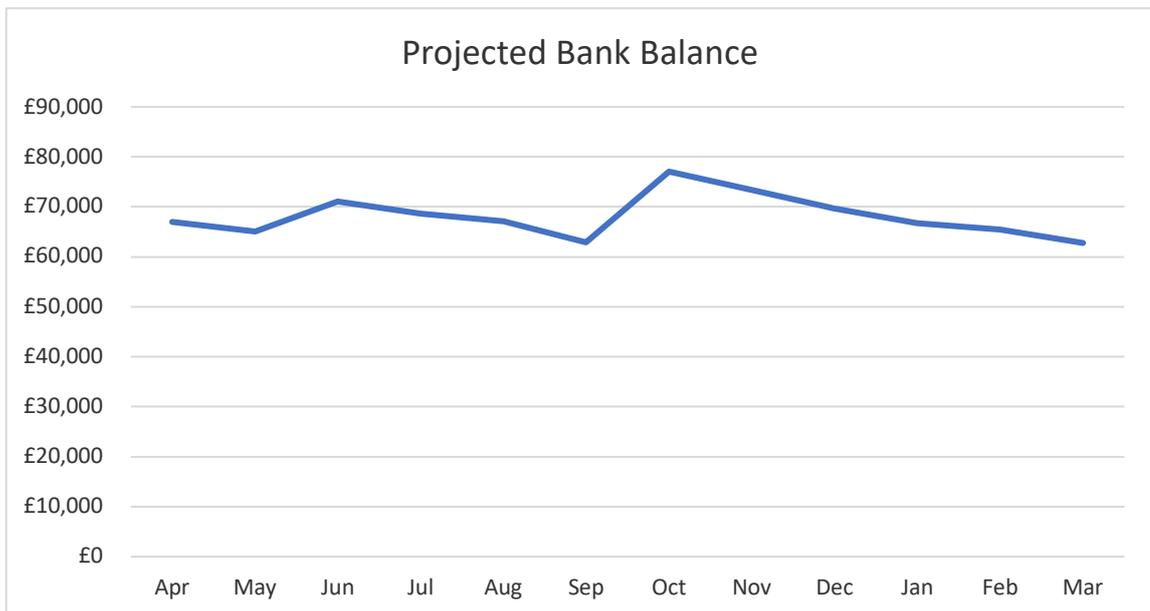
- Normal monthly expenses
- £18,060 payment for Parish Field path
- £1,414 Insurance
- £707 HALC Affiliation (16% increase on last year)
- £368 NP Consultant
- £316 Scofell Maintenance
- £35 Hall hire for Audit
- £50 domain name renewal

c. CAPITAL STATEMENT EXECUTIVE SUMMARY

- Ring Fenced :
 - I. £9,837 S106 from 2019/20 for spend on Orchard
 - II. £2,000 for Neighbourhood Plan work
 - III. £9,000 for Footpaths

2. CASHFLOW PROJECTION

Including ring fenced projects in (c)



