

BOARHUNT PARISH ANNUAL COUNCIL MEETING - Minutes of 1st November 2017

<u>Present</u>	<u>Others present</u>	<u>Apologies/Absence</u>
Cllr J. Parker	Clerk – G. Wright	WCC Cllr A. Clear
Cllr R. Crowe	HCC Cllr P. Stallard (left at 7.50pm)	WCC Cllr T. Evans
Cllr B. Dell	WCC Cllr N. Cutler	
Cllr D. Pynigar	6 members of the Public (5 left at 8.20pm)	
Cllr E. Schofield		
Item	Description	Action
118/17	Apologies for absence	
118.1/17	Apologies for absence were received from WCC Cllrs Clear and Evans.	
119/17	To receive declarations of Disclosable Pecuniary Interests for items on the Agenda	
119.1/17	Cllr Parker declared a non-pecuniary interest regarding the Social Club in that he was the husband of the Chair of the Club. Cllrs Schofield and Crowe declared non-pecuniary interests in Planning agenda item 125 (iv) – Chestnut Cattery, namely Cllr Schofield, a Neighbour and Cllr Crowe, a customer.	
120/17	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.	
120.1/17	Public Participation – Standing Orders were suspended and the meeting was adjourned for Public Participation. In response to a question from a Member of the Public, regarding improvements to the lighting in the Social Club/Village Hall car park area, Cllr Parker explained that these were intended to help protect the perimeter of the car park by highlighting the boundary and making it easier for users to park. Cllr Crowe agreed to obtain quotes for the proposed work.	Cllr Crowe
120.2/17	Hampshire County Councillor’s (HCC) Report for November 2017 – HCC Cllr Stallard explained some of the items contained in her report, namely HCC’s need to close the £140 million funding gap by April 2019; the ongoing legal requirement to provide Adult services and Children’s services and to keep Council tax increases below 5%. HCC Cllr Stallard said that a number of proposals were still being considered in order to achieve, by law, a balanced budget. HCC Cllr Stallard’s report can be found on Boarhunt Parish Council’s (BPC’s) website at http://www.boarhuntparishcouncil.org/Document/Default.aspx?DocumentUid=1879C607-7C65-4F76-A681-98735D2CBE59	
120.3/17	Winchester City (District) Councillor’s Report - WCC Cllr Cutler said that cuts had not hit WCC’s budget to the same extent as HCC yet! However, there was a requirement to save £4 million (25% of its Revenue budget, [of £16 million, excluding Housing] over the next 4 years; a number of options were being considered. Fly Tipping – there had been two recent successful prosecutions for offences committed locally, resulting in large fines and costs made against the culprits. WCC Cllr Cutler urged residents to report Fly tipping incidents quickly. Wickham Court - WCC Cllr Cutler said that the Planning Inspector had allowed the Appeal against WCC’s refusal for an increase to 42 residential 12-month properties and that an application for 124 residential 12-month properties was currently being considered by WCC’s Legal Department.	
120.4/17	Police Report – No representatives were present at the meeting and no report had been received. Standing Orders were resumed.	
121/17	To receive the Minutes of the meeting held on 4th October 2017	
121.1/17	It was RESOLVED to approve the minutes.	
122/17	Actions from previous Meetings	
122.1/17	Outstanding actions were discussed and agreed.	
123/17	To receive the Parish Clerk’s report	
123.1/17	The Clerk reported that since the last meeting he had attended a CPRE Planning Conference on Neighbourhood Planning, a HALC [Hampshire Association of Local Councils] Officers update [at which the new External Auditors (PKF Littlejohn) had explained the new Audit regime] and a SLCC [Society of Local Council Clerks] Regional conference which provided updates on current Local Council issues. He said he would be representing BPC at the HALC AGM on 4 th Nov 2017.	
124/17	Finance and Council business	
124.1/17	(i) Payments made during October 2017 were endorsed and items due for payment in November 2017 were approved; there were no receipts - (details can be found at the end of the minutes).	

