

Minutes of the Full Council Meeting of Hartley Wintney Parish Council held at 7.30pm on Monday 3rd August 2020 to which Councillors are summoned to attend by video conferencing via Microsoft Teams.

Present: Cllr Chris Farrance (Chair), Cllr Diana Harvey, Cllr Steve Airton, Cllr Ian Wilson, Cllr Sarah Craig, Cllr Stuart Elborn, Cllr Dorothy Harvey and Cllr Peter Gee

In attendance: Karyn Reid (Executive Clerk), Sarah Daly (Deputy Clerk), Julian Martin (Horticulture and Amenities Officer), District Cllrs Spencer Farmer and Tim Southern plus County Councillor David Simpson

19/20PC 217. OPEN FORUM

The meeting started at 7.30pm. No members of the public were present. Cllr Farrance requested that pedestrianisation of Fleet High Street not be discussed at the meeting. This will be deferred to Planning Committee.

19/20PC 218. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Tony Woods, Fiona Sutton and Roger Robertson, plus District Councillor Anne Crampton.

19/20PC 219. DISPENSATIONS UNDER S33 OF THE LOCALISM ACT (2011)

To consider the granting of a dispensation to enable members to participate in and vote on an item of business on the agenda where they would otherwise have a Disclosable Pecuniary Interest and to confirm how long this dispensation may have effect.

No dispensations were made.

19/20PC 220. DECLARATIONS OF INTEREST

Declarations made by members of any personal, prejudicial or non-prejudicial interests of any agenda item. Members with a Disclosable Pecuniary Interest, unless a dispensation has been granted, will be required to withdraw when Council discusses & votes on the matter.

No interests were declared.

19/20PC 221. WARD MEMBERS REPORT

District Cllr Southern:

Hattons Pond – no further update on this but still chasing for progress to be made.

District Cllr Farmer:

Fleet pedestrianisation – all three District Councillors voted against this and would be interested in having a discussion with HWPC Parish Councillors about the potential impact on the village. A vote was passed for HDC to financially support Everyone Active. The Fleet and Frogmore sites reopened on 31st July with swimming facilities available from 1st August.

County Cllr Simpson:

Brew House Lane road closure – this matter has been taken up with the Fire Authority. Assurance has been given by the solicitor to the Fire Authority and the Estates Manager that they are looking at this potential road closure (which is supported by the Parish Council) as an urgent matter.

19/20PC 222. APPROVAL OF MINUTES

Cllr Wilson proposed approval of the minutes of the Full Council meeting on 6th July; seconded by Cllr Dorothy Harvey.

AGREED by all.

19/20PC 223. ACTIONS LOG & CLERK'S / PARISH OFFICE SUMMARY REPORT

County Cllr Simpson is still chasing the list of roads for resurfacing.

The Executive Clerk highlighted the Parish Office closure on Friday 21st August due to an overlap in staff annual leave. The High Street market will continue at its new location in the main car park for now. The Executive Clerk is in ongoing discussions with HDC regarding longer term plans.

19/20PC 224. PARISH COUNCIL FINANCE – review & approval of following:

i) Income & expenditure, cashbooks & bank reconciliations for June 2020 & associated bank balances

Cllr Farrance had been through the paperwork prior to the meeting and raised two queries with the Executive Clerk:

HMRC/Payroll – the figures are shown as net values. Permission will be sought from Finance Committee for the Executive Clerk to journal funds across.

Insurance – this is shown as an overspend. Buildings insurance was paid to cover the pavilion for this year only as approved previously.

Cllr Dorothy Harvey proposed approval of the income & expenditure, cashbooks & bank reconciliations for June 2020 & associated bank balances; seconded by Cllr Wilson.

AGREED by all.

ii) To review and approve for additional spend of general reserves outside of previously discussed budget

Community Award Coins

The draft design and quotes were presented. Cllr Craig asked whether there was a sample that could be seen.

ACTION: Deputy Clerk to request a blank sample coin to view.

Cllr Elborn stepped forward as a nominated person to look at this with the Deputy Clerk. The award winners have been notified this year but not received anything so far. The number of recipients varies each year and the average cost of a gift is usually around £15 per person. Quotes obtained are for production of 50 or 100 coins at a cost of £21.46 or £13.77 per coin respectively. An order of 50 coins would last for at least 3 years. Engraving individuals names and year of the ward would be at extra cost per year, as would a presentation case. The total cost to order 50 coins with cases would be no more than £1500.

Cllr Airtton proposed approval in principle of a spend up to £1500 for production of 50 Community Award coins with presentation cases, subject to quality control; seconded by Cllr Elborn.

