

Minutes of the Full Council Meeting of Hartley Wintney Parish Council held at 7.30pm on Monday 3rd June 2019 in the Lady Kaye Meeting Room

Present: Councillors – Chris Farrance (Chairman), Diana Harvey, Dorothy Harvey, Steve Airton and Tony Woods.

In attendance: Karyn Reid (Executive Clerk), Sarah Daly (Deputy Clerk), County Councillor David Simpson, Howard Kitto (arrived at 7.36pm), District Councillors Tim Southern (left at 8.48pm) and Spencer Farmer.

Abbreviations used in these minutes:

Cllr ~ Councillor

HCC ~Hampshire County Council

HDC ~ Hart District Council

HWPC ~ Hartley Wintney Parish Council

19/20PC

18. OPEN FORUM

No members of the public were present.

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19. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Becky Moss, Ian Wilson, Peter Gee and Roger Robertson.

19/20PC

20. DISPENSATIONS UNDER S33 OF THE LOCALISM ACT (2011)

No dispensations were granted.

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21. 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 declarations were made.

19/20PC

22. APPROVAL OF MINUTES

Cllr Diana Harvey queried whether the HDC officer briefings noted in the minutes will be public.

ACTION: District Cllr Southern to find out and report back – Executive Clerk to email a reminder of this action.

Cllr Woods proposed approval of the main & confidential minutes of the Annual General meeting on 13th May 2019 and signing of approved meetings of Annual Parish Meeting 14th May 2018; seconded by Cllr Diana Harvey and **AGREED** by all.

19/20PC

23. ACTIONS LOG & CLERK'S REPORT

Cllr Diana Harvey noted that the discussions regarding the death of a Royal Family member and how local councils would respond to this, was still an action. The Executive Clerk explained that this was an ongoing discussion at the local Clerks meetings and there was no set procedure.

Cllr Woods asked for an update on the sheds located opposite White Lion Antiques. There is no further progress on this. Cllr Diana Harvey noted some trench works that have taken place in that area recently. Cllr Farrance suggested setting dates for 'outstanding' issues so that there a timeline to work to. The Executive Clerk asked that actions such as this be allocated to councillors rather than office staff.

Howard Kitto arrived at 7.36pm.

19/20PC

24. COMMITTEE MINUTES

The draft minutes from the Planning & Infrastructure 20th May 2019 were received. The confidential Staffing minutes will be circulated separately.

The Executive Clerk reported that 2 candidates were interviewed for the evening Community Bus Driver post. The successful candidate started last week and has already completed his MIDAS training.

19/20PC

25. CHAIRMAN'S ANNOUNCEMENTS

Cllr Farrance suggested that with a new Chairman and Executive Clerk in post, that the committees are reviewed to look at how they make decisions and what budgets are allocated to them. The purpose of this would be to make the committees more focussed, give them the responsibility to spend agreed budgets and thus reduce the amount of discussion required at Full Council meetings. It was noted that items such as the precept will need Full Council discussion.

The Executive Clerk will draft Terms of Reference for each committee to cover delegated powers, including spending, and will present this at the next Full Council meeting. **ACTION:** Executive Clerk to follow up.

A strategic review was discussed to look at the best use of the precept to meet the needs of the local community. Cllr Farrance suggested that the Environment and Amenities Committee review and validate projects but also test how these are meeting the needs of local people. This committee has the largest allocated budget.

District Cllr Southern stated that HWPC had raised the precept for the benefit of the community but there is already a large amount of funds on deposit. A strategy and vision are needed or the precept needs to be reduced. The Executive Clerk recommended that general reserves are reduced and funds are earmarked before the external auditor returns. **ACTION:** All committees to validate their budget.

Cllr Farrance was keen to maintain the good working relationship between HDC and HWPC. A regular update will be provided to District Cllrs listing what is on the HWPC agenda. **ACTION:** Cllr Farrance to maintain.

19/20PC

26. PARISH COUNCILLOR MATTERS, WARD MEMBERS REPORT & TRAINING FEEDBACK

Cllr Dorothy Harvey – reported that the cut tree stumps on the High Street have now been cordoned off to prevent a trip hazard.

Cllr Airton – queried membership of the different committees. Cllr Airton will join Finance and will remain on Policy until new councillors are recruited. It was noted that the St Mary's Working Party was not listed under the list of organisations/areas that different councillors have representation on. **ACTION:** Executive Clerk to add this to the list.