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	<p>(ii) The Financial Report for the year to date 30th September 2017 was received, the Bank reconciliation agreed and balances held were noted. (details can be found at the end of the minutes).</p> <p>(iii) Charges for and costs of providing Allotments were reviewed. It was RESOLVED to APPROVE an increase in charges of 10% from 1st April 2018 to £27.50 for a full plot and to £13.75 for a half plot. It was noted that there was still a waiting list for Allotments.</p> <p>(iv) The PC agreed to form a Finance Working Group and meet prior to the next full PC meeting to discuss budget priorities and agree budget setting guidelines for 2018/19 and, preliminary draft finance plans for 3-years and 5-years hence.</p> <p>(v) It was RESOLVED that '<i>Do the Numbers Ltd</i>', Company No. 7871759 was re-appointed as Internal Auditor to Boarhunt Parish Council.</p> <p>(vi) The dates of the Parish Council and Planning meetings, and the Annual Parish Assembly for 2018 were agreed.</p> <p>(vii) A draft Plan of events for 2018 (including dates for Parish Surgeries – Saturday May 19th 2018 and Saturday 17th Nov 2018) were agreed.</p> <p>(viii) The item to consider Data Protection and the specific implications of the General Data Protection Regulations (GDPR) was deferred to a later meeting.</p> <p>(ix) Trees and Tree protection within the Parish (including training and resources required) would be considered during the forthcoming Parish Surgery on Saturday 18th Nov 2017.</p> <p>(x) It was RESOLVED to grant the Clerk (as Boarhunt Parish Council's designated representative) power to agree the following resolutions at the Hampshire Association of Local Councils (HALC) AGM on 4th Nov 2017: - (1) The level of ALC Member Council Affiliation Fees for 2018/19, (2) The re-appointment of Mr David Whitwell, Meon Accounting Ltd as Independent Examiner of Accounts and (3) Crookham Village's resolution to seek changes to planning law to make the adequacy of residual on-site parking a Material Planning Consideration when deterring applications for on-site changes and also in the rules for Permitted Development.</p>	
125/17	Planning Applications	
125.1/17	<p>(i) 17/02209/FUL – Stable Yard at The Pylon, Bere Farm Lane, North Boarhunt, PO17 6JJ – Six in No. stables in L Shape – constructed of wood with single slope roof of steel sheeting coloured Olive Green to correspond with existing stable complex - <u>The PC raised no objection to this application, but requested a condition restricting any future development of the site to stables and associated equine use without any subsequent change permitted.</u></p> <p>(ii) 17/02302/FUL – 1, The Old Piggery, Firgrove Lane, North Boarhunt, PO17 6JU – Erection of 1 x 5-bed detached house with associated car port and new vehicular access from Firgrove Lane (affects the setting of a Footpath) - <u>The PC objected to this application on the following grounds: (1) Site not an infill development as part of a continuous developed road frontage; (2) WCC's Draft Traveller DPD specifically identifies Firgrove Lane as a site suitable for additional Gypsy & Traveller sites [TR5] and (3) Planning Application 17/00951/FUL is still outstanding and undecided by WCC, also if the Case Officer was minded to approve the application, that it be referred to Planning Committee for determination.</u></p> <p>(iii) 17/02365/HOU – Bere View House, Bere Farm Lane, North Boarhunt, PO17 6JJ – Convert existing outbuilding to gym ancillary to main house - <u>The PC raised no objection to this application.</u></p> <p>(iv) 17/02397/FUL – Chestnut Cattery, Southwick Road, North Boarhunt, PO17 6JF – Re-position and erection of 3 x un-built cattery blocks approved under P/P06/03670/FUL granted on 13/02/17 and demolition of existing office/reception building and erection of replacement building in a revised position - <u>The PC raised no objection to this application, but requested conditions that screening trees are retained/planted sufficient to effectively screen the development from roads with public access and neighbours.</u></p>	
126/17	Planning Appeals	
126/17.1	None notified.	

