



**BOARHUNT PARISH COUNCIL -
NOTICE OF MEETING OF THE PARISH COUNCIL
TO BE HELD AT 7.30PM ON WEDNESDAY 4th APRIL 2018
IN BOARHUNT MEMORIAL HALL, TRAMPERS LANE,
NORTH BOARHUNT, PO17 6DD**

Members are hereby summoned to attend for transacting the following items of business:

**MEMBERS OF THE PUBLIC & THE PRESS ARE WELCOME
PUBLIC PARTICIPATION IS ALLOWED ONLY BY INVITATION
OF THE COUNCIL FOR A MAXIMUM OF TEN MINUTES**

AGENDA

- 1. To receive and accept apologies for absence.**
- 2. To receive Declarations of Disclosable Pecuniary Interests for Items on the Agenda**
- 3. To receive resolution to suspend Standing Orders for no more than ten minutes to allow members of the public present to raise questions regarding items on this agenda
Public Question Time;
To Receive reports from: The County Councillor,
District Councillor(s) and The Police (if present and available).
To receive resolution to resume Standing Orders**
- 4. To receive and approve minutes of the Parish Council Meeting held on 7th March 2018.**
- 5. Actions from previous meetings**
 - (i) To receive actions and updates from previous meetings.
- 6. To receive the report and recommendations from the Operational Working Group on the following items:**
 - (i) Annual Review of BPC's Financial Regulations
 - (ii) Annual Review of BPC's Standing Orders
 - (iii) Any other matters.
- 7. To receive the Parish Clerk's report**
- 8. Finance and Council Business**
 - (i) To consider the formal memorandum from the Southwick Estate to increase the annual rent for the Boarhunt Allotments from £100 to £150 per annum from 29th September 2018 (payable in arrears).
 - (ii) To consider a request from Boarhunt's contractor for Play Inspections for a price increase of £6 plus VAT per quarter from £44 plus VAT to £50 plus VAT for Operational Play Inspections from June 2018.
 - (iii) To consider the terms of the Membership Document of the Hampshire Association of Local Councils Ltd for the period 1st April 2018 to 31st March 2018 and agree to continue membership of both.
 - (iv) To endorse payments made and payments due but not paid during March 2018 and, to approve items for payment in April 2018.
 - (v) To note BPC's Provisional Financial Report for the year ended 31st March 2018, note also the provisional balances held and to agree amounts listed for Earmarked Reserves.
 - (vi) To review Boarhunt Parish Council's Asset Register, agree any amendments necessary and confirm its accuracy as at 31st March 2018.
 - (vii) To note email received from PKF Littlejohn (BPC's External Auditors) and decide whether to opt for Limited Audit Assurance Review (cost £200 plus VAT) or complete returns as being below amount for External Audit review.
- 9. Planning Applications**
 - (i) **18/00426/FUL – Wickham Court, Blackhouse Lane, North Boarhunt, PO17 6JS – Retrospective change of use of land to form extension to caravan park**
 - (ii) **18/00704/FUL – Rons Place, Trampers Lane, North Boarhunt, PO17 6DQ –**

(RESUBMISSION) Addition of open four bay storage barn for hay, straw and farming implements, set adjacent and 5m away from existing storage barn.

10. Planning Decisions

To note the following decision:

- (i) **18/00503/FUL – Land Adjacent to Oakley House, Trampers Lane, North Boarhunt, PO17 6BY – Erection of Dwelling – Non-Determination – Case closed.**

11. Appeal Decisions

- (i) **None notified as at 3rd April 2018.**

12. Enforcements

- (i) **To note any new cases and updates to existing cases.**

13. Other Planning Matters

- (i) **None notified as at 3rd April 2018.**

14. Village Hall, Community Activities and Events

- (i) **To note that WCC District Council Election is being held on Thursday 3rd May 2018 – One District Councillor to be elected for Southwick & Boarhunt.**
- (ii) **To receive any other updates.**

15. Recreation Ground and Allotments

- (i) To receive Operational Play Inspection Report No. 14 for the quarter ending 31st March 2018 from N W Adams, (BPC's Play Inspector) and decide upon further action required.
- (ii) To receive any updates.

16. Traffic Calming and Village Maintenance

- (i) To note Parish Lengthsman visits during week commencing 9th April 2018
- (ii) To receive any other updates.

