

BOARHUNT PARISH ANNUAL COUNCIL MEETING - Minutes of 7th June 2017

<u>Present</u>	<u>Others present</u>	<u>Apologies/Absence</u>
Cllr J. Parker	Clerk – G. Wright	HCC Cllr P. Stallard
Cllr E. Schofield	WCC Cllr N. Cutler (left at 8pm)	WCC Cllr A. Clear
Cllr B. Dell	7 members of the Public	WCC Cllr T. Evans
Cllr D. Pynigar		Cllr R. Crowe
Item	Description	Action
42/17	Apologies for absence and formal resignation of a Parish Councillor	
42.1/17	Prior to the meeting in a letter to the Chair, Cllr Lin Winter tendered her resignation as a Parish Councillor. Cllr Parker reluctantly accepted Cllr Winter's resignation and said that should Cllr Winter wish to join the Council in the future, she would be most welcome to apply to do so. Apologies for absence were received from Cllr Crowe, HCC Cllr Stallard, WCC Cllr Clear and WCC Cllr Evans.	
43/17	To formally receive newly Co-opted Member to the Parish Council	
43.1/17	Cllr Daryll Pynigar was formally co-opted as a Parish Councillor for Boarhunt Parish Council and his Declaration of Pecuniary Interests and Declaration of Acceptance of Office forms were witnessed by the Parish Clerk. Cllr Parker and members present welcomed Cllr Pynigar to the Parish Council. Cllr Parker confirmed that following Cllr Pynigar's appointment one vacancy remained on the Parish Council and requested the Clerk to take appropriate action, so it could be filled as soon as possible.	The Clerk
44/17	To elect Vice Chair for Municipal Year 2017 - 2018	
44.1/17	Cllr Parker said that although he was unable to be present at the meeting, Cllr Crowe had expressed an interest to continue as Vice Chair of the Parish Council. The Council elected Cllr Crowe as Vice Chair unanimously.	The Clerk
45/17	To receive declarations of Disclosable Pecuniary Interests for items on the Agenda	
45.1/17	Cllr Parker declared a non-pecuniary interest regarding the Social Club in that he was the husband of the Chair of the Club.	
46/17	To approve dispensations for Disclosable Pecuniary Interests under Section 33 of the Localism Act 2011	
46.1/17	None.	
47/17	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.	
47.1/17	Public Participation – Standing Orders were suspended and the meeting was adjourned for Public Participation. Members of the Public , although present did not raise any questions.	
47.2/17	Police Report – No representatives were present at the meeting and no Police report had been received. Cllr Parker said that it might be possible to arrange for a member of the Police to attend a future Parish Open Day/Workshop.	
47.3/17	Hampshire County Councillor's (HCC) Report for June 2017 – HCC Cllr Stallard submitted her report prior to the meeting and Cllr Parker read extracts from the report at the meeting. Items included County Elections (Cllr Stallard was re-elected as HCC Cllr for Winchester Southern Parishes) and in addition to being reappointed to Cabinet and continuing as Executive Member for Public Health had also been given the responsibility for Troubled Families and Emergency Planning for the County; other items included in the report were:- School Starters, Child Abuse, Health update – Leaving Hospital, Patient Advice & Liaison Service [PALS], Loan of Tablet Computers, Family History Workshop & a Competition. The full report can be found on BPC's website at: http://www.boarhuntparishcouncil.org/Article/Detail.aspx?ArticleUid=c8f17ce9-bac3-43a2-8225-e10e21eda5d3	
47.4/17	Winchester City (District) Councillor's Report - WCC Cllrs Cutler and Evans had submitted their apologies prior to the meeting; WCC Cllr Cutler spoke on, and fielded questions regarding the following matters at the meeting: (i) SIS Chemicals/Wickham Court Sites – He said that he had been pushing for the Enforcement Department at WCC to act on this matter as the wall being built was greater than one metre high and required Planning permission; as a result, the developers of Wickham Court had been given until 21 st July 2017 to apply for said permission. (ii) Firgrove Lane/The Old Piggeries/The Worthy Beds sites – He said that he had spoken to the Planning Officer dealing with this application and that no Planning decision was imminent. WCC Cllr Cutler also said that concerns had been raised regarding the	