Cllr Diana Harvey – Fusion are continuing to place items for sale on the pavement outside their shop but there is also a lot of weed growth that makes this area untidy. **ACTION:** Executive Clerk to allocate weed removal to the Horticultural and Amenities Officer.

District Cllr Southern – updated on a number of items:

Hart are applying for a £50m Government Loan which can be used to invest in residential and commercial income generating assets. When asked by Cllr Farrance it was confirmed that this would include the regeneration of Fleet.

Neighbourhood Plan – the recent examiners report has been challenged. District Cllr Southern felt that the 50 dwelling limit was not realistic.

Green Lane – a meeting has taken place with District Cllrs and Phil Shepherd. A solution will be implemented by the end of September/early October. The proposed scheme includes limited waiting bays – 2 hours and no return in front of the church and up to New Road with passing places. There will also be double yellow lines near junctions and particularly leading up to the Fleet Road.

Conservation Area Review – District Cllr Southern asked Cllr Farrance to let him know when he wishes to go ahead with this so that HDC Planners can be engaged in the process.

The Lamb – District Cllr Southern continues to speak to HDC Planning and Enforcement regarding this development. Cllr Woods reported that recent new plans have been handed out to local people. These have not been formally submitted but just show concepts.

Car showroom at Phoenix Green – the signage displayed outside is all legal.

Hazeley Heath – District Cllr Southern stressed the importance of continuing to correctly manage the site.

Hart District Council – the reorganisation of HDC has created 2 additional portfolios. These are Place (including planning) and Communications.

District Cllr Farmer – updated on District Cllrs representation within HDC:

District Cllr Southern – audit, planning and planning enforcement

District Cllr Farmer – licensing and scrutiny

District Cllr Crampton – staffing, health and wellbeing and group leaders meeting

County Cllr Simpson – updated on a number of items:

Community transport – HCC have awarded a 2 year contract to Rushmoor Voluntary Services which covers Hart and Rushmoor. Some of this has been subcontracted to Yelabus. All funding has been cut back. County Cllr Simpson suggested HWPC could apply to the HCC Community Fund for future funding of the Community Bus service.

Working party for rural areas – County Cllr Simpson has been approached to join this group.

Pale Lane – there have been complaints from Winchfield regarding the traffic turning out of Pale Lane onto the Fleet Road. There have already been two accidents and this is being looked into.

Transforming Cities Fund - £100 million is available for the county but lots of the money is being directed into Southampton and Portsmouth. County Cllr Simpson is pressing for funds to be used in the north of the county to improve infrastructure links.

Tip – County Cllr Simpson has suggested locating a new tip facility on the land between the Blackbushe Road and the proposed new fourth arm of the roundabout. There was some discussion regarding this proposal.

Item 19/20PC29 was discussed next.

19/20PC

27. PARISH COUNCIL FINANCE

This was discussed after item 19/20PC29.

i) Internal audit report

This was noted. Cllr Airton highlighted the issues raised for the past 2 years regarding reserves. HWPC needs to start implementing projects that have funds available. Cllr Dorothy Harvey noted that some of the assets have no purchase date as this information is not available. The Executive Clerk is tasking the Horticultural and Amenities Officer with reviewing and updating this.

ii) Annual return section 1 - annual governance statement for 2018/19

Cllr Dorothy Harvey proposed approval of the annual return section 1 - annual governance statement for 2018/19; seconded by Cllr Diana Harvey and **AGREED** by all.

iii) Annual return section 2 – accounting statements 2018/19

Cllr Dorothy Harvey proposed approval of the annual return section 2 – accounting statements 2018/19; seconded by Cllr Diana Harvey and **AGREED** by all.

iv) Appointment of internal auditor for 2019/20 – Do the Numbers, Eleanor Greene

There was some discussion around appointing a new auditor as Eleanor Greene has been used for 4 years and it is good practise to change provider every 3 years. It was agreed to look at other options.

