

**BOARHUNT PARISH COUNCIL - Minutes of 1st May 2019**

<u>Present</u>	<u>Others present</u>	<u>Apologies/Absence</u>
Cllr B. Dell (Retiring Chair)	Clerk – Mr G. Wright	Cllr D. Pynigar
Cllr S. Brunet	HCC Cllr P. Stallard	WCC Cllr N. Cutler
Cllr S. Eaton	WCC Cllr A. Clear	
Cllr G. Pearce	WCC Cllr T. Evans	
Cllr E. Schofield (New Chair)	6 members of the Public (for part or all of the meeting).	

  

<b>Item</b>	<b>Description</b>	<b>Action</b>
<b>21/19</b>	<b>Apologies for absence</b>	
21.1/19	<b>Apologies for absence</b> were received from Cllr D Pynigar and WCC Cllr N Cutler.	
<b>22/19</b>	<b>To elect Chair for the Municipal Year 2019 - 20</b>	
22.1/19	<b>Cllr E Schofield</b> was elected Chair of the Parish Council (PC) following the resignation of Cllr B Dell from the PC. <b>Cllr Schofield gave a vote of thanks to Cllr Brian Dell for his sterling work over the long period he had supported the Parish</b> , both on the PC (latterly as its Chair) and also with the Social Club. <b>Cllr Schofield said that Cllr Dell's talents</b> , both with obtaining grant funds and providing expertise on projects, <b>would be sorely missed and wished him well for the future.</b>	
<b>23/19</b>	<b>To elect Vice Chair for the Municipal Year 2019 - 20</b>	
23.1/19	<b>The PC Resolved to defer</b> appointing a Vice Chair until all vacancies on the Parish Council had been filled.	
<b>24/19</b>	<b>To receive declarations of Disclosable Pecuniary Interests for items on the Agenda</b>	
24.1/19	None.	
<b>25/19</b>	<b>To receive resolution to suspend Standing Orders for no more than 5 minutes to allow members of the Public present to raise questions regarding items on the agenda.</b> <b>Note: The Chair reminded those present that the Annual Parish Assembly (APA) immediately followed this meeting and Members of the Public would be able to raise any questions they had at that meeting. The Hampshire County Councillor and Winchester City Councillors deferred their reports to the APA also.</b>	
25.1/19	<b>Members of the Public (MOTP) – no items raised.</b>	
25.2/19	<b>HCC Cllr Report – Report deferred to APA.</b>	
25.3/19	<b>WCC Cllrs Report – Report deferred to APA.</b>	
25.4/19	<b>Police Report – No Police representative present at the meeting and no Police report provided.</b>	
<b>26/19</b>	<b>To receive and approve the Minutes of the meeting held on 3<sup>rd</sup> April 2019</b>	
26.1/19	The following amendment to the Draft minutes was agreed ' <b>item 15.1/19 - Village Hall &amp; Social Club – amended to read ... and £300 (plus VAT) 'and an additional £200 as a contingency.'</b> With the addition of this amendment, it was <b>RESOLVED to approve the minutes.</b>	
<b>27/19</b>	<b>To receive actions and updates from previous meetings</b>	
27.1/19	(i) <b>38.1/18 (i) Action and resources regarding GDPR – ongoing – issues still to be resolved.</b> (ii) <b>3.4/18 Arrangements for Police and Community Team (PACT) Meeting – Meeting still to be arranged. Response awaited from PCSO Towler.</b> (iii) <b>77.1/18 (i) Traffic calming measures on B2177 – Village entrances – <u>item to be addressed as part of Road Safety/Traffic Calming as part of item 39/19 (i)</u></b> (iv) <b>176/18 (i) Weekly Play Inspection Reports – still awaited from Mr Parker</b> (v) <b>176/18 (ii) Revised Allotment agreements – action outstanding – Clerk to resolve.</b>	<b>Cllr Brunet</b>  <b>PCSO Towler</b>  <b>See item 39/19(i)</b> <b>Mr Parker</b> <b>The Clerk</b>

