

# Minutes of the Full Council Meeting of Hartley Wintney Parish Council held at 7.30pm on Monday 4<sup>th</sup> May 2020 to which Councillors are summoned to attend by video conferencing via Microsoft Teams.

**Present:** Cllr Chris Farrance (Chair), Cllr Peter Gee, Cllr Becky Moss Cllr Diana Harvey, Cllr Steve Airton, Cllr Ian Wilson, Cllr Sarah Craig, Cllr Stuart Elborn, Cllr Dorothy Harvey and Cllr Roger Robertson.

**In attendance:** Karyn Reid (Executive Clerk), Sarah Daly (Deputy Clerk), Julian Martin (Horticulture and Amenities Officer), Mandy Smith (Community Bus Administrator), County Cllr David Simpson plus District Councillors Spencer Farmer and Tim Southern (left at 8.23pm).

## **19/20PC 170. OPEN FORUM**

The meeting started at 7.30pm. No members of the public accessed the meeting via telephone or online.

## **19/20PC 171. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Tony Woods and Fiona Sutton, plus District Cllr Anne Crampton

## **19/20PC 172. 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 173. 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 174. WARD MEMBERS REPORT**

District Cllr Southern reported on the following matters -

**Business grants** – 75% of applications have been dealt with and processed by Capita who deal with all of HDCs financial activities. There have been some issues with processing the applications and District Cllr Southern has received a number of complaints regarding poor management of the system.

District Cllr Farmer reported an extension to the business grants awards announced by government this week. Those businesses that didn't qualify in the first tranche may be eligible now.

**Local Plan** – this was formally adopted by HDC on Thursday 30<sup>th</sup> April. District Cllr Spencer Farmer raised concerns regarding changes to the Sustainability Appraisal

**Garden waste collection** – should be reinstated by the end of May, if not before.

**Planning applications** – there have been slight changes to the process for planning applications that would normally go to Planning Committee. These will go to a panel made up of the ward councillors, the portfolio holder for planning, the chairman and vice chairman of the planning committee. This will reduce the number of people that normally meet and vote in Planning Committee. The Grey House application has been deferred due to local concerns on this application. The deadline has been extended from 1<sup>st</sup> May to 2<sup>nd</sup> July.

**HDC Finance** – Andrew Vallance (Director of Finance at HDC) has resigned. Recruitment will take place and HDC finances will be brought in house from Capita who have not performed well so they are no longer be outsourced. This will see an increase in the senior team at HDC.

District Cllr Farmer reported on the following matters -

**Volunteering** – thanks were given to HWPC, Cllr Dorothy Harvey and all the other volunteers involved locally in supporting those in isolation and linking in with local businesses. The Hart Response Hub is co-ordinated by HDC, and has been slow in responding to potential volunteers. It has been local communities that have really stepped up and initiated effective services.

County Cllr Simpson reported on the following matters –

**Tip** – these are aiming to reopen on the 11<sup>th</sup> May but will be limited to certain items. People are being urged not to burn rubbish as people suffering with asthma are more susceptible to Covid-19.

**Grass cutting** – a complaint was made last year regarding cutting of the verges just as they are flowering. Some early cutting took place last year on the advice of Plant Life. If cutting is stopped entirely and then a late cut takes place it can change the composition of the verges and the good species can decline.

**Road resurfacing** – Dilly Lane and some other roads will be resurfaced in the next few weeks. Information will be sent to the Executive Clerk. It is hoped that some pot holes will also be filled so they should be reported when seen.

**ACTION: County Cllr Simpson to send list of roads for resurfacing to the Executive Clerk.**

**ACTION: All to report pot holes that need filling**

### **19/20PC 175. APPROVAL OF MINUTES**

Cllr Diana Harvey requested an amendment under item 19/20PC 168 to read:

Cllr Diana Harvey and the Executive Clerk have met the developer of The Lamb to look at having a more *traditional shop front and not a glazed front* to the retail unit as part of the planning application.

Cllr Elborn proposed approval of the minutes of the Full Council meeting on 2<sup>nd</sup> March 2020 subject to the amendment; seconded by Cllr Diana Harvey.

**AGREED by all.**

### **19/20PC 176. ACTIONS LOG, CLERK'S / PARISH OFFICE SUMMARY REPORT**

19/20PC 137 – there are plans to replace the fire damaged boardwalks but this is currently on hold.

19/20PC 147 – the appeal process would be initiated by HDC Enforcement Team regarding the White Lion but this is also currently on hold.

19/20PC 81 – District Cllr Farmer took photographs of the Pet Shop bays with Cllr Farrance. These were submitted to HDC for a response.

The Executive Clerk presented the Parish Office summary and asked that the whole team be given recognition of the work they have completed under the current pressure. Cllr Dorothy Harvey thanked the team for their efforts

The Executive Clerk has written a number of new policies. Cllr Dorothy Harvey has seen all of these as Chair of Policy Committee and they have been circulated to all councillors for review by the end of May. They can be implemented under the Rapid Response Protocol now and ratified later by the Policy Committee. Any questions can be directed to the Executive Clerk in the meantime.

Cllr Farrance thanked the team for their efforts in the current challenging times.

### **19/20PC 177. PARISH COUNCIL FINANCE – review & approval of following:**

i) Income & expenditure, cashbooks & bank reconciliations for February & March 2020 & associated bank balances. Cllr Farrance still has to review the original documentation and asked that councillors just receive the information for now.

ii) To review and approve additional spend;

#### **Parish Insurance Renewal**

This is the last year of a 3 year period with the same insurer to receive a discount. The following points were noted for further clarification:

- Does the asset insurance cover the equipment bought for Hartley Wintney Cricket Club?
- Does the insurance adequately cover the role of the Parish Warden?