3. FISCAL YEAR TO DATE TRANSACTIONS BY MONTH

| EAST WOODHAY PARISH COUNCIL | | | | | | | | | | | | | | | |
|---------------------------------|-------------|------------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------------|-------------|-------------|
| Receipts and Payments - 2021/22 | | | | | | | | | | | | | | | |
| RECEIPTS | Apr | May | June | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Total | BUDGET | % of Budget |
| Precept | £ 15,250.00 | | | | | | | | | | | | £ 15,250.00 | £ 30,500.00 | 50% |
| Double Taxation | | | | | | | | | | | | | £ - | £ - | #DIV/0! |
| Litter Warden Grant | £ 4,633.20 | | | | | | | | | | | | £ 4,633.20 | £ 4,633.00 | 100% |
| Rental Income | | | | | | | | | | | | | £ - | £ 601.00 | 0% |
| S106 Grant | | £ 991.36 | | | | | | | | | | | £ 991.36 | | #DIV/0! |
| Other Grants | | 8800 | | | | | | | | | | | £ 8,800.00 | | #DIV/0! |
| Grass Cutting | £ 2,032.00 | | | | | | | | | | | | £ 2,032.00 | £ 2,032.00 | 100% |
| VAT Recovered | | | | | | | | | | | | | £ - | £ - | #DIV/0! |
| Bank Interest | | | | | | | | | | | | | £ - | - | #VALUE! |
| | £ 21,915.20 | £ 9,791.36 | £ - | £ - | £ - | £ - | £ - | £ - | £ - | £ - | £ - | £ - | £ 31,706.56 | £ 37,766 | 84% |
| PAYMENTS | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Total | BUDGET | % of Budget |
| Clerk's salary | £ 623.41 | £ 623.41 | | | | | | | | | | | £ 1,246.82 | £ 9,114.03 | 14% |
| PAYE | £ 154.18 | £ 154.18 | | | | | | | | | | | £ 308.36 | £ 400.00 | 77% |
| Litter Warden Salary | £ 386.10 | £ 386.10 | | | | | | | | | | | £ 772.20 | £ 4,633.20 | 17% |
| Litter Warden Exps | £ 35.00 | £ 35.00 | | | | | | | | | | | £ 70.00 | £ 750.00 | 9% |
| Clerk's expenses | £ 11.99 | £ 223.69 | | | | | | | | | | | £ 235.68 | £ 274.86 | 86% |
| Admin (inc Courses and payroll) | £ 85.00 | £ 12.00 | | | | | | | | | | | £ 97.00 | £ 800.00 | 12% |
| Insurance | | £ 1,413.50 | | | | | | | | | | | £ 1,413.50 | £ 1,350.00 | 105% |
| Audit | | £ 240.00 | | | | | | | | | | | £ 240.00 | £ 450.00 | 53% |
| Subscriptions | £ 707.51 | | | | | | | | | | | | £ 707.51 | £ 695.64 | 102% |
| Grass Cutting | | | | | | | | | | | | | £ - | £ 1,224.00 | 0% |
| Misc Maintenance | | | | | | | | | | | | | £ - | £ 2,200.00 | 0% |
| Annual Maint Agmnt | £ 86.00 | £ 316.25 | | | | | | | | | | | £ 402.25 | £ 3,795.00 | 11% |
| Footpaths | £ 18,060.00 | | | | | | | | | | | | £ 18,060.00 | £ 4,000.00 | 452% |
| Highways | | | | | | | | | | | | | £ - | £ 1,000.00 | 0% |
| CCTV | | | | | | | | | | | | | £ - | £ 1,978.80 | 0% |
| Donations & Sec 137 | | | | | | | | | | | | | £ - | £ 1,500.00 | 0% |
| Chairmans Allowance | | | | | | | | | | | | | £ - | £ 250.00 | 0% |
| Neighbourhood Plan | | £ 367.50 | | | | | | | | | | | £ 367.50 | £ 2,500.00 | 15% |
| VAT | £ 3,631.60 | £ 68.05 | | | | | | | | | | | £ 3,699.65 | £ 1,387.03 | 267% |
| Grant Refund | | | | | | | | | | | | | £ - | £ - | #DIV/0! |
| Other | | | | | | | | | | | | | £ - | £ 9,804.21 | 0% |
| | £ 23,780.79 | £ 3,839.68 | £ - | £ - | £ - | £ - | £ - | £ - | £ - | £ - | £ - | £ - | £ 27,620.47 | £ 48,107 | 57% |

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4. Forecast for remainder of Financial Year 2021/22

