

Minutes of the Full Council Meeting of Hartley Wintney Parish Council held at 7.30pm on Monday 6th July 2020 to which Councillors are summoned to attend by video conferencing via Microsoft Teams.

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

In attendance: Karyn Reid (Executive Clerk), Sarah Daly (Deputy Clerk), Julian Martin (Horticulture and Amenities Officer), District Cllrs Spencer Farmer and Tim Southern (left at 9.00pm), County Councillor David Simpson plus 1 member of the public

19/20PC 204. OPEN FORUM

The meeting started at 7.32pm. No members of the public wished to speak.

19/20PC 205. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Tony Woods and District Councillor Anne Crampton.

19/20PC 206. 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 207. 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 208. WARD MEMBERS REPORT

District Cllr Southern:

Hattons Pond – no further update but District Cllr Southern is chasing HDC for a response. It was noted that HWPC would consider topping up the funds set aside by HDC to get the necessary work completed.

District Cllr Farmer:

Parking charges in HDC car parks – charges will be reinstated in all car parks from 1st August 2020. Concerns have been raised about removing free parking too early in terms of use of touch pads and supporting local businesses. The parking charge review will recommence in January 2021 and HWPC was urged to re-engage with the process.

County Cllr Simpson:

HW Tip – lots of complaints have been received about the current booking system. Plans for the new site were put on hold but are now being revisited.

Cycle route HW to Hook – money was set aside from the St Mary's Park development for this.

Turnover of officers working on this project has been problematic and there are some land ownership issues along the proposed location of the route.

Caravan site – a planning application decision is being appealed for a new site between the White Lion and Hulfords Lane. This is being opposed as there are a number of reasons to object again.

Fire Station access – a request has been submitted from Dave Bartlett to close vehicular access from the Fire Station end of the road (not the A30 end). It causes a potential problem when vehicles access from this end of the road and the fire engine is trying to get out. Land ownership is currently unknown. County Cllr Simpson has consulted the HCC Fire Authority Solicitor for an understanding of the legal position on an unadopted road where there is no known owner. In this instance, the people either side of the road own the area up to the middle of the road in front of their premises. The Fire Station have previously put in a tarmac road that come in at an angle from the Cricket Club side of the road. County Cllr Simpson thought that the Fire Service may be able to apply for adverse possession. District Cllr Southern has contacted John Elson at HDC for clarity over land ownership and will update HWPC when there is more information. HWPC are in support of the request from the Fire Service.

ACTION: Executive Clerk to add to the next Planning Committee agenda.

19/20PC 209. APPROVAL OF MINUTES

To approve the minutes of the Full Council meetings on 8th June and 18th June 2020

Cllr Wilson proposed approval of the minutes of the Full Council meetings on 8th June and 18th June 2020; seconded by Cllr Robertson.

AGREED by all.

19/20PC 210. ACTIONS LOG & CLERK'S / PARISH OFFICE SUMMARY REPORT

Item 19/20PC 151 – Cllr Gee has made some initial contact with BT to progress repainting the red telephone box. They have passed the request to the local team.

Cllr Robertson flagged up the need for dropped kerbs to be installed at the Priory Lane end of Mitchell Avenue. County Cllr Simpson and the Executive Clerk noted the request.

ACTION: Executive Clerk to add the item to the actions log.

Item 19/20PC 137 – the damaged boardwalks have been repaired to a high standard and HDC Countryside Team have been thanked.

The Executive Clerk has contacted HDC several times regarding the relocation of the High Street market to the car park. Currently, there is no loss of revenue for the parking bays that are used but this will change once charges are reinstated. District Cllr Southern suggested lobbying HDC to extend the period of free parking.

ACTION: Executive Clerk and Cllr Farrance to draft a letter to HDC.

Cllr Elborn updated on the two private play areas on St Mary's Park. They will remain closed whilst the residents group see what happens with the HWPC owned play areas in the village.

19/20PC 211. PARISH COUNCIL FINANCE – review & approval of following:

i) Internal audit report

The report was received. Cllr Gee stated that Finance Committee had looked through the report and he highlighted the high reserves which need to be allocated.

ii) Annual return section 1 - annual governance statement for 2019/20

Cllr Gee proposed approval of the annual return section 1 - annual governance statement for 2019/20; seconded by Cllr Wilson.

AGREED by all.

iii) Annual return section 2 – accounting statements 2019/20

Cllr Gee proposed approval of the annual return section 2 – accounting statements 2019/20; seconded by Cllr Elborn.

AGREED by all.

iv) Income & expenditure, cashbooks & bank reconciliations for May 2020 & associated bank balances

Cllr Farrance validated the finances prior to the meeting. Cllr Gee proposed approval of the income & expenditure, cashbooks & bank reconciliations for May 2020 & associated bank balances; seconded by Cllr Craig.

AGREED by all.

v) To review and approve recommendation from Finance Committee for additional spend of general reserves outside of previously discussed budget.

IT equipment – Finance Committee have agreed to purchase six new devices (1 for staff, 5 for councillors). The next step is to define a policy about usage of these.

Hattons Pond – this is considered a big priority and it may spur HDC into action if HWPC agree to top up the shortfall in funds.

All councillors **AGREED** in principle to this spend.

