

ECCHINSWELL, SYDMONTON AND BISHOPS GREEN PARISH COUNCIL

Minutes of meeting held at Ecchinswell Village Hall

Wednesday 13th June 2018, commencing at 19.30 hours

Present: Councillors Hall (Chair), Dain (Vice Chair), Owen, and Sparrow

In attendance: Sarah Jones (Clerk), County Cllr Mellor, 0 members of the public

Item		Action
1	<p>Apologies There were no apologies as all Cllrs were present.</p>	
2	<p>Declarations of interest There were no declarations of interest.</p>	
3	<p>Re-election of Cllrs 46/18 Resolved Cllr Hall advised he would stand for re-election as Chair. Cllr Dain proposed, Cllr Sparrow seconded and all Cllrs were unanimous in their support. Cllr Hall was re-elected Chair. Cllr Dain advised she would stand for re-election as Vice-Chair. Cllr Hall proposed, Cllr Owen seconded and all Cllrs were unanimous in their support. Cllr Dain was re-elected as Vice-Chair. Jackie Bayliss put herself forward to be co-opted onto the Parish Council, she was proposed by Cllr Hall, seconded by Cllr Dain, and all Cllrs were unanimous in their support. Cllr Bayliss was invited to join the Parish Council at the table.</p>	
4	<p>Minutes of previous meeting and actions arising 47/18 Resolved To receive and confirm the minutes of the previous meeting held on 11th April 2018. Signed by Cllr Hall (Chair) as a true record. To receive and confirm the minutes of the previous AGM meeting held on 10th May 2017. Signed by Cllr Hall (Chair) as a true record. Actions arising: The actions have either been addressed or are dealt with under Agenda items below.</p>	
5	<p>Public participation There were no members of the public present.</p>	
6	<p>Borough Councillor's Report There was no report as the Borough Cllr was not present.</p>	
7	<p>County Councillor's Report County Cllr Mellor advised the problem with potholes is being addressed; 5800 more potholes have been filled than this time last year. Other road maintenance issues have been put on hold to deal with this issue. The additional £3M pothole money given by CGovt to HCC will go mainly on additional Dragon Patcher equipment. The main issue being encountered at present is the problem of repairing the substantial sections of High Friction surfacing, locally on the A339 in the Ashford Hill Road/Thornford Road area (and in Kingsclere). Highways have advised that they are sourcing new material to complete these sections. The HCC Project Integra is coordinating fly-tipping activity with Police, HWRC has reported a substantial drop in tonnage recently now that some areas have a dedicated Fly Tipping Officer and also following successful prosecutions. Where there are spots of repeated fly tipping, covert camera activity will be put in place. In 2017 BDBC had a tonnage only c25% of some other authorities. There is still some way to go but of interest the charging system for commercial vehicles at HWRC has been deemed a contributory factor. The Basingstoke Transport Forum is taking place to look at ways of saving transport costs. One area being looked at is older person concessionary passes. Cllr Mellor urged participation in the consultation even though in terms of services the routes along the A339 do not feature, but there is still some feedback required. There have been trials in various residential areas of introducing a 20mph zone, but it has made little difference to traffic speed so won't be rolled out to other areas.</p>	

