

MINUTES OF MEETING OF EAST WOODHAY PARISH COUNCIL
22 February 2021
HELD VIRTUALLY USING ZOOM.APP
17.30

Chairman: Cllr James Mitchell (Chair)

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

In Attendance: Cllr Sanders, Cllr Thacker

Clerk: Amy White

Item 1: Apologies

136/20 No apologies received.

Item 2: Declarations of Interest

137/20 None.

Item 3: To Agree Minutes of last meeting

138/20 The minutes of the meeting held on 25 January 2021 were verbally agreed, accepted as a true record and will be signed by the Chairman at the soonest opportunity (Covid restrictions).

Item 4: 139/20 Matters Arising from 25 January 2021 Meeting

Item	Action	Owner
115/20	Clerk to plant some hedge saplings in hedge at Rec Ground asap. Not actioned.	Clerk
125/20	Cllr Sanders to ask B&D Planning/Legal teams re contributions for highways improvements from Section 106 of the Town and Country Planning Act. Actioned- Cllr Sanders explained this is not part of the planning approval, it will be HCC's responsibility to get roads up to a good standard.	Cllr Sanders
128/20	Clerk to send in precept request to BDBC. Actioned.	Clerk
131/20	Cllr Hainge will research further options for SIDs and associated data for the next meeting. Actioned. See item 12.	Cllr Hainge
133/20	Cllr Thacker will get HCC engineer to look at the signage near the WH sports club. Actioned. Engineer will come out shortly to have a look at sight lines, road markings etc.	Cllr Thacker

Item 5: Members' Reports

140/20

Cllr Sanders: Confirmation elections are taking place on 07 May for county and borough councillors and also for police and crime commissioners. Purdah (the period in the UK

between the announcement of an election and the formation of the new elected government) dates will be March 22nd to May 7th 2021.

Cllr Hurst commented that this will affect Neighbourhood Plan consultation. S106 funds may also not get approved during this time.

Cllr Thacker: Trade St parking: the ecology concerns have been assuaged; there are no great crested newts.

HWRC: A new potential household waste and recycling site at Kingsclere is still under investigation. The current arrangement at Newtown Road currently runs to July 2021 and there is no decision on what will happen after that. Cllr Thacker will continue to support the local Parishes to get the current arrangement continued at least until a new site is opened. Cllr Dick commented on the poor state of many C roads. Cllr Thacker will ask for a schedule of works from Highways.

Item 6: Amenities

141/20 Please see also Amenities Minutes. Regarding the Parish Field, Cllr Rand has investigated a path Poulsons has built in another local Parish. See the separate report at the end of the minutes.

Item 7: Planning

142/20 Please also see planning minutes for full responses to applications. EWPC has responded on the transport and planning HCC survey sent out to Parishes, regarding issues to be considered over the next few years.

Item 8: Neighbourhood Plan

143/20 The re-editing of the NP text has been completed, and final proof reading is underway. The work to update and generate the new maps required by the Examiner, continues in parallel. Over the next few weeks the overall document will be put back together. It will then be resubmitted back to BDBC for comment and guidance on consultation. Thinking through the consultation process has restarted.

Purdah will mean that the NP consultation process will cease until after the election.

However, the NP team will hopefully be able to send the pre-consultation document to BDBC for reading prior to purdah, for consultation action to pick up once elections are complete.

Item 9: Finance Update

144/20 Please also see Cllr Mitchell's report at the end of the minutes.

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

Name/ Company	Invoice No	VAT No.	Amount Excl VAT	Vat	Total
Clerk Salary			£605.74	£0.00	£605.74
Clerks Expenses- DropBox (£95.88), £17.67 allowance			£97.57	£15.98	£113.55
Litter Warden Salary			£377.84	£0.00	£377.84
Litter Warden Expenses			£35.00	£0.00	£35.00
Greentips (Parish Field Tree Prune- PAID)	108	187655751	£1,050.00	£210.00	£1,260.00

HALC New Councillor Training	4269	989005388	£95.00	£19.00	£114.00
John Priest Neighbourhood Plan part production	210131		£135.00	£0.00	£135.00
HMRC PAYE Month 11 (Clerk PAYE £151.40, NI Employer Contribution £3.47)			£154.87		£154.87
				Total VAT	Total Payment
				£244.98	£2,796.00

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

Item 10: Utilities

145/20 No issues to report this month.

