

BOARHUNT PARISH COUNCIL MEETING - Minutes of 7th March 2018

<u>Present</u>	<u>Others present</u>	<u>Apologies/Absence</u>
Cllr S. Brunet	Clerk – G. Wright	Cllr J. Parker
Cllr R. Crowe (Chair)	WCC Cllr N. Cutler	Cllr E. Schofield
Cllr B. Dell	HCC Cllr P. Stallard (arrived at 7.40pm)	
Cllr D. Pynigar	8 members of the Public	
Item	Description	Action
198/17	Apologies for absence	
198.1/17	Apologies for absence were received and accepted from Cllr Parker (Work commitments) and Cllr Schofield (Personal reasons). In Cllr Parker's absence, Cllr Crowe was Chair for the meeting.	
199/17	To receive declarations of Disclosable Pecuniary Interests for items on the Agenda	
199.1/17	None.	
200/17	To receive resolution to suspend Standing Orders for no more than 10 minutes to allow members of the Public present to raise questions regarding items on the agenda.	
200.1/17	Public Participation – Standing Orders were suspended and the meeting was adjourned for Public Participation. Mr Sprake (Allotment Plot No. 5) raised concerns regarding the recent problems with Water supply at the Allotments and volunteered to help resolve matters by holding a water key for the Allotment stop cock. Mr Sprake's proposal was agreed by the PC and it was agreed to supply the appropriate key and mark up the appropriate stock cock.	Parish Council/Mr Sprake
201.2/17	Hampshire County Councillor's (HCC) Report for March 2018 – HCC Cllr Stallard had sent her report prior to the meeting and urged all to read it. HCC Cllr Stallard said that a 5.99% increase in the HCC element of Council Tax for 2018/19 had been agreed; 2.99% being for core services and 3% specifically to support social services. HCC Cllr Stallard advised that Devolution discussions were now back on the table, however it was early days in the process. The report can be viewed on Boarhunt Parish Council's (BPC's) website at http://www.boarhuntparishcouncil.org/Document/Default.aspx?DocumentUid=65DE6CC2-B17D-4961-B101-BF87C0AE30E9	All
200.3/17	Winchester City (District) Councillor's (WCC) Report - WCC Cllr Cutler said that WCC held its Budget setting meeting on 22 nd Feb 2018 and that a 2.9% in the WCC element of Council Tax had been agreed for 2018/19; this resulted in the WCC element of Council Tax for a Band D property rising from £134.99 per annum to £138.92 per annum. WCC Cllr Cutler said that the meeting had lasted for 5 hours and that (unusually) 2 petitions had be considered at the meeting, one of which was for Glass collection and recycling.	All
200.4/17	Police Report – No representatives were present at the meeting and no report had been received.	
201/17	To receive and approve the Minutes of the meeting held on 7th February 2018.	
201.1/17	It was RESOLVED to Approve the minutes.	
202/17	Actions Outstanding from previous Meetings	
202.1/17	(i) 150.1/17 (ii) Branches on overhanging Trees in Trampers Lane – Clerk still needs to agree date for meeting with the Southwick Estate.	The Clerk
	(ii) 159.4/17 Contact the Neighbourhood Watch Co-ordinator for Meon Valley – Cllr Parker agreed to action.	Cllr Parker
	(iii) 163.3/17 Project prioritisation list for PC – Cllr Parker agreed to provide list.	Cllr Parker
	(iv) 190.1/17 Village Design Statement(VDS)/Parish Plan – Cllr Schofield agreed to liaise with the Architect to progress this matter.	Cllr Schofield
203/17	To receive the Parish Clerk's report	
203.1/17	The Clerk reported that he had met with a HCC Ranger and obtained a new footpath stake and a double finger post for replacing a footpath sign. The Ranger requested that if residents were cutting hedges abutting Footpaths, that they picked up and disposed of any arisings properly, especially if they contained Gorse as this could easily injury the soft pads of dogs' feet. The Clerk said Boarhunt Parish were now members of the Southern Parishes Group and at the last meeting held on 5 th March 2018, officers from HCC's Fly Tipping team gave a presentation on actions being taken to help deal with Fly tipping in the County. The team reported that in 2016/17 Fly tipping on Public Land (i.e. land which was the responsibility of Councils) had cost £710,000 to clear.	
204/17	Finance and Council business	
204.1/17	It was RESOLVED to approve Payments due in March 2018 and endorse payments made during February 2018. (Note: details are listed at the end of this report).	The Clerk