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	(vi) <b>185/18 (v) b. Licensing of homes at the site – action outstanding - WCC Cllr Cutler</b> agreed to make enquiries with WCC regarding the Licensing of homes at the site.	WCC Cllr Cutler
	(vii) <b>198/18 (ii) – Play Inspector’s Quarterly report of 21<sup>st</sup> December 2018 – Outstanding actions still to be agreed – <u>item referred to Operational Working Group (OWG)</u></b>	OWG
	(viii) <b>199/18 (ii) – Staples Cross junction (B2177/Fareham Road) – Reflective warning posts and Warning (Give Way) sign not in place – Outstanding actions for HCC Highways to resolve - (already reported twice by The Clerk).</b>	HCC Highways/ Contractor
<b>28/19</b>	<b>To receive the Parish Clerk’s report (for information only)</b>	
28.1/19	<b>The Clerk reported</b> that next Southern Parishes Group meeting would be held on 20 <sup>th</sup> May 2019 and requested that if any Parish Councillor was available to attend in his absence to inform him as soon as possible.	
<b>29/19</b>	<b>Finance and Council Business</b>	
29.1/19	(i) Monies received and payments made during April 2019 were endorsed and items due for payment in May 2019 <b>were approved.</b> (ii) The Financial report for the year ended 31 <sup>st</sup> March 2019 <b>was approved.</b> (iii) The Annual Review of BPC’s Financial Regulations was deferred and referred to the Operational Working Group (OWG). (iv) The Annual Review of BPC’s Standing Orders was deferred and referred to the Operational Working Group (OWG). (v) The Parish Clerk confirmed that he would make the necessary arrangements to advertise the Casual Vacancy for a Parish Councillor and inform WCC. (vi) The revised Unmetered Supply Certificate from SSE for the Parish of Boarhunt’s Streetlighting was noted.	OWG  OWG  The Clerk
<b>30/19</b>	<b>Planning Applications</b>	
30.1/19	(i) Application <b>19/00626/FUL – Royale Parks Ltd, Southwick Road, North Boarhunt, PO17 6JP</b> – Extension of dropped kerb to commercial premises road frontage – <b>The PC considered the application and Resolved to raise no objection.</b>	
<b>31/19</b>	<b>Planning Decisions</b>	
31.1/19	(i) None notified.	
<b>32/19</b>	<b>Planning Appeals</b>	
32.1/19	(i) None notified.	
<b>33/19</b>	<b>Other Planning Matters</b>	
33.1/19	(i) <b>Village Design Statement (VDS) – Cllr Eaton</b> expressed concern that the £750 allocated in earmarked reserves for updating the VDS might be insufficient. <b>Cllr Schofield</b> said that this amount was a provisional sum and that the budget for this item could be considered further as part of the 2020/21 budget process later in the year. <b>HCC Cllr Stallard</b> said that it might be worth contacting WCC to see if any funds were available towards the cost of updating the VDS. New guidance on VDS’s was still awaited from WCC.	The Clerk/VDS Group
<b>34/19</b>	<b>Planning Enforcements</b>	
34.1/19	(i) No updates received from WCC. (ii) No new/potential new cases to report.	
<b>35/19</b>	<b>Environmental Issues</b>	
35.1/19	(i) <b>Wickham Common – The Clerk</b> said that he was still waiting for a response from <b>Jim Hobson (Countryside Team Manager – South at HCC)</b> to make arrangements for an evening visit to the site during June. (ii) <b>Wickham Court Sewage – Cllr Pearce</b> said that matters regarding the Electricity supplier had now been resolved. However, a major requirement of the <b>Environment Agency had not been met and Sewage problems remained unresolved at the site.</b>	HCC Countryside Team  Wickham Court (Royale Parks Ltd)