Item 11: Highways

146/20 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/>

Action: Cllr Mitchell to find the original proposal for the Trade Street parking.

Cllr Thacker reminded EWPC that the Community Funded Initiative via HCC could possibly be used if signage was needed in the Parish.

Item 12: Update on traffic calming measures in Woolton Hill

147/20 Six locations have been sent to Mandy Ware of HCC. She has estimated a £600 cost for new post placements. As soon as the Highways Engineer team can be in the Parish, costs and locations can be confirmed. The full costing of a new SID and road furniture will likely cost approx. £12k. EWPC will apply for a Community Funded Initiative Grant from HCC, which should provide approx. £2800 of grant funding.

Action: Cllrs Hainge, Heritage and Clerk to apply for CFI funding.

Item 13: Grant Funding Available

148/20 This was covered in the other items. However, it was considered whether a councillor should be responsible for researching grant funding opportunities. To take to next meeting.

Item 14: EWPC Meetings

149/20 HALC has confirmed that current allowances for remote meetings will end on 07 May; after this date, face to face meetings should resume. It was decided that as the restriction-easing is still so precarious, it was sensible to wait for more guidance before making any decisions on future meetings on zoom.

HALC has also recommended holding a remote Annual Parish Meeting before 07 May; the Clerk will find a potential new date and update councillors as and when guidance is confirmed.

Action: Clerk to update councillors as and when guidance is confirmed for remote vs face to face meetings.

Item 15: EWS Update

150/20 No change in activities from the January report. Updates to the community will continue via a regular newsletter whilst there is a lockdown. As a latest metric, Neighbourcare has driven over 9000 miles, delivering over 5000 prescriptions since the start of the pandemic.

Item 15: Items to carry forward to next meeting

151/20

- ⇒ Traffic calming Update,
- ⇒ Finalised budget,
- ⇒ To consider a 'Grants' Councillor role.

The next meeting will be held virtually on Monday 22nd March using Zoom. Please contact the Clerk for details of how to join the meeting.

Actions 22/02/21

Item	Action	Owner
146/20	Cllr Mitchell to find the original proposal for the Trade Street parking.	Cllr Mitchell
147/20	Cllrs Hainge, Heritage and Clerk to apply for CFI funding.	Heritage, Hainge, Clerk
149/20	Clerk to update councillors as and when guidance is confirmed for remote vs face to face meetings.	Clerk

Councillor Reports February 2021**Item 5: Hampshire County Council Update- Cllr Thacker****Council Tax**

On Thursday, the County meets to set its budget and council tax precept. The council will vote on setting the rise at 4.99%, of which 3% is for Adult Social Care.

Elections

You asked me to update you on the 2021 elections from a County perspective.

Hampshire delegates its Returning Officer function to the Returning Officer for the borough. Hampshire County elections this year are as scheduled on 6th May. County elections are held every four years on an all-out basis; the last County election in Hampshire was in 2017.

The electoral commission has published guidance for the Returning Officers at

<https://www.electoralcommission.org.uk/i-am-a/electoral-administrator/local-elections-england-and-wales>

The government has discouraged door-to-door campaigning and leafletting. **Chloe Smith, MP, Minister for the Constitution and Devolution**, wrote to Members of the Parliamentary Parties Panel on 22 January 2021, “... *Current national lockdown restrictions in England, say: ‘You must not leave, or be outside of your home except where necessary’.* *The Government’s view is that **these restrictions do not support door to door campaigning or leafletting by individual political party activists.** It is widely accepted that voters can continue to get campaigning information remotely. In order to reduce transmission of covid-19 infection, door to door campaigning at this point in time is therefore not considered essential or necessary activity.*

“...More broadly, as I have stated to Parliament, the Government is currently reviewing how May’s local elections can be successfully delivered in a covid-secure way. The Government is analysing the public health situation and continuing to support the necessary logistics to hold a covid-secure election, and will update Parliament in due course on our plans. **The date of the elections is set in primary legislation, and will remain so unless Parliament determines otherwise.**

“... It is our intention to provide further guidance in due course”

On 5th May a ‘polls delivery plan’ update was published.