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204.2/17	It was RESOLVED to approve the Financial Report for the Financial year to date 28 th February 2018. The Bank reconciliation was agreed and balances held as Earmarked reserves and as Unrestricted funds were noted. (Note: details are listed at the end of this report).	The Clerk
204.3/17	It was RESOLVED to approve an increase of £10 per month (to £135 per month) from March 2018 to the Contractor for Grounds Maintenance.	The Clerk
204.4/17	It was RESOLVED to approve Cllr Pynigar's attendance on a Lantra Basic Tree & inspection course at a cost of £155 plus travel in May 2018.	The Clerk
204.5/17	It was RESOLVED to approve The Clerk's attendance at the HALC Annual Conference at a cost of £75 plus travel.	The Clerk
204.6/17	Quotes from 3 contractors were considered to carry out the work in the Car Park at the Village Hall/Social Club: Supply & install new and replace existing bollard lights and supply and fit new fence and remove old fence and dig down for ducting for the bollard lights. It was RESOLVED to approve the quote from Tech Electrical for £3,863.94 and to appoint that company to carry out the agreed work.	Cllr Crowe/The Clerk
204.7/17	It was RESOLVED to approve the addition of Cllrs Dell, Pynigar, Russell and Brunet to the approved list of cheque signatories and internet payment authorisers for the PC's Unity Trust Bank Account.	The Clerk
204.8/17	It was RESOLVED to refer the review of BPC's Financial Regulations to the Operational Working Group and that group should present its recommendation to the next full PC Meeting.	Operational Working Group
204.9/17	It was RESOLVED to refer the review of BPC's Standing Orders to the Operational Working Group and that group should present its recommendations to the next full PC Meeting.	Operational Working Group
204.10/17	BPC's Financial Risk Management Record for 2018 was reviewed and it was RESOLVED to approve the updated document and publish it on the PC website.	The Clerk
205/17	Planning Applications	
205.1/17	(i) 18/00306/FUL – Royal Armouries Fort Nelson, Portsdown Hill Road, South Boarhunt – Proposal for temporary additional car parking and safe traffic management, to facilitate the Royal Armouries host the iconic Wave poppy sculpture at Fort Nelson and Land to the East (THIS APPLICATION MAY AFFECT THE SETTING OF A GRADE 1 LISTED BUILDING & SCHEDULED MONUMENT, GRADE II* LISTED BUILDING AND PUBLIC RIGHT OF WAY). The PC RESOLVED to fully support this application.	
206/17	Planning Decisions	
206.1/17	The following Planning Decisions were noted: (i) 18/00125/TPO – Grey House, Southwick Road, North Boarhunt, PO17 6JW – Fell 1 x Oak, 3 x Spruce, Tip Prune 1 Oak and remove 2 metres – Permission Granted (13th Feb 2018). (ii) 16/00202/FUL – Boarhunt Garage Ltd, Southwick Road, North Boarhunt, PO17 6JW – Change of use of existing building, including extensions and alterations, to provide 5 no. self-contained residential units, erection of 1 no. 3 bedroom detailed house, provision of car parking, secure cycle storage, landscaping and servicing – Application Refused (22nd Feb 2018). (iii) 17/02972/FUL – Boarhunt Garage Ltd, Southwick Road, North Boarhunt, PO17 6JW – Full Detailed Application: conversion of ground floor of existing building from B1a Office to provide 3 no. residential apartments and retention of existing 2 no. residential apartments at 1 st Floor, erection of 1 no. new detached dwelling, vehicular and pedestrian access, car parking and secure cycle storage, landscaping and, servicing – Application Refused (22nd Feb 2018). (iv) 17/02972/LDC – Burrenlea, Southwick Road, North Boarhunt, PO17 6JH – Siting of mobile home and amenity area – Application Permitted (26th Feb 2018).	
207/17	Appeal Decisions	
207/17.1	(i) None notified.	
208/17	Enforcements	
208.1/17	(i) Open and Closed cases for Boarhunt Parish as at 28 th Feb 2018 were noted.	
209/17	Other Planning matters	
209.1/17	(i) The consultation on the National Planning Policy Framework was noted and also that any response should be made by 5 th May 2018.	All
210/17	Village Hall, Community Activities and Events	
210.1/17	(i) Final arrangements for the Parish Litter Pick on Saturday 17 th March 2018 were agreed.	All
211/17	Recreation Ground and Allotments	

