

MINUTES OF MEETING OF EAST WOODHAY PARISH COUNCIL
26 April 2021
HELD VIRTUALLY USING ZOOM.APP
17.30

Chairman: Cllr James Mitchell (Chair)

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

In Attendance: One parishioner

Clerk: Amy White

Item 1: Apologies

166/20 No apologies were received.

Item 2: Declarations of Interest

167/20 None.

Item 3: To Agree Minutes of last meeting

168/20 The minutes of the meeting held on 22 March 2021 were verbally agreed, accepted as a true record and will be signed by the Chairman at the soonest opportunity (Covid restrictions).

Item 4: 169/20 Matters Arising from 25 January 2021 Meeting

Item	Action	Owner
115/20	Clerk to plant some hedge saplings in hedge at Rec Ground asap. Actioned - see Amenities	Clerk
147/20	Cllrs Hainge, Heritage and Clerk to apply for CFI funding. Not actioned due to not being at this stage yet.	Heritage, Hainge, Clerk
161/20	Cllr Dick to research options for safety improvements at the Sports Club entrance/exit. Actioned and will be ongoing investigation.	Cllr Dick
163/20	Action: Cllr Mitchell to send 2019/20 annual report out to all councillors. Actioned . Action: Clerk to invite Rev. Christine Dale and a rep of Neighbourcare to speak at the meeting. Actioned . Rev Dale will join in person.	Cllr Mitchell Clerk

Item 5: Amenities

170/20 Please see Amenities Minutes [here](#).

The permissive path has been completed. The new head teacher of the infant and junior schools, Paul Davis, will 'officially' open the path on Wednesday 28th April at 08:30. Newbury Weekly News will be there also.

Some remedial work is required at the Doctors' Surgery end of the field to tidy up the fencing. The Clerk has asked a local fencer for a quote.

The chairman expressed his gratitude to Cllr Rand for his hard work in completing the project.

Cllr Dick recommended the Clerk contacting Air Ambulance with the change to the parish field for their records.

Action: Clerk to contact Air Ambulance with changes to parish field.

Quote for recreation ground fencing: Council voted to approve the cost of improving the recreation field fencing next to Wellbrook House.

Item 6: Planning

171/20 Please see [planning minutes](#) for full responses to applications. The committee will share some draft wording on future responses to house building in East Woodhay.

Application 21/01417/TENO to place a 5G mast on the crossroads of Trade Street and Woolton Hill has been received. Planning Committee will ask the question if it is possible to move this proposed location to the current exchange on the corner of Mount Road and Woolton Hill.

Action: Planning Committee to contact BDBC planning re 5G mast application.

Item 7: Neighbourhood Plan

172/20 All editing has been completed and final proof reading in process. The next step is to send the document back to BDBC, and then to plan the public consultation, hopefully in time for the Annual Parish Meeting on 24/05/2021.

Item 8: Parish Communications

173/20 EWPC feels that the current communication channels (Facebook, website, Spectrum) are not aligned regarding the information sent out and needs improvement. This has become apparent recently with parishioner communication channels posting incorrect information about the decisions and workings of the Parish Council. The Clerk highlighted the community engagement page on the East Woodhay website which could be used to better effect. It was decided to make sure all communications are passed via the Clerk to ensure consistency of message.

Action: Clerk to speak to schools to see if information can be disseminated via their newsletters.

Item 9: Finance Update

174/20 Please see Cllr Mitchell's report at the end of the minutes.

- a) The Clerk presented the following accounts for payment for April 2021:

Date	Name/ Company	Invoice No	VAT No.	Amount Excl VAT	Vat	Total
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- Zoom (£14.39)			£11.99	£2.40	£14.39
27/04/2021	HMRC PAYE Month 01 (Clerk PAYE £151.40, NI Employer Contribution £2.78)			£154.18	£0.00	£154.18
24/04/2021	Cllr Mitchell expenses- gift for Rand & Early			£80.70	£0.00	£80.70
08/03/2021	ArtofData domain renewal	4816		£50.00		£50.00
06/04/2021	HALC Affiliation fees 2021-22	4351	989005388	£707.51	£0.00	£707.51
06/03/2021	Premier Grounds Annual Maintenance- tennis court moss removal	904	235348801	£86.00	£17.20	£103.20
19/04/2021	WHCH booking for audit day	2124		£35.00	£0.00	£35.00
19/04/2021	Poulsoms- permissive path full invoice	14269	479751882	£18,060.00	£3,612.00	£21,672.00

Total	Total	
I	Paym	
VAT	ent	
	£3,631.60	£23,861.49

These were digitally approved by Cllrs Mitchell and Hurst, witnessed via email by Cllr Rand.

175/20 The Clerk confirmed a salary increase in line with living wage for the Litter Warden.