ACTION: Executive Clerk to follow up.

v) Income & expenditure, cashbooks & bank reconciliations for April 2019

Cllr Airton proposed approval of the income & expenditure, cashbooks & bank reconciliations for April 2019; seconded by Cllr Woods and **AGREED** by all.

vi) Payments listings

Cllr Diana Harvey proposed approval of the payments listings; seconded by Cllr Dorothy Harvey and **AGREED** by all.

vii) Approve purchase of Wellington Country Tickets under Youth Provision event

Cllr Woods proposed approval of purchase of 150 Wellington Country Park Tickets under Youth Provision event and resale of these at £6/ticket; seconded by Cllr Dorothy Harvey and **AGREED** by all.

viii) Approve in principle, spend of composting toilet for St Marys Church

Cllr Woods gave an overview of the project and the site visit undertaken with the Deputy Clerk to see a unit installed within a churchyard in Mapledurwell. The proposal is to convert the existing brick building on site into a compost toilet facility. Project costs are reduced as a standalone unit is not required. The estimated costs for the equipment required is £800 – 1000. The Deputy Clerk explained that a small excavation is required below ground level in order to provide disabled access. The next stage is to provide user numbers to NatSol who would supply the equipment and also to contact the builder that installed the Mapledurwell unit to confirm that the excavation work is possible.

ACTION: Deputy Clerk to contact NatSol and builder.

Cllr Diana Harvey approved in principle, spend of composting toilet for St Marys Church.

ix) Bank balances at 30.04.19

These were noted.

Item 19/20PC31 was discussed next.

19/20PC

28. HWPC CHRISTMAS LIGHTING

This was discussed after item 19/20PC31

Quotes and visuals from three different suppliers of Christmas Lighting displays were circulated prior to the meeting. Councillors discussed the three different schemes provided.

Cllr Dorothy Harvey proposed approval of the quote from Lamps and Tubes subject to changing the gateway column decorations to angels and straightening up the tree garland; seconded by Cllr Diana Harvey and **AGREED** by all.

Item 19/20PC32 was discussed next.

19/20PC

29. NEIGHBOURHOOD PLAN UPDATE

This was discussed after item 19/20PC26.

The draft plan was submitted to the examiner and this has come back with three key issues:

The cap of 50 dwellings per development has been rejected

James Farm and Neros Brewery have been rejected as potential sites

Rejection of the light pollution policy

HWPC has responded to these points – the comments will go back to HDC and not direct to the examiner. HDC will decide which elements of the responses to adopt. Cllr Farrance circulated a draft response highlighting concerns with the examiners report to all councillors prior to the meeting and asked HWPC to endorse this in order for it to go to HDC. This will be discussed at the July Cabinet meeting.

Cllr Airton approved the response to the Examiner Report for HDC Cabinet consideration; seconded by Cllr Diana Harvey and AGREED by all.

District Cllr Southern left at 8.48pm.

Item 19/20PC27 was discussed next.

19/20PC

30. EVENTS MANAGER REPORT

The Deputy Clerk asked for volunteers to help the Horticulture and Amenities Officer load and unload equipment for the Culture On The Common event on Sunday 30th June. Cllr Woods suggested contacting Friends Of Hartley Wintney. **ACTION:** Deputy Clerk to follow up.

Councillors were also asked to sign up to a slot manning the HWPC display at the event. **ACTION:** Deputy Clerk to circulate the timetable for the event.

19/20PC

31. CORRESPONDENCE

This was discussed after item 19/20PC27.

The Executive Clerk received three items:

Victim Support requested a grant of £100. This was not supported.

The Cricket Club have provided notice of road closures around the cricket green during the annual cricket match.

A residential property in Kiln Gardens has installed a gate after the completion of building works that directly accesses a private road/driveway that other residents maintain. It was felt that more information was required in order to consider the course of action that could be taken. **ACTION:** Executive Clerk to provide more information to District Cllr Farmer so that he can liaise with District Cllr Southern on this matter.

Item 19/20PC28 was discussed next.

19/20PC

32. DATES OF MEETINGS

This was discussed after item 19/20PC28.

Monday 10th June – Planning & Infrastructure meeting, 7.00pm

Monday 17th June – Environment & Amenities meeting, 7.00pm

The Executive Clerk noted any apologies.

There being no further business the meeting closed at 9.25pm

.....Chairman

.....Date

Appendices

- Actions log
- Executive Clerk’s report
- Internal Audit report
- Annual Return 2018/19
- Monthly Finance documents
- Events Manager’s report
- Payments Listing