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<b>36/19</b>	<b>Grants</b>	
36.1/19	(i) No applications received or made.	
<b>37/19</b>	<b>Village Hall and Community Activities</b>	
37.1/19	(i) <b>Village Hall &amp; Social Club –</b> <b>a. Front Door to Social Club/Village Hall - Cllr Dell provided an update</b> and said that upgrading work and improvements for Disabled Access was likely to take place at the end of May/early June. <b>b. Toilets – Cllr Dell said that he found a local plumber</b> willing to quote for the proposed improvements and would provide him with the details. <b>c. Social Club Management/PC Management meeting – Cllr Schofield</b> said that the Social Club Management team were keen to have a follow up meeting and agreed to contact the Club’s Chair to provide the PC with some dates.	Cllr Schofield  Cllr Schofield
<b>38/19</b>	<b>Recreation Ground and Allotments</b>	
38.1/19	(i) The <b>PC resolved not to accept PlayQuest’s offer</b> of a chargeable extended guarantee for the ZipWire and confirmed that inspection was included in its current arrangements and ongoing maintenance was being addressed. (ii) The Play Inspector’s Operating Report for the period ending March 2019 was <b>referred to the OWG.</b>	  <b>OWG</b>
<b>39/19</b>	<b>Highways, Traffic Calming, Community Transport and Village Maintenance</b>	
39.1/19	(i) <b>Cllr Schofield</b> said he had received a favourable response from the Head Teacher of Droxford Junior School regarding his request for school pupils to produce appropriate <b>personalised traffic calming signs</b> for the PC; <b>Cllr Schofield</b> said that he had also contacted HCC Highways. <b>The Clerk</b> said he had received further quotes for <b>repair/new Flashing Speed signs</b> . <b>HCC Cllr Stallard</b> said that HCC Highways Safety team needed to approve any changes regarding road signage/traffic signs in the Parish. <b>The PC deferred making any decisions on these matters until full information was available.</b>	  <b>Parish Council</b>
<b>40/19</b>	<b>Other Council Business</b>	
40.1/19	(i) Invitation from the Mayor Elect of WCC to Morning Service & Reception at Winchester Cathedral considered but no takers. (ii) Invitation from the Retiring Mayor Elect of WCC to Public Dinner at The Guildhall, Winchester considered but no takers. (iii) <b>Cllr Schofield</b> said that he had been contacted by a Parishioner offering the PC use of some land in the Village, but not for building. The PC thanked the Parishioner for this kind offer and agreed to consider the matter further.	  <b>Parish Council</b>
<b>41/19</b>	<b>To receive Reports and consider Correspondence received</b>	
41.1/19	<b>Receipt of the following communications were noted:</b> (i) Hampshire Association of Local Council (HALC) – Governance & Accountability Practitioners Guide. (ii) HALC – Village of the Year 2019. (iii) HALC – Swanmore PC’s offer of ‘ <i>Changing Places</i> ’ Training. (iv) Campaign for Protection of Rural England (CPRE) – Spring 2019 Edition of ‘ <i>Countryside Voice</i> ’. (v) Ordnance Survey – ‘ <i>PSMA Newsletter</i> ’ – April 2019. (vi) Zurich Mutual – ‘ <i>News &amp; views Roundup for April 2019</i> ’	

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<b>42/19</b>	<b>Date of next Meeting</b>	
42.1/19	The date of the next meeting was confirmed as: <b>(i) Wednesday, 5<sup>th</sup> June 2019 at 7.30pm in the Village Memorial Hall, Trampers Lane, North Boarhunt, PO17 6DD.</b>	
	The meeting closed at 8pm and was followed by the Annual Parish Assembly.	
	<b>CONTACT DETAILS FOR THE CLERK to Boarhunt Parish Council</b> <b>email: <a href="mailto:boarhuntpc@gmail.com">boarhuntpc@gmail.com</a> Phone: 0755 711 8073</b> <b>Parish Council Website: <a href="http://www.boarhuntparishcouncil.org">www.boarhuntparishcouncil.org</a></b>	