17. Other Council Business

Meetings

- (i) CPRE - AGM at 1030 on Saturday 21st April 2018 at Itchen Abbas Village Hall, SO21 1BQ.
- (ii) WCC – Public Dinner in Honour of the Retiring Mayor – Cllr David McLean – Friday 11th May 2018 at The Holiday Inn, Morn Hill, Winchester – Invitation the Chair of BPC.
- (iii) HCC – Town & Parish Councils' Event – 16th May 2018 from 1800 to 2000 in Ashburton Hall, Winchester – response required ASAP if anyone attending.

18. Grant Applications & Grant Submissions

- (i) To consider any applications received/grants paid.
- (ii) To note/endorse any submissions made/grants received.

19. To receive Reports, note Correspondence received and consider responses.

- (i) To note HALC Easter Newsletter from CE of HALC.
- (ii) To note outcome of NALC Policy Committee in relation to onsite Parking.
- (iii) To note SLCC's advice regarding the ICO Checklist and how to proceed and decide upon further action.
- (iv) To note Marketing literature received from ElanCity regarding The Evolis Radar Speed Gun.

20. To confirm the date and time of the next Parish meetings:

- (i) **Annual Meeting of the Parish Council - NOTE: 7 PM Start followed by:**
- (ii) **Annual Parish Assembly – NOTE: 8 PM Start**

DATE OF BOTH MEETINGS: WEDNESDAY 2ND MAY 2018

Geoff Wright, FMAAT, PSLCC, CiLCA
Parish Clerk

3rd April 2018

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Website: www.boarhuntparishcouncil.org

BOARHUNT PARISH COUNCIL - 4TH APRIL 2018		
PAYMENTS MADE IN MARCH 2018		
PAYEE	DESCRIPTION	AMOUNT
B C MARTIN	Grounds Maintenance - March 2018	£135.00
HALC	Training for Cllr Pynigar - The Planning Framework, 6th Mch 2018, (VAT = £12.00)	£72.00
THE SOUTHWICK ESTATE	Rec Ground Rent for 30/9/17 to 25/3/18 incl (inv 70015003986)	£150.00
THE SOUTHWICK ESTATE	Allotments Rent for 30/9/17 to 25/3/18 incl (inv 70015004023)	£50.00
G W WRIGHT	Salary, Office Allowance, & Travel - February 2018	£310.64
CPRE	Subscription for 2018/19	£36.00
ZURICH MGT SERVICES	Training for The Clerk - LCAS Seminar, Fareham - 23rd Jan 2018 (VAT = £6.00)	£36.00
DALE VALLEY TRAINING	Training for Cllr Pynigar - Basic Tree Survey & Inspection Course - May 2018, (VAT = £31.00)	£186.00
WESTCOTEC LTD	Carriage for return of Vehicle activated sign following repairs assessment (VAT = £11.00)	£66.00
UNITY TRUST BANK	Bank Charges 1/1/18 to 31/3/18	£18.00
Mar-18	TOTAL	£1,059.64

PAYMENTS DUE IN MCH 18 BUT NOT PAID AS AT 31.03.18		
PAYEE	DESCRIPTION	AMOUNT
D PYNIGAR	Travel & Car Parking - Planning Training (Eastleigh) & Affordable Housing Scheme Event at Kings Worthy - Mch 2018	£22.00
G W WRIGHT	Salary, Office Allowance & Travel - March 2018	£372.64
N W ADAMS	Play Inspection for 4th Qtr - period ending 31st Mch 18 (VAT = £8.80)	£52.80
HALC	Training for The Clerk - HALC Annual Conference, Southampton - 21st March 2018 (VAT = £15.00)	£90.00
Mar-18	TOTAL	£537.44

PAYMENTS DUE IN APRIL 2108 - FOR APPROVAL		
PAYEE	DESCRIPTION	AMOUNT
HALC	Subscriptions - HALC Affiliation Fees for 2018/19 (£234.00) & NALC Levy for 2018/19 (£40.00) - NO VAT	£274.00

SOUTHERN ELECTRIC	Electricity & Standing Charge for Pavilion, Rec Ground, Trampers Lane - 25/11/17 to 5 Mch 2018 (VAT @ 5% = £1.25)	£26.41
Apr-18	TOTAL	£300.41
RECEIPTS		
FUNDS RECEIVED DURING MARCH 2018		
RECEIVED FROM	DESCRIPTION	AMOUNT
None	None	£0.00
	TOTAL	£0.00