BOARHUNT PARISH ANNUAL COUNCIL MEETING - Minutes of 1st November 2017

127/17	Planning Decisions	
127.1/17	The following decisions were noted: (i) 17/01810/FUL – American Barn Site, Bere Farm Lane, North Boarhunt – Replace previous stable yard with a timber American barn - Application permitted (3rd Oct 2017). (ii) 17/01999/FUL – Land adjacent to Rowndale, Southwick Road, North Boarhunt, PO17 6JH – (Resubmission) Erection of detached dwelling (revision of current consent) – Application permitted (12th Oct 2017). (iii) 17/01773/HOU – Willow Way, Bere Farm Lane, North Boarhunt, PO17 6JJ – 1st Floor and rear extensions and loft conversion (amended proposal) – Application permitted (18th Oct 2017).	
128/17	Appeal Decisions	
128/17.1	None notified.	
129/17	Enforcements	
129.1/17	None notified.	
130/17	Other Planning matters	
130.1/17	(i) Updates to the timetable for WCC's Gypsy and Traveller Plan Document were noted and also that responses to the Public consultation were available to view on WCC's Planning Portal. (ii) No progress had been made on the Village Design Statement/Parish Plan, however, this would be raised at the Parish Surgery on 18 th Nov 2017.	ALL
131/17	Village Hall and Community Activities	
131.1/17	(i) The Insurance documents for the Social Club/Village Hall had now been provided to the Clerk. (ii) Cllr Parker agreed to contact the Social Club Committee to arrange a meeting with representatives from the Parish Council	Cllr Parker
132/17	Recreation Ground and Allotments	
132.1/17	(i) A report was received from Cllr Parker regarding the Recreation Ground following the site visit by members of the PC on 12 th Oct 2017. It was RESOLVED to approve that a Management sub-committee be formed to generate ideas, action previously agreed improvement plans and fund raise. This would be raised at the Parish Surgery on 18th Nov 2017. (ii) At the request of WCC, the PC completed a Playing Pitch Assessment survey for submission so that its current amenities could be recorded. (iii) It was agreed that the rules regarding allotments should be reviewed and that this be an agenda item for the next meeting.	ALL The Clerk The Clerk
133/17	Traffic Calming and Village Maintenance	
133.1/17	(i) Correspondence had been received from a resident regarding the siting of dog bins and further consideration was being given to this matter. In the meantime, it was requested that dog walkers cleared up any mess left behind by their pets. (ii) The Clerk was requested to contact HCC/WCC to determine whether or not the PC could arrange for and pay an appropriately qualified contractor to spray weeds growing alongside/on pavements in the Parish.	ALL The Clerk
134/17	Other Council Business	
134.1/17	(i) The PC completed a housing survey requested by HARAHA. (ii) A letter for Grant funds from Winchester District CAB had been received. The Clerk had provided WDCAB with a Grant application and awarding criteria.	
135/17	To receive Reports and Correspondence	
135.1/17	There were none to report.	
136/17	Date of next Meeting	
	It was confirmed that the next meeting of the Parish Council would be held on Wednesday 6th December 2017 at 7.30pm, in Boarhunt Memorial Hall, Trampers Lane, North Boarhunt, PO17 6DD	
	The meeting closed at 9.10pm.	

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BOARHUNT PARISH COUNCIL - 1ST NOVEMBER 2017		
PAYMENTS MADE IN OCTOBER 2017		
PAYEE	DESCRIPTION	AMOUNT
CLAYMART (B C MARTIN)	Grounds Maintenance for August & September 2017	£250.00
N W ADAMS	Quarterly Play Inspection for period ended 30th Sep 2017 (VAT = £8.80)	£52.80
ST NICHOLAS CHURCH, BOARHUNT	Grant towards Grounds Maintenance & Parish Magazine	£600.00
G W WRIGHT	Salary, Office Allowance & Expenses (incl £30 for CPRE Planning Training Event)	£350.54
The Southwick Estate	6 months Rent for Rec Ground only for period 26/3/17 to 29/9/17	£150.00
Zurich Insurance	Parish Council insurance for period 23rd Sep 2017 to 22nd Sep 2018 (Incls IPT @12%)	£384.55
SLCC	Regional Training Seminar for the Clerk on 1st Nov 2017 (VAT = £6.90) Note: 50% discount given	£41.40
HALC	Officers update training: Audit 18th Oct 2017 (VAT = £8.00)	£48.00
MJR Services	Mole control - October 2017 (9 days @ £25/day)	£225.00
ICO	ICO Fees 2017/18	£35.00
October 2017	TOTAL	£2,137.29