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	density of the site occupation and that both WCC (Boarhunt Ward Councillors) Clear and Evans were members of the Planning Committee. Standing Orders were resumed.	
48/17	To receive and approve the Minutes of the meeting held on 3rd May 2017	
48.1/17	RESOLVED to approve the minutes.	
49/17	Actions from previous Meetings	
49.1/17	The following matters were outstanding from the meeting held on 3 rd May 2017: (i) Closure of Scottish Widows Bank Account – Outstanding action for the Clerk (ii) Details of the Rounders event(s) to be held on the Rec – Cllr Parker agreed to chase.	The Clerk Cllr Parker
50/17	To receive the Parish Clerk's report	
50.1/17	The Clerk said that since the last meeting he had met with the Internal Auditor (see later item) and produced the draft accounts for the year ended 31 st March 2017 (see later item). He had also attended an option appraisal workshop at WCC and provided input for the next Environment contract. Finally, the Clerk announced that Allotment invoices had now been produced (along with a covering letter and Allotment accounts) and sent to Allotment holders. He requested that Allotment holders settle their accounts by 8th July 2017.	Allotment Holders
51/17	Finance and Council business	
51.1/17	It was RESOLVED to approve Payments due and to note receipts received. (Note: these are listed at the end of the minutes).	
51.2/17	It was RESOLVED to that the Asset list presented at the meeting was accurate and reflected assets held as at 31 st March 2017 (item deferred from meeting held on 3rd May 2017).	
51.3/17	It was RESOLVED to approve the Accounting Statements for 2016/17, as per section 2 of the Annual Return for the year ended 31st March 2017 (item deferred from meeting held on 3rd May 2017).	
51.4/17	It was RESOLVED to approve the Internal Auditor's report produced by 'Do the Numbers Ltd' on 19th May 2017 and agree the actions recommended.	
51.5/17	It was RESOLVED to approve the Financial Report for the fiscal year to date 31st May 2017, agree the Bank reconciliation and note balances held in Earmarked reserves and as Unrestricted funds.	
51.6/17	It was RESOLVED TO APPROVE the following Direct Debit mandates: (i) Castle Water (two) - one for water supplied to the Allotments and the other for water supplied to the Recreation Ground. (ii) Campaign to Protect Rural England (CPRE) to pay for the Parish Council's annual subscription to this organisation.	
51.7/17	It was RESOLVED TO APPROVE payment of one additional incremental point (to SCP 21 on Pay Scale LC1) from 1st April 2017 to The Clerk in recognition of obtaining the Certificate in Local Council Administration (CILCA).	
52/17	Planning Applications	
52.1/17	(i) 17/00601/FUL – Windmill Stables, Bere Farm Lane, North Boarhunt, PO17 6JJ – Full planning application for the proposed conversion and change of use of an existing agricultural building built in the early 1900s into a holiday house – RESOLVED to Raise no objection to the application, provided that a condition is put on any approval to restrict development on the site to <u>this building only and no others</u>, and that permission , if granted is specifically for a holiday house only without any change permitted.	
52.1/17	(ii) 17/00872/HOU – 3, Hillside Cottages, Trampers Lane, North Boarhunt, PO17 6DA – Proposed rear/side extension – RESOLVED to Raise no objection to the application.	
53/17	Village Hall and Community Activities	
53.1/17	There were no further updates.	
54/17	Recreation Ground	
54.1/17	Cllr Parker said he had obtained the Play inspection checklists from the Clerk and would be carrying out checks shortly, but asked for Volunteers to help with this task and of helping to keep the Recreation Ground and Play Area to an acceptable standard. The Clerk said that the roof on the small toilet required attention and was asked to obtain quotes for repairs.	All The Clerk
55/17	Traffic Calming and Village Maintenance	
55.1/17	The Parish Lengthsman was due to visit during the week commencing 19 th June and tasks were agreed, including strimming round Village gates at top end (Newtown end) of Trampers Lane.	

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	The Clerk was requested to write to Mud Island Nurseries thanking them for improving the entrances to the Parish by continuing to sponsor the Village Gates and enhancing the areas around them with vibrant seasonal planting.	
56/17	Other Council Business	
56.1/17	None.	
57/17	To receive Reports and Correspondence	
	<p>(i) An email from Dr David Smith regarding publicity for Village Agents for Age Concern was noted.</p> <p>(ii) Correspondence received from Seafarers UK regarding flying the Red Ensign for Merchant Navy Day on 3rd September 2017 was noted. It was RESOLVED to approve expenditure of up to £100 for obtaining a Flag and setting up a flag pole at the Village Hall/Social Club to commemorate this event. The Clerk was requested to purchase a suitable flag; Cllrs Schofield and Pynigar agreed to source and put up a suitable flag pole; Cllr Parker agreed to inform the Social Club of the PC's intentions.</p> <p>(iii) An email from Russell Edwards and Shirley Privett regarding their intention to Appeal against their recent refusal of Planning permission for Birch Lodge was noted.</p> <p>(iv) An email from Hampshire Alliance for Rural Affordable Housing (HARAH) advertising events at Wickham on 5th July and Binsted on 6th July 2017 was noted.</p> <p>(v) An email from Hampshire Association of Local Councils (HALC) requesting completion of LGC/NALC survey on Devolution and Powers was noted; it was further noted that the Clerk had completed and submitted a response to the survey on behalf of the Parish Council.</p> <p>(vi) An email from WCC requesting completion of their Sports Facility Survey was noted; it was further noted that the Clerk had completed and submitted a response to the survey on behalf of the Parish Council.</p> <p>(vii) An email from Kevin Sawers from Action Hampshire advertising a Cyber Man Drop-in event at Wickham Community Centre on 17th June 2017, (cost £10) was noted.</p>	Cllrs Parker, Schofield & Pynigar; The Clerk
58/17	Date of next Meeting	
	It was confirmed that the next meeting of the Parish Council would be held on Wednesday 5th July 2017 at 7.30pm, in Boarhunt Memorial Hall, Trampers Lane, North Boarhunt, PO17 6DD	
	Information Items	
	Items for next Agenda – Tasks to be allocated to Councillors; Mowing of Southwick Road (B2177) verges.	
	Informal meeting of Parish Councillors arranged for 7.30pm on 22nd June 2017.	
	The meeting closed at 8.35pm.	