AGREED by all.

Hatton's Pond – investigation and recommendation

HWPC previously approved a spend of £10,000 towards pond works. Cllr Farrance and the Executive Clerk recently met with HDC and the estimated costs have significantly increased. HWPC allocated funds could be spent on further investigation into how to prolong the lifetime of the pond and its long term sustainability.

Cllr Gee suggested seeking alternative quotes and doing further analysis before a decision is made. Cllr Robertson has already contacted another contractor for a quote. District Cllr Southern stated that

the analysis has already been very thorough and that any quotes need to be sought from contractors with adequate public liability insurance and the appropriate permissions to dispose of waste. The source of some of the contamination can't be pinpointed so use of a drone has been suggested as an aide. If HDC were to agree to a significant spend circa £70/80k they would want reassurance that the remedial action will be sustainable.

Cllr Craig proposed approval for HWPC to seek more quotes for an independent contamination assessment for HWPC prior to any further action; seconded by Cllr Wilson.

AGREED by all.

Cllr Farrance raised two further points:

It may not be environmentally sustainable to clean the pond so re-siting is an option.

HWPC should consider long term project management of the pond.

Pavilion project update and associated costs

Cllr Airton presented an update on the pavilion. The original budget for the project was £125,000 but the total estimated cost to complete is now around £240,000 to £250,000. The E&A Committee recommend increasing the allocated budget by £100,000 using general reserves. Some costs may be mitigated by contributions from Barrats and Bewley Homes. Some S106 funds from HDC may also be forthcoming. The increased costs will cover service connections and internal fit out of the building.

County Cllr Simpson has a contact in Yateley that has secured significant funding for a sports facility. This may be through Sport England.

ACTION: County Cllr Simpson to share information with Cllr Airton.

Securing Sport England funding may be difficult as the project is half way through the build. Specific elements may need to be highlighted as defined projects for funding, such as installation of an all weather pitch or croquet facilities.

Cllr Airton is keen to put together a model going forward to make the sports facility self financing so there is zero impact on HWPC budgets. County Cllr Simpson said that grants may also be available through HCC.

All councillors voted and agreed unanimously that the budget should be increased by £100,000 from general reserves, subject to mitigation via contributions from third parties.

Lighting project for Appleton & Victoria Hall

The Victoria Hall Charity supplied further information about the lighting project as requested by HWPC and costs have reduced from £10,000 to £5,000. Much of the proposed lighting is focussed on the Appleton Hall. Many of the existing wall lights in the complex are very outdated so they would need complete replacement if they stopped working. Cllr Dorothy Harvey felt that the village hall should be kept up to standard and the improvements would bring down the overall running costs.

Cllr Gee proposed approval for the additional spend of general reserves of £5,000 outside of previously discussed budget for the lighting project for Appleton and Victoria Hall; seconded by Cllr Airton.

AGREED by all.

iii) Payments listings

Cllr Gee proposed approval of the payments listings; seconded by Cllr Craig.

AGREED by all.

19/20PC 225. PARISH COUNCIL MATTERS

i) C19 Community Recovery Plan survey

36 replies were received to the volunteer survey and all respondents were happy to continue their support. A more detailed community questionnaire will be sent to all residents by mid August and results will be shared with HDC. If there are some good ideas that come out of the analysis, the group will look at whether these can be allocated to existing groups to action or whether new groups may be formed to do this. Volunteers are keen to be involved in organising new initiatives.

ii) To receive and approve; Planning Policy, Communications and Social Media Policy

Planning Policy: Now that the HDC Local Plan is in place the Planning Policy needs has been reviewed to reflect this. The next review is due August 2021.

Cllr Dorothy Harvey proposed approval of the Planning Policy; seconded by Cllr Wilson.

AGREED by all.

Communications and Social Media Policy: Cllr Farrance thanked Cllr Craig for her work on this. The document has been updated to include the email policy. The following queries were raised:

Cllr Airton – deletion of emails after 6 months. There is no requirement to do this and the policy should state ‘unless there is good reason to keep emails after 6 months’.

ACTION: Cllr Craig to check the policy wording on this matter and update policy if required.

Cllr Airton – use of email contact lists in section 8.5.3. The policy states that ‘ the Executive Clerk or a nominated deputy’ can send out information to a contact list.

It was confirmed that authorisation does not need to be sought each time. It is a one-off nomination designed to restrict everyone setting up their own contact lists.

ACTION: Cllr Craig to change ‘nominated’ to ‘delegated’ in the policy.