“In summary, the government is making the following commitments:

*Voters will have a choice between in person and absent voting. **Postal and proxy voting will be supported, and proxy voting rules changed so that those affected by COVID-19 in the days before the poll can still vote.***

[Government] will... make sure that voters, electoral staff, candidates, campaigners and the wider public are protected to the maximum extent possible from the spread of disease.

[Government] will be clear about how existing public health regulations and guidance apply to essential voting activities.

Candidates and their agents will have additional guidance on the specific application of social distancing and other regulations to their activities, including nominations and campaigning.

Returning Officers and local authorities will have support from the government that they need to deliver the elections, including funding for the extra costs the necessary public health measures will generate.”

Secondary legislation has been made, coming into force on 10 March 2021, The effect of the new Regulations is that the number of signatures required on nomination papers has been reduced to two subscribing electors as proposer and seconder.

The **Minister for School Standards, Nick Gibb, and the Minister for the Cabinet Office, Lord True CB**, have written to all schools and returning. Returning officers have been asked to avoid using schools as polling stations.

Government updates are published frequently for various audiences, so I apologise, if I have missed updating you with any other relevant ones.

Trade Street Parking

The delivery manager for the parking project at HCC has emailed Graham Dick and me this morning to say that there are some issues that the engineer needs to clarify and would provide further information by the end of March.

I have since communicated with the delivery manager who has added that the ecology concerns have been assuaged - during the winter while the ditch filled with water. The ecology team visited, assessed the ditch and believe it not to be a habitat for great crested newts.

Woolton Hill Sports Club

I have discussed the sightlines and signage at the entrance with the principal engineer, who today confirmed that the site will be inspected shortly.

HWRC

I received a response to my question on the progress of identifying a new site in north west Hampshire for Household Waste and Recycling.

The executive member confirmed that the investigation into the feasibility of the potential HWRC site near Kingsclere is progressing, and he hopes to have a recommendation soon. Regarding funding of Hampshire resident access to West Berkshire's Newtown Road Recycling Centre, this was a 12 month arrangement that currently runs until the end of July 2021. There is no HCC decision yet on provision after that.

Item 6: Amenities, Cllr Rand: Parish Field- Due Diligence

Path Investigation

On 18th February, Paul Hurst and Mark Rand went to South Wonston, Nr Winchester to take a look at a path which the contractor Poulsom had installed

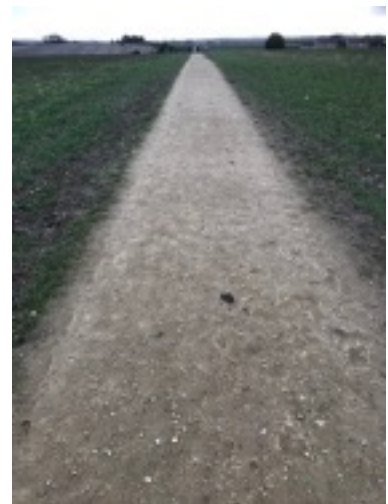
There had been a lot of rain recently and we wanted to see how the path had stood up to the conditions



Either side are photos of the path. The path has a camber allowing water to run off. You can also see the colour of the material.

The path is very heavily used as it forms a direct route for communities.

There were also signs up from Hampshire Council which stated they were extending this path in a similar fashion.





On the left is a close-up of the hard path which shows a little more of the path consistency.

On the right is a photo in the same area but which is not part of the path. i.e. there are large puddles resulting from the recent heavy rain.