Appleton and Victoria Halls – facility users have been asked what their intentions are when the building re-opens in September. Fifty percent won't use the building until next year and the remainder will book. This will make cash flow tight for the Victoria Hall Charity. Some essential works need doing to conform to safety standards. The Halls Administrator is looking at compliancy for the whole complex. A specification and costs will follow. HWPC will share the relevant costs.

Councillors **AGREED** for a spend up to £5,000.

Crumbling and loose tiles outside the Jubilee Hall pose a health and safety issue.

Councillors **AGREED** a spend of £2,000 for these essential works.

Victoria Hall Charity would like to change all of the lighting to LED, to become more sustainable and to reduce electricity bills. Roof works are also a necessary large expense that will need funding. The current estimate is £75,000 and the Victoria Hall Charity are researching potential grants. Councillors agreed that the urgent health and safety matters be dealt with immediately. More information was requested regarding the LED lighting proposal and roof works.

ACTION: Cllr Gee to request more information about current electricity usage and the impact that LED lighting would have on this.

ACTION: Cllr Gee to confirm the proposed cost of the roof works.

St Mary's Park Sports Pavilion Security – this is a big expense and the required time period is unknown but it is essential. Cllr Craig asked that the set up and removal charges be included. Cllr Diana Harvey suggested an initial 12 week period be agreed and this is reviewed. The service can be

cancelled with a days notice.

The Executive Clerk summarised the decisions:

Recommendation for the IT spend

Approval in principle for the Hattons Pond spend if required

Support for the £5,000 fire safety and £2,000 repair work costs associated with the Victoria Hall Charity

Approval to set up a security system at St Mary's Park Pavilion (including the set up and removal costs) for 12 weeks initially

Cllr Airton proposed approval of the items summarised; seconded by Cllr Diana Harvey.

AGREED by all.

Flood alleviation scheme - £50,000 is in EMR Capital Projects for this project. A decision needs to be made about these funds during the quarterly review.

vi) Payments listings

Cllr Gee proposed approval of the payments listing; seconded by Cllr Diana Harvey.

AGREED by all.

19/20PC 212. PARISH COUNCIL MATTERS

i) C19 Community Recovery Plan update & future considerations

The delivery days have been reduced to one to respond to the decreased demand. A letter has been sent to all volunteers and the majority are happy to continue beyond the current requirements. A committee meeting has been arranged to look at the 'new normal' for the village and this involves representatives of HWPC, churches, HW Care Group and the Over 55s Forum. A questionnaire is being produced for circulation to residents. The results will be analysed to see what HWPC could be involved in and whether there are any funding requirements to put measures into place.

19/20PC 213. CHAIRMAN'S ANNOUNCEMENTS & PARISH COUNCILLOR MATTERS & TRAINING FEEDBACK

Cllr Diana Harvey – requested an update regarding use of the Common by the Waggon and Horses. There was no progress on this.

District Cllr Southern left at 9.00pm.

Cllr Diana Harvey also queried the intention by HDC to install litter bins and benches around Hazeley Heath. Any assets would be the responsibility of HDC to maintain. A question was raised regarding what influence HWPC could have on the proposed locations.

ACTION: Executive Clerk to draft a letter to HDC.

County Cllr Simpson suggested inviting a HDC representative to an online meeting so the queries could be raised directly.

Cllr Gee – the bus stop near Weatherby Gardens is full of leaves and foliage, it is also being used as a book exchange and looks a mess. Cllr Dorothy Harvey added that the books pose a health risk. County Cllr Simpson suggested talking to St Johns to see if a book exchange service is something they could offer.

Cllr Dorothy Harvey – thanked the Parish Team for arranging the works to the overhanging trees

along West Green Road.

19/20PC 214. COMMITTEE MINUTES & UPDATE INC. WORKING GROUPS

i) Verbal Update on Website Working Group Progress

Cllr Elborn reported that the structure of the site has been developed. A second training course has been held to focus on content development. The remaining content will be uploaded by the end of the third week in July, ready to present to Full Council on Monday 3rd August. Any amends will be finalised so that the provider can complete a validation check for compliance. The new website aims to go live for mid to end of August.

ii) Verbal Update on Community Bus Progress

Cllr Craig reported that the door to door regulars had been surveyed and they are all keen to resume using the service. The aim is to restart the service from 1st August although this could be earlier. HCC are looking to restart the timetable service soon. The door to door service will be bookable and the total number of passengers will be limited to 8 maximum to comply with social distancing. A cleaning protocol will need to be in place before services resume. The commuter service is on hold until current guidance changes. Service users will be surveyed before the service resumes.

iii) To receive any available minutes from Committee meetings in May and June 2020

All available minutes were received.

19/20PC 215. CORRESPONDENCE

The Executive Clerk has received a request from HW Football Club to sublet the slopey pitch so that an academy can be run throughout the summer. This would not normally be allowed under the terms of the lease but all councillors agreed to use discretion and support the request.

ACTION: Executive Clerk to contact Luke Mullen at HW Football Club.

19/20PC 216. DATES OF MEETINGS

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

Planning & Infrastructure Committee – Monday 13th July at 7.00pm

Policy Committee – Monday 20th July at 7.00pm – moved to Monday 27th July at 7.00pm at the request of the Executive Clerk

E&A Committee – Thursday 23rd July at 10.00am

There being no further business the meeting closed at 9.26pm

.....Chairman

.....Date

Appendices

- Actions log
- Executive Clerk's / Parish Office report
- Monthly finance 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*