**i. List of Payments and Receipts**

<b>BOARHUNT PARISH COUNCIL - 1st May 2019</b>		
<b>PAYMENTS MADE IN APRIL 2019</b>		
<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
B C MARTIN (CLAYMART)	Grounds Maintenance - incl £40 extras for Refurbishing Noticeboard - March 2019	£175.00
G W WRIGHT	Net Salary, Office Allowance, & Travel - March 2019	£407.58
HMRC	Tax due on Employee payments for Jan, Feb & Mch 2019	£7.60
HALC	HALC Affiliation Fees 19/20 (£271) & NALC Levy 19/20 (£45)	£316.00
N W ADAMS	Operational Play Inspection Report for period ended 29th March 2019 - (VAT = £13.69)	£82.13
Castle Water	Rec Ground Water - 1/3/19 to 31/3/19 - 15 mm Wholesale Supply	£2.41
Castle Water	Allotments Water - 1/3/19 to 31/3/19 - Fixed Water & Volumetric Water	£8.59
<b>Apr-19</b>	<b>TOTAL</b>	<b>£999.31</b>

<b>ITEMS DUE FOR PAYMENT IN May 2019</b>		
<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
G W WRIGHT	Net Salary, Office Allowance, & Travel - April 2019	£320.30
HMRC	Tax on Salary for Apl 2019	£0.60
<b>May-19</b>	<b>TOTAL</b>	<b>£320.90</b>

<b>RECEIPTS - FUNDS RECEIVED DURING April 2019</b>		
<b>RECEIVED FROM</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
HMRC	VAT Refund for period 1/7/18 to 31/3/19	£719.68
WCC	1st Receipt (6th months) of Precept for FY 2019/20	£12,075.00
<b>Apr-19</b>	<b>TOTAL</b>	<b>£12,794.68</b>

<b>Funds as per cash book at 30th April 2019</b>	<b>£43,689.96</b>
<b>= Total available funds</b>	<b>£43,689.96</b>

**less Earmarked Reserves**

Village Gates Sponsorship	£1,445.99	
Rec Ground - Equipment	£5,000.00	
Rec Ground - Buildings	£7,500.00	
Village Design Statement	£750.00	
Environment Fund	£250.00	
Village Hall - Maintenance	£7,500.00	
Village Hall - Door (WCC Grant)	£500.00	
<b>Total Earmarked Reserves =</b>		<b>£22,945.99</b>

<b>= Net Unrestricted Funds available as at 1st May 2019</b>	<b>£20,743.97</b>
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## BOARHUNT PARISH COUNCIL - Minutes of 1st May 2019