Cllr Diana Harvey – access to paperwork for all committees. Microsoft Teams is set up so that only committee members receive papers for the meetings that they attend.

It was confirmed that meetings paperwork is available to everyone via the HWPC website and the shared drive.

Cllr Elborn – new email addresses are in use so these need to be updated on the policy.

ACTION: Cllr Craig to update policy with new email addresses.

Cllr Elborn – more reference needs to be given to GDPR in section 8.2.6.

ACTION: Cllr Craig to include ‘subject to GDPR requests’ in section 8.2.6 of the policy.

Cllr Elborn proposed approval of the Communications and Social Media Policy subject to the requested amends; seconded by Cllr Dorothy Harvey.

AGREED by all.

iii) Review HALC recommendation for Code of Conduct and feedback

Cllr Dorothy Harvey felt it was sensible to follow the advice from the Hampshire Association of Local Councils (HALC). Cllr Elborn queried whether there was anything in the document that is not currently included in HWPCs policies. The Executive Clerk advised that once the policy is fully adopted by HALC, HWPC will review the existing policies to bring them in line with this. All councillors were happy with the proposed changes to the Code of Conduct.

19/20PC 226. CHAIRMAN'S ANNOUNCEMENTS & PARISH COUNCILLOR MATTERS & TRAINING FEEDBACK

Cllr Diana Harvey noted that Committee minutes and meeting invites needed to be accessible by all members.

ACTION: Executive Clerk to send Committee Teams invites to all members.

19/20PC 227. COMMITTEE MINUTES & UPDATE INC. WORKING GROUPS

i) Verbal Update on Website Working Group Progress & online demo of new website so far
The HWPC website must be WCAG compliant (Web Content Accessibility Guidelines). The existing website is also difficult to update and manage. Cllr Farrance is keen to use the new website to promote the village as a destination to visit or to live in. Cllr Elborn gave an online demo of the site. The remit for the website was to provide a platform for the village as a centre, not focussing on the role of HWPC, to encourage residents and visitors to visit the site.

The website is 2-3 weeks away from going live on the 31st August. Content is being added regularly to get a minimum viable product. This date is 2-3 weeks within the deadline for WCAG compliance. A soft launch will take place initially with a public launch during the first week of September. There will be a switchover from the old site so the two are not running simultaneously. There will be a process of verification before launch. The new website will be fully functional on devices.

There are copyright issues around use of photographs so new ones have been commissioned. An approval process for photo usage will be brought in for the future. Cllr Farrance thanked the project team for all of their work on this.

ii) Verbal Update on Community Bus Progress

Cllr Craig reported that the timetabled service has restarted and there is now a pre-booking system. A small number of people took advantage of the service last week. Up to 8 people can travel at one time but only 3 can be transported if anyone has been shielding. The door to door service is starting this week. The Community Bus Administrator has done a good job of keeping in touch with the regular passengers.

There will be a survey of those people registered for the commuter service to see what their plans are for travel. Cllr Craig and the Executive Clerk will be meeting HCC on the 18th August to see what the future could look like. The commuter service would probably not resume until the second week of September. HCC have provided financial support for the loss of income and S106 funds have been drawn down to cover ongoing costs.

iii) To receive any available minutes from Committee meetings in July 2020

Committee meeting minutes will only be circulated to Full Council from now onwards once they have

been approved by the respective committees. A summary of actions will be circulated to committee members after each meeting.

19/20PC 228. CORRESPONDENCE

i) HCC Broadband

Information item only. The Executive Clerk will promote this scheme on behalf of HCC via the usual means.

ii) Update of existing base station

Information item only.

19/20PC 229. DATES OF MEETINGS

The following meetings were agreed to take place in August via video conferencing:

Planning & Infrastructure Committee – Monday 10th August at 7.00pm

Finance Committee – Thursday 20th August at 10.00am

E&A Committee – Thursday 27th August at 7.00pm

The AGM will take place in September as video conferencing.

There being no further business the meeting closed at 9.20pm

.....Chairman

.....Date

Appendices

- Actions log
- Executive Clerk's / Parish Office report
- Monthly finance documents
Supporting documents for additional spend from general reserves
- Community Recovery Plan survey
- Planning Policy and Communications and Social Media Policy
- Recommendation for Code of Conduct

*Abbreviations used in these minutes: Cllr ~ Councillor HCC ~Hampshire County Council
HDC ~ Hart District Council HWPC ~ Hartley Wintney Parish Council NHP ~ Neighbourhood
Plan HAO ~ Horticulture and Amenities Officer*