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211.1/17	<p>(i) Water problems regarding supply to Allotments and Recreation Ground were discussed and any further action to prevent recurrences were agreed.</p> <p>(ii) Updates were given regarding (i) installation of new equipment in Children's Play area and (ii) procurement of new equipment for Recreation Ground area. Councillors agreed to address remaining issues at the Operational Working Group meeting to be held on 14th March 2018.</p>	<p>Parish Council/The Clerk</p> <p>Operational Working Group</p>
212/17	Traffic Calming and Village Maintenance	
212.1/17	(i) New flower beds for the further (Newtown) end of Trampers Lane – a vote of thanks was given to Schofield Groundworks (for constructing the beds – free of charge); Mud Island Nurseries (for providing the plants – free of charge) and Mrs Cottrell (for giving up her time to plant out the beds). All present agreed that the flower beds had created a welcoming picture to the Village.	
213/17	Other Council Business	
213.1/17	<p>(i) The notes of the Southern Parishes Group meeting of 5th March 2018, actions arising and date of next meeting (2pm on Monday 14th May 2018 at Bishop's Waltham) were noted.</p> <p>(ii) To date and time of next Winchester District Association of Local Councils meeting (2pm on Monday 16th April 2018 at Owslebury Village Hall) was noted.</p> <p>(iii) An invitation from the Leader of WCC to attend meeting to discuss Affordable Housing Schemes in Parishes at 6pm on Thursday 15th March 2018 at the Cart & Horse Public House in Kingsworthy, SO23 7QN was noted. Cllr Pynigar agreed to attend the meeting as a representative of the PC.</p> <p>(iv) An invitation to attend the Warm Hubs scheme meeting at 12 Noon on Tuesday 20th March 2018 at South Wonston VH was noted.</p> <p>(v) An invitation to attend South East Water Workshop at Lingfield Park Resort, Lingfield, Surrey, RH7 6PQ from 9.30 a.m. on Wednesday 28th March 2018 was noted.</p> <p>(vi) The DEFRA consultation on proposals to tackle crime and poor performance in the Waste Sector was noted.</p> <p>(vii) The Major Road Network consultation from the Dept for Transport was noted.</p> <p>(viii) The Consultation on Portsmouth Water's Draft Water Resources Management Plan was noted. Cllr Dell agreed to prepare a draft response to the consultation for consideration of the PC prior to the deadline for responses (Friday 25th May 2018).</p>	<p>Cllr Pynigar</p> <p>Cllr Dell</p>
214/17	Grant Applications & Grant Submissions	
214.1/17	<p>(i) No grant applications received</p> <p>(ii) No grant submissions made.</p>	
215/17	To receive Reports, note Correspondence and consider responses	
215.1/17	<p>(i) In response to an email received from a resident of Trampers Lane regarding dustbins being left out all week, it was stated that if the bins were on the pavement (a highway), then they should be moved onto the persons own property (e.g. drive) as they were obstructing the highway whilst they were on the pavement. It was hoped that everyone would help keep the Parish tidy and help maintain a pleasant environment.</p> <p>(ii) It was noted that the HALC March E-update for Cllrs was available.</p> <p>(iii) Correspondence from Age Concern Hampshire (ACH) stating that their sponsors had withdrawn funding for Village Agents was noted.</p>	All
216/17	Date of next Meeting	
	It was confirmed that the next meeting of the Parish Council would be held on Wednesday 4th April 2018 at 7.30pm, in Boarhunt Memorial Hall, Trampers Lane, North Boarhunt, PO17 6DD	
	The meeting closed at 8.45pm.	

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BOARHUNT PARISH COUNCIL - 7TH MARCH 2018		
PAYMENTS MADE IN FEBRUARY 2018		
PAYEE	DESCRIPTION	AMOUNT
MJR SERVICES	Supply of Fence posts for repairs to Children's Play area	£22.50
KOMPAN	Balance of cost for Supplying Children's Playground equipment (Springy Motorcycle & Seesaw) VAT = £117.21. Note:1% Early payment discount taken	£703.24
G W WRIGHT	Salary, Office Allowance, & Travel - January 2018	£315.14
January 2018	TOTAL	£1,040.88

PAYMENTS TO BE MADE IN MARCH 2018		
PAYEE	DESCRIPTION	AMOUNT
G W WRIGHT	Salary, Office Allowance & Travel - February 2018	£310.64
HALC	The Planning Framework Training for Cllr Pynigar on 6th March 2018 (VAT = £12.00)	£72.00
Southwick Estate	Rent for 30th Sep 2017 to 25th March 2018 for Allotments (£50) Inv 70015004023 and Rec Ground (£150) Inv 70015003986	£200.00
Mar-18	TOTAL	£582.64