	<p>Cllr Mellor was thanked for his offer of financial help for the war memorial but Cllr Thacker has offered assistance and is being worked with at present.</p> <p>Cllr Mellor advised he was pleased to see Bishops Green Community Centre on the agenda and it was agreed to deal with item 12c out of order, so he could be involved in the discussion. Cllr Dain advised she met with a representative from BDBC who is supporting Bishops Green Community Centre. At present the finances are in good order, however there are only 2 committee members and no policies or governance in place. Cllr Dain has advised she will join the committee, and there is one other volunteer, but more people are needed. BDBC are willing to help but are unable to, until there is a viable committee in place. Ideally 6 people are needed. An AGM is taking place on 24th July and it is hoped this will raise interest.</p> <p>Cllr Dain asked if it is possible to hold the PC meetings there bi-monthly. Cllr Hall advised he felt it would be hard to commit to this at present as there is no process for booking and it would be difficult if booked meetings could not take place. However, the Parish Council would like to offer support and it was agreed that the AGM and need for volunteers would be advertised in the parish magazine. Cllr Hall will contact the village magazine and see how many get delivered to Bishops Green and whether a flyer or information can be included within the magazine.</p> <p>Cllr Mellor left the meeting.</p>	TH																																	
8	<p>Planning 48/18 Resolved a) 18/01420/HSE - Yew Tree Cottage, Ecchinswell Road, RG20 4UG Erection of a single storey extension to the southern elevation and a two-storey extension to the eastern elevation. Construction of new vehicular access and erection of detached garage and log store (amended scheme to 17/02061/HSE).</p> <p>No objections however Cllrs expressed concern that the garage building may impact views of the neighbour opposite as it is a higher building than the existing one.</p> <p>b) Decisions None.</p>																																		
9	<p>Finance 49/18 Resolved Electronic Payments: a) Financial Report and Payments</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">S Jones</td> <td style="width: 60%;">Clerk's salary (May)</td> <td style="width: 20%; text-align: right;">£496.69</td> </tr> <tr> <td>S Jones</td> <td>Clerks Expenses (May)</td> <td style="text-align: right;">£ 67.83</td> </tr> <tr> <td>D McClelland</td> <td>Litter warden (May)</td> <td style="text-align: right;">£156.60</td> </tr> <tr> <td>R Wherry</td> <td>Litter warden - (May)</td> <td style="text-align: right;">£112.74</td> </tr> <tr> <td>HMRC</td> <td>PAYE – RW, DM, SJ</td> <td style="text-align: right;">£ 50.80</td> </tr> <tr> <td>Came and Company</td> <td>Insurance renewal</td> <td style="text-align: right;">£636.23</td> </tr> <tr> <td>Premier Grounds</td> <td>May maintenance</td> <td style="text-align: right;">£462.00</td> </tr> <tr> <td>JK Murray</td> <td>Internal audit</td> <td style="text-align: right;">£195.00</td> </tr> <tr> <td>HALC</td> <td>Training - MS</td> <td style="text-align: right;">£108.00</td> </tr> <tr> <td>T Hall</td> <td>AGM expenses</td> <td style="text-align: right;">£ 31.45</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total</td> <td style="text-align: right;">£2,317.34</td> </tr> </table> <p>An extra-ordinary payment of £140.73 was made to HMRC on 16th May 2018 to resolve a long outstanding payment issue. This is now resolved.</p> <p>Cheque payments: None</p> <p>50/18 Resolved b) The actual/against budget for April and May 2018 was noted and agreed.</p> <p>51/18 Resolved c) The annual accounts were signed off.</p>	S Jones	Clerk's salary (May)	£496.69	S Jones	Clerks Expenses (May)	£ 67.83	D McClelland	Litter warden (May)	£156.60	R Wherry	Litter warden - (May)	£112.74	HMRC	PAYE – RW, DM, SJ	£ 50.80	Came and Company	Insurance renewal	£636.23	Premier Grounds	May maintenance	£462.00	JK Murray	Internal audit	£195.00	HALC	Training - MS	£108.00	T Hall	AGM expenses	£ 31.45	Total		£2,317.34	
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10	<p>Correspondence 52/18 Resolved: 17/5: Sarah Miller/Alfred Nortey – C57 works going ahead. 27/5: John Izett – can he help with the problems around the bridge? The email was gratefully received. There are several signs already at the bridge, and any other measures such as a bollard could cause problems for other road users. 15/5: Letter received from BDBC confirming TPO at Timberline, Bishops Green Noted by Cllrs. 10/6: Email from J Bayliss, May Fayre monies – the May Fayre committee had advised they are unhappy that monies donated to the PC have not been spent yet. The PC agreed but the monies have been allocated to the area around the old phone box and were waiting for the removal of the phone box. BT have confirmed will happen this year. The clerk will chase BT. Cllr Hall will ask the May Fayre committee for their plans for the area, so works can begin, even if they cannot be completed. Any plans will also be given to Premier Maintenance, so they can provide a quote, along with the May Fayre committee. All Cllrs were agreed. Any designs need to be low maintenance, so costs are not incurred looking after the area going forward. Cllr Hall advised he had a meeting relating to the LDO at Greenham. He has expenses to submit which were not pre-agreed, relating to this meeting. All Cllrs were agreed that in this instance (cancellation of a scheduled meeting) it was acceptable for the expenses to be submitted without prior agreement.</p>	SJ TH
12	<p>Highways and Rights of Way 53/18 Resolved Cllr Hall has a meeting on 14th June with the Sydmonton Court Estate Manager and will discuss the request to landowners to consider changing several stiles to kissing gates. He will report back to the Council.</p>	TH
13	<p>New Business 54/18 Resolved a) <u>Internal Audit Review</u> The letter from John K Murray detailing the internal audit was reviewed and accepted by Cllrs. The following points were addressed: Contract of Employment – this was amended to show AND Responsible Financial Officer and has been signed off by the Chair. Minutes – the correct procedure for discussion relating to confidential items has been noted and will be followed going forward. GDPR – Mr Murray’s comments were noted, and the possibility of a parish mobile phone discussed. At present it was agreed the number of phone calls received would not warrant the expense. Recruitment procedure – this document is being reviewed and an updated version will be signed off at the July meeting. The insurance documentation has been emailed to Mr Murray. Budget – the budget will be annexed to the appropriate minutes. Assets register – Digweeds is not owned by the Parish Council and the assets register was agreed and signed off under item 12b below. VAT – it was agreed VAT would be claimed every 6 months. Website – the relevant documents will be added to the website. Further to this, the full accounts will be published on the website and all relevant documents sent to Mr Murray. The opt-out form relating to the external audit, which does not need to take place as income is below £25000, has been sent. Sections 1 and 2 of the Pro-forma were adopted and signed off by the full council. b) <u>Assets Register</u> 55/18 Resolved The assets register was reviewed and signed off. c) <u>Bishops Green Community Centre Update</u> Discussed under Item 7 above.</p>	