Forecast for FY21/22 – Too early to comment

| EAST WOODHAY PARISH COUNCIL | | | | | | | | | | | | | | FORECAST | |
|---------------------------------|-------------|------------|------------|------------|------------|-------------|------------|------------|------------|------------|------------|------------|-------------|-------------|------------------|
| Receipts and Payments - 2021/22 | | | | | | | | | | | | | | | |
| RECEIPTS | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Total | BUDGET | % of Budget |
| Precept | £ 15,250.00 | | | | | £ 15,250.00 | | | | | | | £ 30,500.00 | £ 30,500.00 | 100% |
| Double Taxation | | | | | | | | | | | | | £ - | £ 0.00 | 0% |
| Litter Warden Grant | £ 4,633.20 | | | | | | | | | | | | £ 4,633.20 | £ 4,633.00 | 100% |
| Rental Income | | | | | | £ 600.00 | | | | | | | £ 600.00 | £ 601.00 | 100% |
| CTS Grant | | £ 991.36 | | | | | | | | | | | £ 991.36 | £ 0.00 | 880000000000000% |
| Other Grants | | 8800 | | | | | | | | | | | £ 8,800.00 | | |
| Grass Cutting | £ 2,032.00 | | | | | | | | | | | | £ 2,032.00 | £ 2,032.00 | 100% |
| VAT Recovered | | | | | | | | | | | | | £ - | £ 0.00 | 0% |
| Bank Interest | | | | | | | | | | | | | £ - | £ 0.00 | 0% |
| | £ 21,915.20 | £ 9,791.36 | £ - | £ - | £ - | £ 15,850.00 | £ - | £ - | £ - | £ - | £ - | £ - | £ 47,556.56 | £ 37,766 | 126% |
| PAYMENTS | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Total | BUDGET | % of Budget |
| Clerk's salary | £ 623.41 | £ 623.41 | £ 623.41 | £ 623.41 | £ 623.41 | £ 623.41 | £ 623.41 | £ 623.41 | £ 623.41 | £ 623.41 | £ 623.41 | £ 623.41 | £ 7,480.92 | £ 9,114.03 | 82% |
| PAYE | £ 154.18 | £ 154.18 | £ 154.18 | £ 154.18 | £ 154.18 | £ 154.18 | £ 154.18 | £ 154.18 | £ 154.18 | £ 154.18 | £ 154.18 | £ 154.18 | £ 1,850.16 | £ 400.00 | 463% |
| Litter Warden Salary | £ 386.10 | £ 386.10 | £ 386.10 | £ 386.10 | £ 386.10 | £ 386.10 | £ 386.10 | £ 386.10 | £ 386.10 | £ 386.10 | £ 386.10 | £ 386.10 | £ 4,633.20 | £ 4,633.20 | 100% |
| Litter Warden Exps | £ 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 | £ 750.00 | 56% |
| Clerk's expenses | £ 11.99 | £ 223.69 | £ 11.99 | £ 11.99 | £ 11.99 | £ 11.99 | £ 11.99 | £ 11.99 | £ 11.99 | £ 11.99 | £ 11.99 | £ 11.99 | £ 355.58 | £ 274.86 | 129% |
| Admin (inc Courses) | £ 85.00 | £ 12.00 | | | | | | | | | | | £ 97.00 | £ 800.00 | 12% |
| Insurance | | £ 1,413.50 | | | | | | | | | | | £ 1,413.50 | £ 1,350.00 | 105% |
| Audit | | £ 240.00 | | £ 250.00 | | | | | £ 200.00 | | | | £ 690.00 | £ 450.00 | 153% |
| Subscriptions | £ 707.51 | | | | | | | | | | | | £ 707.51 | £ 695.64 | 102% |
| Grass Cutting | | | | | | | £ 2,032.00 | | | | | | £ 2,032.00 | £ 1,224.00 | 166% |
| Misc Maintenance | | | | | | | | | £ 1,000.00 | | | | £ 1,000.00 | £ 2,200.00 | 45% |
| Annual Maint Agmnt | £ 86.00 | £ 316.25 | | | £ 2,000.00 | | | £ 1,500.00 | | | | | £ 3,902.25 | £ 3,795.00 | 103% |
| Footpaths | £ 18,060.00 | | | | | | | | | | | | £ 18,060.00 | £ 4,000.00 | 452% |
| Highways | | | | | £ 500.00 | | | £ 500.00 | | | £ 500.00 | | £ 1,500.00 | £ 1,000.00 | 150% |
| CCTV | | | £ 1,250.00 | | | | | | | | | | £ 1,250.00 | £ 1,978.80 | 63% |
| Donations & Sec 137 | | | | | £ 500.00 | | | £ 500.00 | | | £ 500.00 | | £ 1,500.00 | £ 1,500.00 | 100% |
| Chairmans Allowance | | | | | | | | | | | | | £ - | £ 250.00 | 0% |
| Neighbourhood Plan | | £ 367.50 | | | £ 500.00 | | £ 500.00 | | £ 500.00 | | £ 500.00 | | £ 2,367.50 | £ 2,500.00 | 95% |
| VAT | £ 3,631.60 | £ 68.05 | | | | | | | | | | | £ 3,699.65 | £ 1,387.03 | 267% |
| Grant Refund | | | | | | | | | | | | | £ - | £ 0.01 | 0% |
| Other | | | | | | | | | | | | | £ - | £ 9,804.21 | 0% |
| | £ 23,780.79 | £ 3,839.68 | £ 2,460.68 | £ 1,460.68 | £ 4,210.68 | £ 1,710.68 | £ 3,742.68 | £ 3,710.68 | £ 2,910.68 | £ 1,210.68 | £ 2,710.68 | £ 1,210.68 | £ 52,959.27 | £ 48,107 | 110% |

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5. Waterfall To Date for FY 2021/22

No comment