RECEIPTS		
FUNDS RECEIVED DURING FEBRUARY 2018		
RECEIVED FROM	DESCRIPTION	AMOUNT
		£0.00
	TOTAL	£0.00

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**BOARHUNT PARISH COUNCIL - Financial Report
for Financial Yr to Date 28th February 2018**

FY 17/18 Annual	FY 17/18 Actual v Budget		FY 17/18 Actuals as at 28th Feb 18 (M11)	FY 17/18 Forecast as at 31st Mch 2018 (M12)	FY17/18 VARIANCE Feb 18 v Mch 18 (M11 v M12)
£	%		£		
RECEIPTS					
19,161.00	100%	Parish Precept	19,161.00	19161	-
839.00	100%	Council Tax Support Grant	839.00	839	-
20,000.00	100%		20,000.00	20,000	-
0	0%	Other Grants received	3,288.02	3538.02	250.00
150	102%	Allotment Income	152.50	152.50	-
		Other (e.g. Rent, VAT reclaimed, Bank interest & Sponsorship)	1,233.09	1263.16	30.07
20,150.00	122%	TOTAL RECEIPTS	24,673.61	24,953.68	280.07
PAYMENTS					
3,250	84%	Net Salaries & Allowances	2,721.40	3266	544.60
0	0%	HMRC Deductions	-	0	-
200	103%	Clerk's Expenses	206.95	325	118.05
		Chairman's Allowance (incl Public Meeting, Traffic Calming & Cllr's Expenses)	24.60	100	75.40
100	25%	Bank charges	57.64	100	42.36
		Capital Expenditure (incl Parish Noticeboard, Play Equipment, etc)	2,466.46	12000	9,533.54
350	129%	Audit Costs	453.00	435	18.00
300	131%	Administration Costs	391.54	442	50.46
400	96%	Insurance	384.55	385	0.45
375	66%	Subscriptions	249.00	300	51.00
400	50%	Rents paid to Southwick Estate	200.00	400	200.00
1000	90%	Grants Paid Out	900.00	1000	100.00
300	0%	Section 137 Payments	-	0	-
300	43%	Training	129.50	300	170.50
		Rec. Ground (incl Equipment Repairs & Maintenance, Pest control & Play Inspections)	519.50	1000	480.50
1000	52%	Legal, Social Club, etc	-	0	-
300	0%	Utilities (incl Street Lighting & Rec Ground)	499.84	500	0.16
		Allotments (incl share of Grounds Maintenance & Water)	181.36	225	43.64
225	81%	VAT (to be claimed/reclaimed)	673.13	1500	826.87
1500	45%	Village Hall Building Reserve	-	0	-
1875	0%	Website Costs	350.00	350	-
350	100%	Grounds Maintenance (excl Allotments share)	1,012.50	1500	487.50
1800	56%				

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**BOARHUNT PARISH COUNCIL - Financial Report
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20,000	57%	TOTAL PAYMENTS	11,420.97	24,128	12,707.03
		Balance brought forward on 01/04/2017	20,538.63	20,538.63	-
		ADD Total Receipts	24,673.61	24,953.68	280.07
			45,212.24	45,492.31	280.07
		LESS Total Payments	11,420.97	24,128	12,707.03
		= Cash Balance as at 28/02/18	33,791.27	21,364.31	- 12,426.96

Funds represented by:			
Current Account Balance (Unity Bank) 28.02.18		26,351.66	
Current Account Balance (Lloyds Bank)		87.02	
Savings Account (Scottish Widows) 01.11.17		6,853.19	
Savings Account (Lloyds Investment)		499.40	
= Reconciled Bank Balances		33,791.27	21,364.31

Details of Funds held			
Earmarked Reserves			
Youth Funds	3,737.06		
Village Gates Sponsorship	1,445.99		
Play Equipment (HCC Grant)	2,000.00		
Village Design Statement	750.00		
Total Earmarked Reserves	7,933.05		1445.99
Unrestricted Funds			
Unrestricted funds available	25,858.22		19,918.32
Total Unrestricted Funds	25,858.22		
Total Parish Council Funds			
= Total Earmarked Reserves & Total Unrestricted Funds	33,791.27		21,364.31

Signed: _____ Date: 07/03/2018
 Geoff Wright
 Responsible Financial Officer to Boarhunt Parish Council