**BOARHUNT PARISH COUNCIL - Financial Report
for Financial Yr to Date 31st May 2017**

FY 17/18 Annual	FY 17/18 Actual v Budget		FY 17/18 Actuals as at May 17 (M02)
£	%		£
RECEIPTS			
19,161.00	50%	Parish Precept	9,580.50
839.00	50%	Council Tax Support Grant	419.50
20,000.00	50%		10,000.00
0	0%	Other Grants received	1,288.02
150	0%	Other (e.g. Rent, Bank Interest, VAT reclaimed & Sponsorship)	629.68
		TOTAL RECEIPTS	11,917.70
PAYMENTS			
3,250	8%	Net Salaries & Allowances	259.97
0	0%	HMRC Deductions	-
200	14%	Clerk's Expenses	27.40
		Chairman's Allowance (incl Public Meeting, Traffic	
100	0%	Calming & Cllr's Expenses	-
100	21%	Bank charges	20.72
		Capital Expenditure (incl Parish Noticeboard, etc)	1,170.00
5375	22%		
350	0%	Audit Costs	-
300	8%	Administration Costs	25.00
400	0%	Insurance	-
375	66%	Subscriptions	249.00
400	0%	Rents paid to Southwick Estate	-
1000	0%	Grants Paid Out	-
300	0%	Section 137 Payments	-
300	0%	Training	-
		Rec. Ground (incl Repairs, Maintenance, Pest control & Play Inspections)	-
1000	0%		
300	0%	Legal, Social Club, etc	-
		Utilities (incl Street Lighting & Rec Ground)	418.17
500	84%		
		Allotments (incl share of Grounds Maintenance & Water)	29.02
225	13%		
1500	17%	VAT (to be claimed/reclaimed)	254.19
1875	0%	Village Hall Building Reserve	-
350	0%	Website Costs	-
		Grounds Maintenance (excl Allotments share)	112.50
1800	6%		
20,000	13%	TOTAL PAYMENTS	2,565.97

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**BOARHUNT PARISH COUNCIL - Financial Report
for Financial Yr to Date 31st May 2017**

Balance brought forward on 01/04/2017	20,538.63
ADD Total Receipts	11,917.70
	32,456.33
LESS Total Payments	2,565.97
= Cash Balance as at 31/05/17	29,890.36

Funds represented by:

Current Account Balance (Unity Bank) 31.05.17	22,449.95
Current Account Balance (Lloyds Bank)	87.82
Less: Cheques drawn but not debited as at 31.05.17	-
Savings Account (Scottish Widows)	6,853.19
Savings Account (Lloyds Investment)	499.40
= Reconciled Bank Balances	29,890.36

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	24,707.31	
Total Unrestricted Funds		24,707.31

Total Parish Council Funds

= Total Earmarked Reserves & Total Unrestricted Funds		29,890.36
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Signed: _____ Date: 02/06/2017
 Geoff Wright
 Responsible Financial Officer to Boarhunt Parish Council

BOARHUNT PARISH COUNCIL - 7TH JUNE 2017		
UPDATED PAYMENTS SCHEDULE FOR JUNE 2017		
PAYEE	DESCRIPTION	AMOUNT
Do the Numbers Ltd	Internal Audit for the year ended 31 March 2017	£235.00
G WRIGHT	Pay, Office Allowance & Expenses for May 2017	£340.12
E-MANGO	Annual Service charge, Support & backup for Website for period 24/6/17 to 23/6/18 (VAT = £70.00)	£420.00
Claymart (BC Martin)	Grounds Maintenance for April & May 2017 (2 x £125)	£250.00
Jun-17	TOTAL	£1,245.12

RECEIPTS		
FUNDS RECEIVED DURING MAY 2017		
RECEIVED FROM	DESCRIPTION	AMOUNT
HMRC	VAT reclaim 1/9/16 to 31/3/17	£611.75
	TOTAL	£611.75