Item 10: Highways

176/20 Please see Cllr Dick's report at the end of the minutes, and the current Highways Log on the Highways section of the website:

<http://www.eastwoodhay-pc.gov.uk/community/east-woodhay-parish-council-12776/highways/>

Item 11: Update on traffic calming measures in Woolton Hill

177/20 Brian Cainey from HCC has approved the six identified locations put forward by Cllr Hainge. See the location on our [website](#). It is likely the programme can start in mid June. Cllr Hainge will put together an annual programme for Mr Cainey and update the council at the next meeting.

Item 12: New councillor Code of Conduct

178/20 All councillors have read and accepted the new Councillor Code of Conduct, which has been put on the website [here](#).

Item 13: Annual meeting update

179/20 The Clerk confirmed the Annual Meeting and Annual Parish Meeting will be held on Monday 24th May at East Woodhay Village Hall.

Item 14: Items to carry forward to next meeting

180/20

⇒ Traffic calming update

The next meeting will be held on Monday 24th May in East Woodhay Village Hall.

Actions 26/04/21

Item	Action	Owner
170/20	Clerk to contact Air Ambulance with changes to parish field.	Clerk
171/20	Planning Committee to contact BDBC planning re 5G mast application.	Planning Committee
173/20	Clerk to speak to schools to see if information can be disseminated via their newsletters.	Clerk

Councillor Reports April 2021

Item 9: finance Update, Cllr Mitchell

EAST WOODHAY PARISH COUNCIL FINANCE TEAM UPDATE 2021/22 Presented to EWPC 26th April 2021

1. SUMMARY

- Bank Accounts £66,969 (Current £26,375 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

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

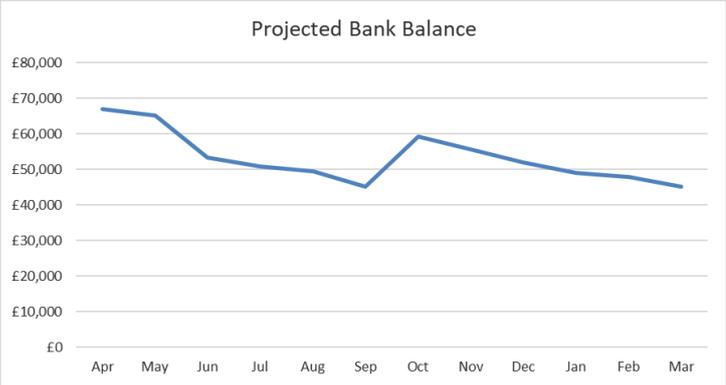
- Normal monthly expenses
- £18,060 payment for Parish Field path
- £707 HALC Affiliation (16% increase on last year)
- £86 Maintenance agreement
- £35 Hall hire for Audit
- £50 domain name renewal

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

	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	BUDGET	% of Budget
RECEIPTS															
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%
CTS Grant													£ -		#DIV/0!
Other Grants													£ -		#DIV/0!
Grass Cutting	£ 2,032.00												£ 2,032.00	£ 2,032.00	100%
VAT Recovered													£ -	£ -	#DIV/0!
Bank Interest													£ -	£ -	#N/A!UEI
	£ 21,915.20	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 21,915.20	£ 37,766	58%
PAYMENTS															
Clerk's salary	£ 623.41												£ 623.41	£ 9,114.03	7%
PAYE	£ 154.18												£ 154.18	£ 400.00	39%
Litter Warden Salary	£ 386.10												£ 386.10	£ 4,633.20	8%
Litter Warden Exps	£ 35.00												£ 35.00	£ 750.00	5%
Clerk's expenses	£ 11.99												£ 11.99	£ 274.86	4%
Admin (inc Courses)	£ 85.00												£ 85.00	£ 800.00	11%
Insurance													£ -	£ 1,350.00	0%
Audit													£ -	£ 450.00	0%
Subscriptions	£ 707.51												£ 707.51	£ 695.64	102%
Grass Cutting													£ -	£ 1,224.00	0%
Misc Maintenance													£ -	£ 2,200.00	0%
Annual Maint Agmt	£ 86.00												£ 86.00	£ 3,795.00	2%
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													£ -	£ 2,500.00	0%
VAT	£ 3,631.60												£ 3,631.60	£ 1,387.03	262%
Grant Refund													£ -	£ -	#DIV/0!
Other													£ -	£ 9,804.21	0%
	£ 23,780.79	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 23,780.79	£ 48,107	49%