Funds as per cash book at 31st March 2018 £32,194.19

less Earmarked Reserves

Youth Funds	£3,737.06	
Village Gates	£1,445.99	
Play Equipment (HCC Grant)	£2,000.00	
Play Equipment including Groundworks (Non Grant)	£5,000.00	
VH Car Park Lights & Surrounds	£3,500.00	
Village Design Statement	£750.00	
Total Earmarked Reserves =		£16,433.05

= Unrestricted Funds £15,761.14

Less Payments due in April 2018 (as above) £300.41

= Net Unrestricted Funds available as at 4th April 2018 **£15,460.73**

**BOARHUNT PARISH COUNCIL - Provisional Financial Report
for Financial Yr to Date 31st March 2018**

FY 17/18 Annual	FY 17/18 Actual v Budget		FY 17/18 Actuals as at 31st March 18 (M12)	FY 17/18 Forecast 31st Mch 2018 (M12)	FY17/18 VARIANCE Actual v Forecast
£	%		£		
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	-
0	0%	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	100%	Net Salaries & Allowances	3,265.68	3266	0.32
0	0%	HMRC Deductions	-	0	-
200	148%	Clerk's Expenses	295.95	325	29.05
		Chairman's Allowance (incl Public Meeting, Traffic Calming & Cllr's Expenses)	101.60	100	- 1.60
100	94%	Bank charges	93.64	100	6.36
		Capital Expenditure (incl Parish Noticeboard, Play Equipment, etc)	2,466.46	12000	9,533.54
350	124%	Audit Costs	435.00	435	-
300	147%	Administration Costs	441.54	442	0.46
400	96%	Insurance	384.55	385	0.45
375	76%	Subscriptions	285.00	300	15.00
400	100%	Rents paid to Southwick Estate	400.00	400	-
1000	90%	Grants Paid Out	900.00	1000	100.00
300	0%	Section 137 Payments	-	0	-
300	150%	Training	449.50	300	- 149.50
		Rec. Ground (incl Equipment Repairs & Maintenance, Pest control & Play Inspections)	563.50	1000	436.50
1000	56%				
300	0%	Legal, Social Club, etc	-	0	-
		Utilities (incl Street Lighting & Rec Ground)	499.84	500	0.16
500	100%				
		Allotments (incl share of Grounds Maintenance & Water)	194.86	225	30.14
225	87%				
1500	50%	VAT (to be claimed/reclaimed)	756.93	1500	743.07
1875	0%	Village Hall Building Reserve	-	0	-
350	100%	Website Costs	350.00	350	-
		Grounds Maintenance (excl Allotments share)	1,134.00	1500	366.00
1800	63%				
20,000	65%	TOTAL PAYMENTS	13,018.05	24,128	11,109.95
		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	13,018.05	24,128	11,109.95
		= Cash Balance as at 31/03/18	32,194.19	21,364.31	- 10,829.88

**BOARHUNT PARISH COUNCIL - Provisional Financial Report
for Financial Yr to Date 31st March 2018**

Funds represented by:	
Current Account Balance (Unity Bank) 31.03.18	25,292.02
Current Account Balance (Lloyds Bank)	87.02
Savings Account (Scottish Widows) 01.11.17	6,853.19
Savings Account (Lloyds Investment)	499.40
Less: Payments not yet cleared at 31.3.18	537.44
= Provisional Reconciled Bank Balances	32,194.19
Details of Funds held	
<u>Earmarked Reserves</u>	
Youth Funds	3,737.06
Village Gates Sponsorship	1,445.99
Play Equipment (HCC Grant)	2,000.00
Play Equipment incl Groundworks (Non Grant)	5,000.00
Village Hall lights & Fencing	3,500.00
Village Design Statement	750.00
Total Earmarked Reserves	16,433.05
<u>Unrestricted Funds</u>	
Unrestricted funds available	15,761.14
Total Unrestricted Funds	15,761.14
<u>Provisional Total Parish Council Funds</u>	
= Total Earmarked Reserves & Unrestricted Funds	32,194.19

Signed: Geoff Wright
Responsible Financial Officer to Boarhunt Parish Council

Date: 03/04/2018