PAYMENTS TO BE MADE IN NOVEMBER 2017

PAYEE	DESCRIPTION	AMOUNT
G W WRIGHT	Salary, Office Allowance & Expenses - October 2017	£336.74

RECEIPTS		
FUNDS RECEIVED DURING October 2017		
RECEIVED FROM	DESCRIPTION	AMOUNT
0		£0.00
	TOTAL	£0.00

Funds as per cash book at 31st Oct 2017	£35,419.83
less Earmarked Reserves	
Youth Funds	£3,737.06
Village Gates	£1,445.99
	£5,183.05
= Unrestricted Funds	£30,236.78
Less Payments due in November 2017 (as above)	£336.74
= Available Funds as at 1st November 2017	£29,900.04

**BOARHUNT PARISH COUNCIL - Financial Report
for Financial Yr to Date 30th September 2017**

FY 17/18 Annual	FY 17/18 Actual v		FY 17/18 Actuals as at
Budget £	Budget %		September 17 (M06) £
<u>RECEIPTS</u>			
19,161.00	100%	Parish Precept	19,161.00
839.00	100%	Council Tax Support Grant	839.00
20,000.00	100%		20,000.00
0	0%	Other Grants received	1,288.02
150	102%	Allotment Income	152.50
0	0%	Other (e.g. Rent, Bank Interest, VAT reclaimed & Sponsorship)	1,233.01
20,150.00	113%	TOTAL RECEIPTS	22,673.53
<u>PAYMENTS</u>			
3,250	42%	Net Salaries & Allowances	1,360.70
0	0%	HMRC Deductions	-
200	61%	Clerk's Expenses	121.45
		Chairman's Allowance (incl Public Meeting, Traffic	
100	0%	Calming & Cllr's Expenses	-
100	58%	Bank charges	57.64
		Capital Expenditure (incl Parish Noticeboard, etc)	
5375	23%		1,220.70
350	124%	Audit Costs	435.00
300	42%	Administration Costs	125.00
400	0%	Insurance	-
375	66%	Subscriptions	249.00
400	0%	Rents paid to Southwick Estate	-
1000	5%	Grants Paid Out	50.00
300	0%	Section 137 Payments	-
300	8%	Training	25.00
		Rec. Ground (incl Repairs, Maintenance, Pest control & Play Inspections)	
1000	11%		114.00
300	0%	Legal, Social Club, etc	-
		Utilities (incl Street Lighting & Rec Ground)	
500	93%		464.59
		Allotments (incl share of Grounds Maintenance & Water)	
225	35%		79.02
1500	26%	VAT (to be claimed/reclaimed)	390.44
1875	0%	Village Hall Building Reserve	-
350	100%	Website Costs	350.00

**BOARHUNT PARISH COUNCIL - Financial Report
for Financial Yr to Date 30th September 2017**

		Grounds Maintenance (excl Allotments share)	562.50
1800	31%		
20,000	28%	TOTAL PAYMENTS	5,605.04
		Balance brought forward on 01/04/2017	20,538.63
		ADD Total Receipts	22,673.53
			43,212.16
		LESS Total Payments	5,605.04
		= Cash Balance as at 30/09/17	37,607.12

Funds represented by:

Current Account Balance (Unity Bank) 30.09.17	30,167.59
Current Account Balance (Lloyds Bank)	86.94
Savings Account (Scottish Widows)	6,853.19
Savings Account (Lloyds Investment)	499.40
= Reconciled Bank Balances	37,607.12

Details of Funds held

Earmarked Reserves

Youth Funds	3,737.06	
Village Gates Sponsorship	1,445.99	
Total Earmarked Reserves		5,183.05

Unrestricted Funds

Unrestricted funds available	32,424.07	
Total Unrestricted Funds		32,424.07

Total Parish Council Funds

= Total Earmarked Reserves & Total Unrestricted Funds		37,607.12
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Signed: _____ Date: 04/10/2017
 Geoff Wright
 Responsible Financial Officer to Boarhunt Parish Council