	<p>d) <u>Lengthsman jobs for July</u> 57/18 Resolved The area near the Chalk Pit and the church needs attention; the road signs need to be cleaned and cleared of vegetation and the grass/stinging nettles on the verges north of the church has grown and is impacting visibility of traffic and causing pedestrians and cyclists to veer into the road, so the lengthsman will be asked to clear these areas and improve sight lines.</p> <p>e) <u>Pond clearance day</u> The date has been moved to 14th October. Cllr Bayliss will confirm to Basingstoke Volunteers. Cllr Dain will inform Phil Orme who assists with the catering on the day.</p>	<p>SJ</p> <p>JB/MD</p>
13	<p>Matters for discussion</p> <p>a) <u>Oakfields parking update</u> Vivid have not provided any help relating to this issue and Cllr Owen suggested there has been an implication that if funding can be provided, residents can resolve the issue themselves. This is to be removed as an agenda item and Cllr Owen will advise any updates as he receives them.</p> <p>b) <u>War Memorial update</u> Cllr Bayliss advised she has received an email from the War Memorials Commission and a grant was received in 2008 so any costs incurred will be the responsibility of the Council. She was pleased to report that since the AGM there have been 2 very generous anonymous donations made for the cleaning of this. The Council expressed their huge thanks for the generosity of the donations. Cllrs agreed the cleaning should proceed and the clerk will contact Spencer and Peyton with instructions to go ahead with this. Cllr Bayliss will discuss the lettering on the war memorial with a member of the public who is involved in this and will report back.</p> <p>c) <u>Facebook</u> The new Facebook page is up and running. Cllr Owen will discuss the content and management at the next meeting</p> <p>d) <u>New bin location and progress</u> BDDB have confirmed a new bin will be placed at White Hill. Another bin is needed opposite the school and the Clerk will contact BDDB regarding this.</p> <p>e) <u>Parish Magazine</u> Content for the Parish Magazine article was agreed. Cllr Owen will write the article this month.</p>	<p>SJ</p> <p>JB</p> <p>SJ</p> <p>NO</p>
	<p>Date of next meeting Wednesday 11th July 2018 at Ecchinswell Village Hall at 7.30pm. There being no further business, the meeting closed at 9.35pm.</p>	

ACTIONS:

The Bishops Green Community Hall AGM and need for volunteers would be advertised in the parish magazine.

Cllr Hall will contact the village magazine and see how many get delivered to Bishops Green and what sort of flyer or information can be included regarding this.

The clerk will chase BT about the removal of the old telephone boxes.

Cllr Hall will ask the May Fayre committee for their plans for the area, so works can begin, even if they cannot be completed.

Cllr Hall has a meeting on 14th June with the Sydmonton Court Estate Manager and will discuss the request to landowners to consider changing several stiles to kissing gates He will report back to the Council.

The area near Chalk Pit and the church needs attention; the road signs need to be cleaned and cleared of vegetation and the grass/stinging nettles on the verges north of the church has grown and is impacting visibility of traffic and causing pedestrians and cyclists to veer into the road, so the lengthsman will be asked to clear these areas and improve sight lines.

The date for the pond clearance has been moved to 14th October. Cllr Bayliss will confirm to Basingstoke Volunteers. Cllr Dain will inform Phil Orme who assists with the catering on the day

Cllrs agreed the cleaning should proceed and the clerk will contact Spencer and Peyton with instructions to go ahead with this.

Cllr Bayliss will discuss the lettering on the war memorial with a member of the public who is involved in this and will report back.

The new Facebook page is up and running. Cllr Owen will discuss the content and management at the next meeting.

Another bin is needed opposite the school and the Clerk will contact BDBC regarding this