Finance Update- Cllr Mitchell

1. SUMMARY

- Bank Accounts £67,915 (Current £27,915 Redwoods £40k)
- **Treasurer's Comment: Forecast to have £65K on account at end of FY. £21K is ring-fenced for projects – see (c)**

a. INCOME STATEMENT

- £30,083 100% of precept received
- £4,534 Litter warden grant received
- £600 Rent received
- £2,249 VAT reclaimed

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

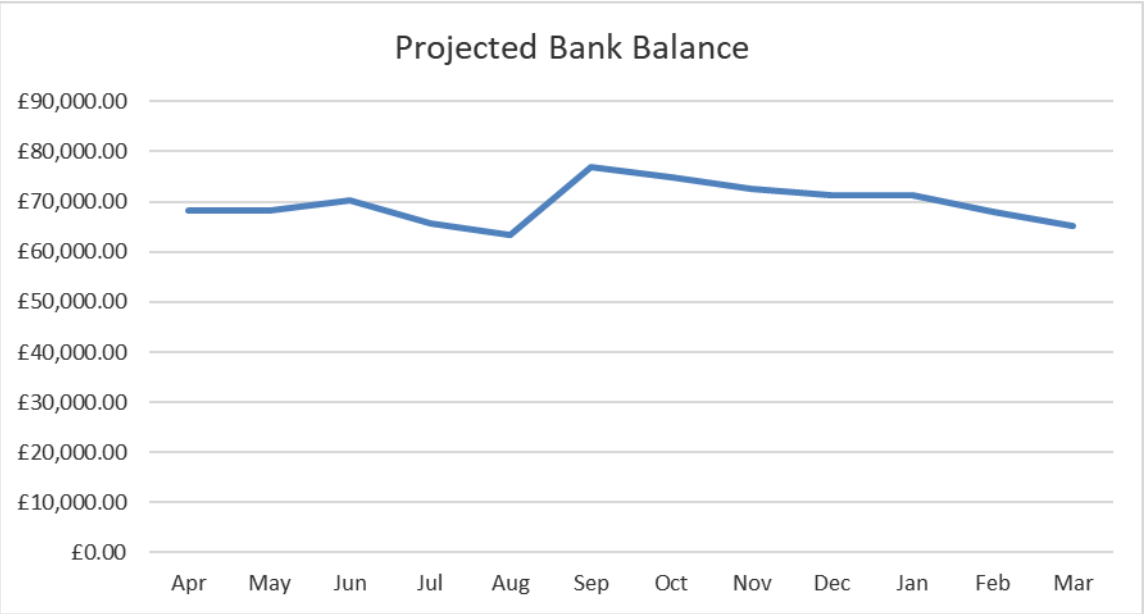
- Normal monthly expenses
- £1,476 Insurance premium (same as last year)
- £1,250 CCTV
- £1,020 Hedge cutting and ditch management
- £927 Kissing Gate & labour
- £1,945 Annual Maintenance
- £1,050 Parish Field tree maintenance
- £607 HALC Affiliation
- £595 Miscellaneous Maintenance (Playground fence repair & tennis court clearance)
- £500 Grant to St Thomas Church
- £460 Neighbourhood Plan
- £440 Audit fees
- £433 Defib batteries and pads
- £380 HALC Training
- £324 Footpaths – materials and labour for 3x Hollington FP gates
- £150 Parish Online subscription
- £150 WH recreation ground bridge removal
- £100 Brownies Corner Maintenance
- £108 Boardwalk repair
- £98 Dropbox subscription