### ii Financial Report for year ended 31<sup>st</sup> March 2019

#### BOARHUNT PARISH COUNCIL - Financial Report for Financial Yr to Date 31st Mch 19 - Updated

FY 18/19 Annual	FY 18/19 Actual v Budget		FY 18/19 Actuals as at 31st Mch 19 (M12)	FY 18/19 Forecast 31st Mch 2019 (M12)	FY18/19 VARIANCE Actual v Forecast
£	%		£	£	£
<b>RECEIPTS</b>					
22,580.00	100%	Parish Precept	22,580.00	22580	-
420.00	100%	Council Tax Support Grant	420.00	420	0.00
<b>23,000.00</b>	<b>100%</b>		<b>23,000.00</b>	<b>23,000</b>	<b>-</b>
500	332%	Other Grants received	1,658.48	1658	0.48
165	76%	Allotment Income	125.00	165	40.00
1000	210%	Other (e.g. Rent, VAT reclaimed, Bank interest & Sponsorship)	2,104.46	3,000	895.54
<b>24,665.00</b>	<b>109%</b>	<b>TOTAL RECEIPTS</b>	<b>26,887.94</b>	<b>27,823</b>	<b>935.06</b>
<b>PAYMENTS</b>					
3,300	101%	Net Salaries & Allowances	3,336.25	3336	-0.25
0	0%	HMRC Deductions	38.80	45	6.20
300	118%	Clerk's Expenses	353.57	350	-3.57
500	3%	Chairman's Allowance (incl Public Meeting, Traffic Calming & Cllr's Expenses)	12.60	200	187.40
100	72%	Bank charges	72.00	72	0.00
5000	294%	Capital Expenditure (incl Play Equipment, etc)	14,708.94	16000	1,291.06
435	90%	Audit Costs	390.00	390	0.00
300	148%	Administration Costs (incl Books & Media)	442.99	500	57.01
400	103%	Insurance	413.01	413	-0.01
300	162%	Subscriptions (incls Parish Online & Planing Local)	485.00	311	-174.00
400	69%	Rents paid to Southwick Estate	275.00	450	175.00
1000	110%	Grants Paid Out	1,100.00	1100	0.00
0	0%	Section 137 Payments	-	0	0.00
500	52%	Training	260.00	350	90.00
1000	44%	Rec. Ground (incl Equipment Repairs & Maintenance, Pest control & Play Inspections)	440.69	600	159.31
300	240%	Legal, Social Club, VH Hire, etc	720.00	1000	280.00
600	88%	Utilities (incl Street Lighting & Rec Ground)	526.06	600	73.94
225	108%	Allotments (incls share of Grounds Maintenance & Water) but excludes Land Rental	242.79	250	7.21
1000	241%	VAT (to be claimed/reclaimed)	2,411.12	2750	338.88
7000	0%	Building & Equipment Reserve	-	0	0.00
350	109%	Website & IT Costs	379.99	425	45.01
1655	71%	Grounds Maintenance (excl Allotments share)	1,169.01	1400	230.99
<b>24,665</b>	<b>113%</b>	<b>TOTAL PAYMENTS</b>	<b>27,777.82</b>	<b>30,542</b>	<b>2,764.18</b>
		Balance brought forward on 01/04/2018	32,194.29	32,194.29	0.00
		<b>ADD Total Receipts</b>	<b>26,887.94</b>	<b>27,823.00</b>	<b>935.06</b>
			59,082.23	60,017.29	935.06
		<b>LESS Total Payments</b>	<b>27,777.82</b>	<b>30,542</b>	<b>2,764.18</b>
		<b>= Cash Balance as at 31/03/19</b>	<b>31,304.41</b>	<b>29,475.29</b>	<b>-1,829.12</b>
<b>Funds represented by:</b>					
		Current Account Balance (Unity Bank) 31.03.19	24,453.95		
		Current Account Balance (Lloyds Bank) 29.03.19	87.36		
		Savings Account (Scottish Widows) 01.05.18	6,853.88		
		Savings Account (Lloyds Investment) 15.05.18	499.40		
		<b>Less: Items for Payment authorised but not presented 31.03.19</b>	<b>590.18</b>		
		<b>= Reconciled Bank Balances</b>	<b>31,304.41</b>		
<b>Details of Funds held</b>					
<b>Earmarked Reserves</b>					
		Village Gates Sponsorship	1,445.99		

## BOARHUNT PARISH COUNCIL - Minutes of 1st May 2019

### BOARHUNT PARISH COUNCIL - Financial Report for Financial Yr to Date 31st Mch 19 - Updated

Rec Ground - Equipment Maintenance	5,000.00
Rec Ground - Buildings Maintenance	7,500.00
Village Design Statement	750.00
Environment Fund	250.00
Village Hall - Maintenance	7,500.00
Village Hall Door (Specific Grant)	500.00
<b>Total Earmarked Reserves</b>	<b>22,945.99</b>
<b>Unrestricted Funds</b>	
<b>Total Unrestricted Funds</b>	<b>8,358.42</b>
<b>Total Parish Council Funds</b>	
<b>= Total Earmarked Reserves &amp; Unrestricted Funds</b>	<b>31,304.41</b>
Signed:	03/04/2019
Geoff Wright	
Responsible Financial Officer to Boarhunt Parish Council	