**ACTION: Executive Clerk to contact the insurers to clarify the points above.**

The asset are currently overestimated but the HAO is currently going through the asset register so a more accurate figure can be submitted.

**Additional planters as per E&A presentation £1750.00**

The HAO presented costings at the last E&A meeting to supply and plant some additional planters that would be located at each village entrance. The planters could be mounted onto existing signage if permission is granted via HCC.

**ACTION: HAO to send details to County Cllr Simpson to confirm who to contact regarding mounting to existing signage.**

There was some discussion regarding changing existing signage to read Hartley Wintney Village. Councillors felt that the views of residents should be sought first.

Cllr Wilson proposed approval of the cost of £1750 for additional planters; seconded by Cllr Diana Harvey.

**AGREED by all.**

#### **Cost of posting 2019/20 Annual Report**

The cost is unbudgeted but delivery is essential this year under the current circumstances.

Cllr Dorothy Harvey proposed approval of the cost of posting the 2019/20 Annual Report; seconded by Cllr Diana Harvey.

**AGREED by all.**

#### **Deposit payment on previously approved artificial grass**

The Council declined the offer from the artificial grass company to put down a deposit now in order to secure a future date for instalment.

iii) To discuss rent arrangements for Sports Clubs for 20/21

Councillors suggested a 6 month payment holiday for the Tennis Club and Football Club, which should then be reviewed.

Cllr Robertson proposed an initial 6 month payment holiday for the Tennis Club and Football Club, to be reviewed after this period; seconded by Cllr Dorothy Harvey.

**AGREED by all.**

iv) To discuss and review financial support to Hartley Row Speed Reduction Campaign  
Residents of Hartley Row would like to purchase a SID (Speed Indicator Device). Two devices need to be used in tandem to accurately record results. The HWPC SID has a large margin for error. A newer device would be more accurate, data can be saved to show the number of vehicles and the speed of travel, and they can flash the recorded speed at the driver as a deterrent. A pair of devices would cost approximately £3,500 – 5,000 and these would be a HWPC asset. Councillors agreed Executive Clerk to pursue this purchase in principle, in terms of cost, estimated usage and ease of installation.

**ACTION: Executive Clerk to research purchase of two SIDs and present a proposal to Full Council.**

v) Payments listings;

Capture final March 2020 spend as approved outside of meetings

Approve April and May payments for FY 20/21

Cllr Gee proposed approval of the April and May payments for FY 20/21; seconded by Cllr Dorothy Harvey.

**AGREED by all.**

#### **19/20PC 178. CHAIRMAN'S ANNOUNCEMENTS**

Cllr Farrance confirmed that under the Covid19 Regulations all existing Parish Councillors could remain in their role either until an AGM can be held or until May 2021 as they wished.

#### **19/20PC 179. PARISH COUNCILLOR MATTERS, WARD MEMBERS REPORT & TRAINING FEEDBACK**

**Cllr Gee** – Victoria Hall Charity have estimated their current liability through loss of revenue as

£30,200 plus £90,000 for the roof renovation. Cllr Gee requested that HWPC consider the level of support that could be offered.

**Cllr Airton** – a resident of Inholmes Court has reported a flooded Right of Way. HCC can remedy the problem if owned by them or they can request that the owner sort out the problem. Cllr Dorothy Harvey has received the same correspondence from a resident.

**ACTION: Cllr Airton to reply to the resident , copying County Cllr Simpson and including any additional information sent to Cllr Dorothy Harvey.**

**Cllr Wilson** – summarised events organised by the Royal British Legion to commemorate VE Day on Friday 8<sup>th</sup> May. Information has been sent to the Deputy Clerk for promotion.

**ACTION: Deputy Clerk to promote VE Day via Facebook and Twitter.**

**County Cllr Simpson** – is looking at replacing a grassed area with hard surfacing outside 3 to 4 houses in Paddock Court. The properties currently have no driveways or accessible road to park on. Planning Committee will respond.

#### **19/20PC 180. COMMITTEE MINUTES & UPDATE**

Verbal update on any matters discussed in Committees (incl. associated working parties) and to receive the draft minutes, where available;

- i) Planning Committee – draft minutes from meeting 9<sup>th</sup> March 2020
- ii) Finance Committee – draft minutes from meeting 5<sup>th</sup> March 2020
- iii) Staffing Committee – draft minutes from meeting 19<sup>th</sup> March 2020

The draft minutes were received. It was noted that ii) should read 'E&A' not Finance.

#### **19/20PC 181. CORRESPONDENCE**

Cllr Dorothy Harvey reported ongoing problems at Rosefield Court. A letter was sent to Vivid expressing concerns and District Cllr Crampton was copied in. This will also be reported to HDC Community Safety Team. Cllr Farrance requested that a watching brief be kept on the situation.

#### **19/20PC 182. DATES OF MEETINGS**

A summary of suggested meetings to take place in May and June via video conferencing were circulated prior to the meeting.

Cllr Diana Harvey flagged up planning applications with a May deadline that will need comments to be submitted. The Executive Clerk suggested arranging an online planning discussion.

The E&A Committee meeting in June may be more appropriate as a discussion rather than a full meeting as it is difficult to progress and actions under the current circumstances.

**ACTION: Cllr Airton and the Deputy Clerk to discuss and decide whether a June meeting or discussion is most worthwhile.**

**There being no further business the meeting closed at 9.41pm**

.....Chairman

.....Date

#### Appendices

- Actions log
- Executive Clerk's / Parish Office report
- Monthly finance documents
- Insurance Renewal Documents

*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*