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 - 2020/21															
RECBPTS	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	BUDGET	% of Budget
Precept	£ 15,041.50					£ 15,041.50							£ 30,083.00	£ 30,082.86	100%
Double Taxation													£ -	£ -	#DIV/0!
Litter Warden Grant		£ 4,534.40											£ 4,534.40	£ 4,534.40	100%
Rental Income						£ 600.00							£ 600.00	£ 601.00	100%
CTS Grant													£ -	£ -	#DIV/0!
S106 Monies													£ -	£ -	#DIV/0!
Other	£ 2,012.00				£ 101.75								£ 2,113.75	£ -	#DIV/0!
VAT Recovered	£ 489.09										£ 1,760.57		£ 2,249.66	£ -	#DIV/0!
Bank Interest													£ -	£ -	#VALUE!
	£ 17,542.59	£ 4,534.40	£ -	£ -	£ 101.75	£ 15,641.50	£ -	£ -	£ -	£ -	£ 1,760.57	£ -	£ 39,580.81	£ 35,218	112%
PAYMENTS	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	BUDGET	% of Budget
Clerk's salary	£ 753.53	£ 377.27	£ 680.19	£ 589.46	£ 589.46	£ 711.11	£ 623.41	£ 623.41	£ 623.41	£ 623.41	£ 605.74		£ 6,800.40	£ 9,114.03	75%
Clerk's expenses	£ 11.99			£ 17.67	£ 17.67	£ 85.47			£ 11.99	£ 11.99	£ 97.57		£ 254.35	£ 274.86	93%
Litter Warden Salary	£ 339.30	£ 391.41	£ 377.84	£ 377.84	£ 377.84	£ 377.84	£ 377.84	£ 377.84	£ 377.84	£ 377.84	£ 377.84		£ 4,131.27	£ 4,185.60	99%
Litter Warden Exps	£ 60.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00		£ 410.00	£ 750.00	55%
Admin (inc Courses)								£ 40.00		£ 380.00	£ 95.00		£ 515.00	£ 800.00	64%
Insurance	£ 1,318.15												£ 1,318.15	£ 1,350.00	98%
Audit		£ 240.00						£ 200.00					£ 440.00	£ 450.00	98%
Subscriptions		£ 607.31											£ 607.31	£ 695.64	87%
Grass Cutting						£ 245.00	£ 110.00	£ 110.00					£ 465.00	£ 1,224.00	38%
Misc Maintenance			£ 150.00			£ 150.00	£ 65.00			£ 595.00	£ 1,050.00		£ 2,010.00	£ 2,200.00	91%
Annual Maint Agmnt			£ 1,020.00						£ 100.00	£ 815.00			£ 1,935.00	£ 2,886.60	67%
Footpaths	£ 317.00	£ 242.00	£ 108.00				£ 176.70	£ 927.50					£ 1,771.20	£ 4,000.00	44%
Highways													£ -	£ 1,000.00	0%
CCTV			£ 1,250.00										£ 1,250.00	£ 1,978.80	63%
Donations & Sec 137				£ 500.00									£ 500.00	£ 1,500.00	33%
Chairmans Allowance			£ 34.00						£ 123.09				£ 157.09	£ 250.00	63%
Neighbourhood Plan						£ 175.00				£ 150.00	£ 135.00		£ 460.00	£ 2,500.00	18%
VAT	£ 223.97	£ 131.21	£ 484.00			£ 49.00	£ 51.30	£ 255.50	£ 2.40	£ 353.19	£ 244.98		£ 1,795.55	£ 1,387.03	129%
PAYE	£ 4.11	£ 390.37	£ 67.59	£ 148.07	£ 148.07	£ 148.07	£ 154.87	£ 151.40	£ 158.34	£ 154.87	£ 154.87		£ 1,680.63	£ 400.00	420%
Grant Refund													£ -	£ -	#DIV/0!
Other	-£ 32.79									£ 433.95			£ 401.16	£ -	#DIV/0!
	£ 2,995.26	£ 2,414.57	£ 4,206.62	£ 1,668.04	£ 1,168.04	£ 1,976.49	£ 1,594.12	£ 2,720.65	£ 1,432.07	£ 3,930.25	£ 2,796.00	£ -	£ 26,902.11	£ 36,947	73%
Printed : 19/02/2021															