Printed : 25/04/2021

4. Forecast for remainder of Financial Year 2021/22

Forecast for FY21/22 – Too early to comment

EAST WOODHAY PARISH COUNCIL

Receipts and Payments - 2021/22

FORECAST

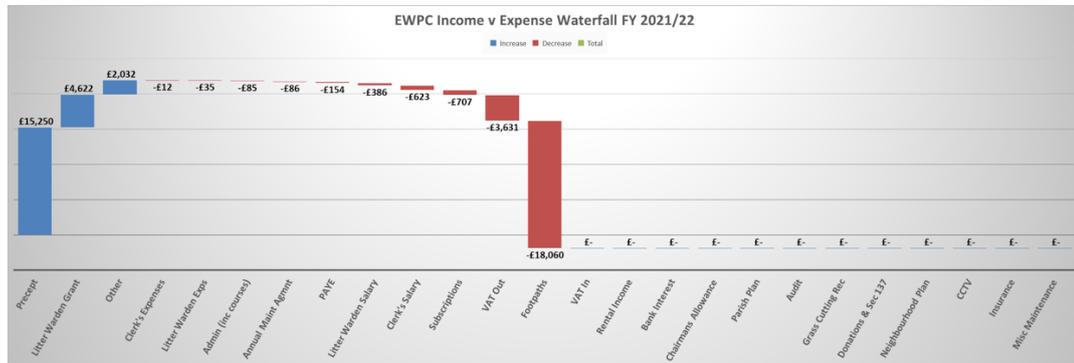
RECEIPTS	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	% of Budget
Precept	£ 15,250.00					£ 15,250.00							£ 30,500.00	100%
Double Taxation													£ -	0%
Litter Warden Grant	£ 4,633.20												£ 4,633.20	100%
Rental Income						£ 600.00							£ 600.00	100%
CTS Grant													£ -	
Other Grants													£ -	0%
Grass Cutting	£ 2,032.00												£ 2,032.00	100%
VAT Recovered													£ -	0%
Bank Interest													£ -	0%
	£ 21,915.20	£ -	£ -	£ -	£ -	£ 15,850.00	£ -	£ -	£ -	£ -	£ -	£ -	£ 37,765.20	100%

PAYMENTS	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	% 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	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	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	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	56%
Clerk's expenses	£ 11.99	£ 11.99	£ 11.99	£ 11.99	£ 11.99	£ 11.99	£ 11.99	£ 11.99	£ 11.99	£ 11.99	£ 11.99	£ 11.99	£ 143.88	52%
Admin (inc Courses)	£ 85.00												£ 85.00	11%
Insurance		£ 1,400.00											£ 1,400.00	104%
Audit				£ 250.00					£ 200.00				£ 450.00	100%
Subscriptions	£ 707.51												£ 707.51	102%
Grass Cutting							£ 2,032.00						£ 2,032.00	166%
Misc Maintenance													£ 1,000.00	45%
Annual Maint Agmt	£ 86.00				£ 2,000.00			£ 1,500.00					£ 3,586.00	94%
Footpaths	£ 18,060.00												£ 18,060.00	452%
Highways					£ 500.00			£ 500.00			£ 500.00		£ 1,500.00	150%
CCTV			£ 1,250.00										£ 1,250.00	63%
Donations & Sec 137						£ 500.00		£ 500.00			£ 500.00		£ 1,500.00	100%
Chairmans Allowance		£ 100.00											£ 100.00	40%
Neighbourhood Plan							£ 500.00		£ 500.00		£ 500.00		£ 2,000.00	80%
VAT	£ 3,631.60												£ 3,631.60	262%
Grant Refund		£ 9,000.00											£ 9,000.00	0%
Other													£ -	0%
	£ 23,780.79	£ 11,710.68	£ 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	£ 60,830.27	126%

Printed : 25/04/2021

5. Waterfall To Date for FY 2021/22

No comment



Item 10- Highways, Cllr Dick

EWPC Meeting Date: 26.04.2021

Highway Maintenance Reports

Please see updated Highways log.

HCC Highways Maintenance Schedule

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



26 Apr - 28 Apr

East End

Abbey Wells Road

Traffic control (stop/go boards)

OpenReach works

27 Apr - 29 Apr

Gore End

Gore End Road

Traffic control - delays possible

Highway Maintenance

24-31 May

Woolton Hill Road, Woolton Hill, Hampshire – access from A343

Road closure

Carriageway and surface dressing.

Bitumen and chippings used to seal and protect the road. Broadlayings

24-31 May

Woolton Hill, Broadlayings

Road closure

Carriageway and surface dressing.

Bitumen and chippings used to seal and protect the road.

Potholes

A number of reported potholes have been assessed and marked for repair and indeed some (e.g. Hollington Lane) have now been repaired.

Road degradation, damage to safety bollards, and the breakaway of highway shoulders on the narrower lanes is evidently an increasing and [underfunded problem](#) in the Parish as elsewhere in HCC as a result of which the Parish is unfortunately likely to see a continued deterioration of its local road surfaces beyond its control.

Roadside Ditches

Abbey Wells Road – East side from Copnor crossroads to Hollington House access drive.

- Contact received from HCC for further details; subsequent additional details and photos provided – awaiting further action from HCC.
- HCC [advisory document](#) on ownership responsibilities regarding ditches to be uploaded to EWPC website.

Tree Overhang – Abbey Wells Road (ref: 21544394)

No further action as yet from HCC.

WH Doctor Surgery Parking

Update on planning report and detail of proposed works still awaited following further follow up telephone and written requests; assistance from County Councillor impacted by current purdah.

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

Following recommendation by HCC Highways HQ kerb lowering to enable mobility access to path entrance at “Brownies Corner” now also raised as direct highways system issue (ref. 21553017).