4. Forecast for remainder of Financial Year

Forecast for FY20/21

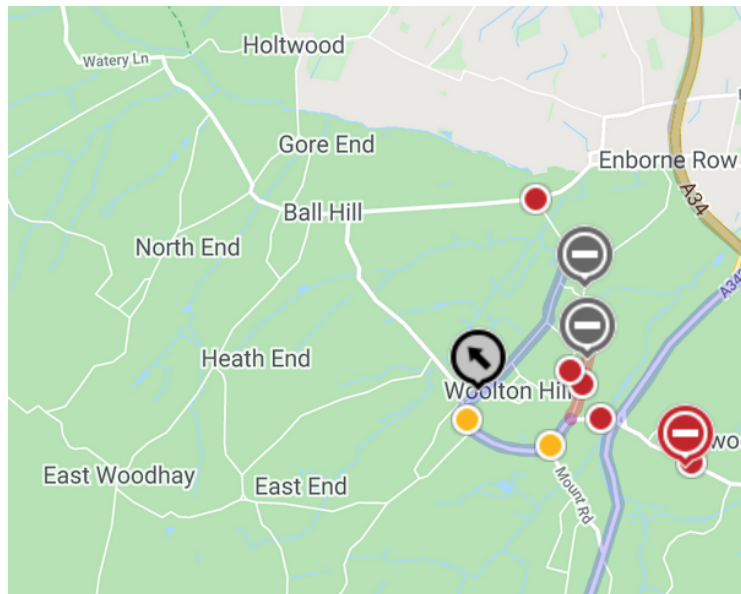
EAST WOODHAY PARISH COUNCIL														FORECAST	
Receipts and Payments - 2020/21															
RECBPTS	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	BUDGET	% of Budget
Precept	£ 15,041.50					£ 15,041.50							£ 30,083.00	£ 30,082.86	100%
Double Taxation													£ -	£ -	#DIV/0!
Litter Warden Grant		£ 4,534.40											£ 4,534.40	£ 4,534.40	100%
Rental Income						£ 600.00							£ 600.00	£ 601.00	100%
CTS Grant													£ -	£ -	#DIV/0!
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Other Grants	£ 2,012.00				£ 101.75								£ 2,113.75	£ -	#DIV/0!
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Clerk's expenses	£ 11.99			£ 17.67	£ 17.67	£ 85.47			£ 11.99	£ 11.99	£ 97.57	£ 100.00	£ 354.35	£ 274.86	129%
Litter Warden Salary	£ 339.30	£ 391.41	£ 377.84	£ 377.84	£ 377.84	£ 377.84	£ 377.84	£ 377.84	£ 377.84	£ 377.84	£ 377.84	£ 391.41	£ 4,522.68	£ 4,153.03	109%
Litter Warden Exps	£ 60.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 445.00	£ 750.00	59%
Admin (inc Courses)								£ 40.00		£ 380.00	£ 95.00		£ 515.00	£ 800.00	64%
Insurance	£ 1,318.15												£ 1,318.15	£ 1,350.00	98%
Audit		£ 240.00						£ 200.00					£ 440.00	£ 450.00	98%
Subscriptions		£ 607.31											£ 607.31	£ 695.64	87%
Grass Cutting						£ 245.00	£ 110.00	£ 110.00					£ 465.00	£ 1,224.00	38%
Misc Maintenance			£ 150.00			£ 150.00	£ 65.00			£ 595.00	£ 1,050.00		£ 2,010.00	£ 2,200.00	91%
Annual Maint Agmnt			£ 1,020.00						£ 100.00	£ 815.00			£ 1,935.00	£ 2,886.60	67%
Footpaths	£ 317.00	£ 242.00	£ 108.00				£ 176.70	£ 927.50				£ 2,000.00	£ 3,771.20	£ 4,000.00	94%
Highways													£ -	£ 1,000.00	0%
CCTV			£ 1,250.00										£ 1,250.00	£ 1,978.80	63%
Donations & Sec 137				£ 500.00									£ 500.00	£ 1,500.00	33%
Chairmans Allowance			£ 34.00						£ 123.09				£ 157.09	£ 250.00	63%
Neighbourhood Plan						£ 175.00				£ 150.00	£ 135.00	£ 2,300.00	£ 2,760.00	£ 2,500.00	110%
VAT	£ 223.97	£ 131.21	£ 484.00			£ 49.00	£ 51.30	£ 255.50	£ 2.40	£ 353.19	£ 244.98		£ 1,795.55	£ 1,387.03	129%
PAYE	£ 4.11	£ 390.37	£ 67.59	£ 148.07	£ 148.07	£ 148.07	£ 154.87	£ 151.40	£ 158.34	£ 154.87	£ 154.87	£ 151.00	£ 1,831.63	£ 400.00	458%
Grant Refund													£ -	£ -	#DIV/0!
Other	-£ 32.79									£ 433.95		£ 9,837.00	£ 10,238.16	£ 9,804.21	104%
	£ 2,995.26	£ 2,414.57	£ 4,206.62	£ 1,668.04	£ 1,168.04	£ 1,976.49	£ 1,594.12	£ 2,720.65	£ 1,432.07	£ 3,930.25	£ 2,796.00	£ 15,567.94	£ 42,470.05	£ 46,718	91%
Printed : 19/02/2021															

Item 11: Highways Report, Cllr Dick

Resurfacing Work

Regrettably the currently published HCC Highways Maintenance Plan Schedule continues to remain that of 2019/2020. HCC has agreed that an updated version should by now be available but cites Covid as one of the reasons for failure to yet be in a position to provide such oversight.

Monitoring of information provided on [one.network](#) indicates the following activities planned over the coming 3 months.



22 - 24 Feb

Mon - Fri 7:30 - 18:00

Broadlayings

Additional carriageway surface repairs in localised areas along Broadlayings, between Station Road and Woolton Hill Road.

This is in preparation for a proposed surface treatment, which if undertaken, will be carried out during 2021.

The works are currently programmed to start on Monday 22nd February and are expected to last for 1 day, during which time the road will be closed to through traffic from approximately 07:30 to 18:00hrs. The road will be open outside of these hours.

16 March

Woolton Hill Road, Woolton Hill, Hampshire

Broadlayings

Road closure – Traffic Lights.

Carriageway and surface dressing.

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

NB The works may not take place on the first date advertised due to operational changes, but revised dates will be shown on the local yellow warning signs.

22- 26 March

Bridge no. B120, Ball Hill Road, Enborne

Parapet repair: Take down approx. 5m length of damaged brickwork 10 courses high plus coping course Set aside coping stones and any other bricks that are suitable for reuse Rebuild to original shape and alignment Reinstall coping stones Reinstall county boundary sign Replacement bricks shall be Chelmer Reds.

Road Flooding

Recent heavy rains have resulted in occasional surface water collection, but there has been no lasting recurrence of the flood situation on Woolton Hill Road at the telephone exchange section.

Potential for impairment of surface water takeaway on Abbey Wells Road (continuation of Church Road) due to uncleared roadside ditches has been reported to HCC (ref: 21544397). Contact received from HCC requesting additional photographic details, which will be supplied.

Tree Overhang

Following resident reports of concerns regarding the state of the trees along Abbey Wells Road (continuation of Church Road) further correspondence with the Arboriculture Team at HCC was re-contacted as follow up to a previous report in 2020 (ref: 7067410) Following their response and recommendation this has now been uploaded as an official report to HCC Highways (ref: 21544394) and acknowledged as such (See Highways Log).

WH Doctor Surgery Parking

Update on planning report still awaited at time of writing. Further enquiries have been raised for progress update from HCC (21.02.2021) which resulted in the information that the engineer is now back at work having got over a case of covid19 and now following up further instructions to proceed with the scheme. This at present means clarifying “a few Issues”. Further information is now anticipated by the end of March.

The current reduced footfall, and thus traffic movements remain significantly reduced, there being almost invariably parking capacity available in the designated car park despite sometimes extra staff cars using a number of spaces. Once an outline plan is received from HCC it will be discussed with clinic management to see whether It remains a best option under new medical working practices, or if indeed the addition of further staff parking behind the clinic may provide a more feasible resolution. Attention to Covid vaccination programs and the current strain on operational clinic staff are still a higher priority.