

# **Minutes of the Full Council Meeting of Hartley Wintney Parish Council held at 7.30pm on Monday 2<sup>nd</sup> November 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 Sarah Craig, Cllr Stuart Elborn, Cllr Dorothy Harvey, Cllr Roger Robertson, Cllr Ian Wilson, Cllr Fiona Sutton and Cllr Peter Gee

**In attendance:** Karyn Reid (Executive Clerk), Sarah Daly (Deputy Clerk), Julian Martin (Horticulture and Amenities Officer), District Councillors Tim Southern and Anne Crampton

## **20/21PC**

### **28. OPEN FORUM**

No members of the public were present.

## **20/21PC**

### **29. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Becky Moss, County Cllr David Simpson and District Cllr Spencer Farmer.

## **20/21PC**

### **30. 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.**

## **20/21PC**

### **31. WARD MEMBERS REPORT**

District Cllr Southern reported that the Fleet pedestrianisation scheme will be withdrawn as soon as possible. Staff have also been recruited for marketing and analysis of the Shapley Heath project.

District Cllr Crampton reported that many HDC staff with deployed during the second lockdown to help with other departments, especially Environmental Health. Enforcement will only be carried out if it is in the public's interest. Any COVID-19 outbreaks in schools should be passed on to HDC.

The Business Grant scheme will roll out in the same way as last time. £3,000 is available per business that has been forced to close and Capita will be administering the grant. There is £100,000 available to help other businesses not covered by the business grant. Some of this may be allocated to the leisure centres.

HDC have yet to hear whether they have secured funds for the Shapley Heath project through the second tranche of funding from the MHCLG (Ministry of Housing, Communities and Local Government).

**20/21PC**

**32 APPROVAL OF MINUTES**

Cllr Elborn proposed approval of the main & confidential minutes of the Full Council meeting on 5<sup>th</sup> October 2020; seconded by Cllr Diana Harvey.

**AGREED by all.**

**20/21PC**

**33. ACTIONS LOG & PARISH OFFICE REPORT**

20/21PC 23 - Cllr Airton requested a copy of the finalised spreadsheet showing committee membership

**ACTION: Executive Clerk to circulate committee membership spreadsheet**

**20/21PC**

**34. PARISH COUNCIL FINANCE – review & approval of following:**

i) Income & expenditure, bank reconciliation & cashbook reports for September 2020

Cllr Robertson proposed approval of the income & expenditure, bank reconciliation & cashbook reports for September 2020; seconded by Cllr Elborn.

**AGREED by all.**

ii) Payments listings

Cllr Wilson proposed approval of the payments listing; seconded by Cllr Craig.

**AGREED by all.**

iii) Ratify recommendation from Finance Committee to release capital project funds of £50,000 and relocate to Hatton's Pond

The project for flood alleviation work at Phoenix Green is not going ahead. The recommendation from Finance Committee is to reallocate the £50,000 ear marked funds to the Hatton's Pond project.

Cllr Gee proposed approval of the recommendation from Finance Committee to release capital project funds of £50,000 and relocate to Hatton's Pond; seconded by Cllr Craig.

**AGREED by all.**

iv) 2021/2022 Budget setting process Review and Approval

Committees will agree their budgets in principle during November. These will be tabled at the December Full Council meeting with final ratification to take place at the January Full Council meeting.

## **20/21PC**

### **35. PARISH MATTERS**

#### **i) COVID Response – 5<sup>th</sup> November to 2<sup>nd</sup> December 2020**

The Executive Clerk presented a summary document and proposed the idea of having a combined committee meeting in November in order to reduce additional pressure put on office staff as a result of lockdown. Only key essential items from each committee would be put onto the agenda after discussion with the Executive or Deputy Clerk. Discussion would happen outside of the combined meeting with all committee members. Any decisions would be presented at the combined meeting by the committee chairs only and this would be to ratify them. Email discussions would also be ratified.

An alternative suggestion was proposed to keep the scheduled committee meetings during November but each one to have a reduced agenda, focusing on key items such as the budget. This was agreed for E&A Committee and Planning Committee. Policy Committee will be cancelled.

#### **ii) Community Hub Questionnaire responses and feedback**

A copy of the results is now available. The Hub Committee will be meeting next week to see what they can have an input on. The information will be shared with the Hart Sounding Board and Hart Hub to see if they need to adjust their recovery plan as some questions were not included in their surveys. There was a 15% response rate to the questionnaire. Age ranges are shown in the results so people can see what they responded to. The Community Questionnaire will be repeated over time.

#### **iii) Councillor Vacancy Co-Option Process**

There have been no responses to the vacancy so the co-option process can be used. The Executive Clerk can advertise in the normal way, but people can also be nominated. Councillors were interested in getting representation from residents of Hartley Row. The Executive Clerk confirmed that councillors wished to carry out the co-option process remotely to aiming for the New Year.

## **20/21PC**

### **36. COMMITTEE MINUTES & UPDATE INC. WORKING GROUPS**

#### **i) Verbal update on Planning matters including Rural Exception Site**

Cllr Diana Harvey reported that updates on the Grey House and Nero's Brewery were outstanding. There is a new comment by the Case Officer on the HDC website regarding The Lamb. Cllr Harvey is currently drafting a response to the Case Officer to request that the matter is moved forward. This will be posted on the website and emailed to the Case Officer copying in the HDC Head of Place. Cllr Farrance asked that this response is also shared with John Sage.

The Rural Exception Site is moving towards the pre-app stage. Two queries have been raised with HDC – to amend the wording regarding the S106 funds and a request to add an extra clause. There will be a presentation to Planning Committee prior to the pre-app. The following stage of community consultation needs to be considered.

#### **ii) Verbal Update on Community Bus Progress**

Cllr Craig reported that a Working Group is being set up with Rosie minibus. This will help set up schedules and move plans forward. The Community bus drivers need to be consulted and HR advice taken. The budget will be drafted based on where they hope to be with the Community Bus. The current S106 funding runs out in April 2021.

iii) To receive approved minutes from Committees since last meeting  
All approved minutes received.

## **20/21PC**

### **37. CHAIRMAN'S ANNOUNCEMENTS, PARISH COUNCILLOR MATTERS & TRAINING FEEDBACK**

Cllr Farrance – requested the summary of reserves be presented during the meeting for Cllr Gee to view. Cllr Gee reported that there had been a lot of movement with reserves but there is still an excess of funds, so all Parish Councillors need to consider project ideas for next year. Cllr Robertson said that there is a lot of interest locally in having a 3G pitch. An ideal location would be the sloped pitch next to the Football Club.

Cllr Wilson – there will be no church service inside St Johns Church for Remembrance Sunday. There is a 30-person limit for gathering at the War Memorial for wreath laying. Members of the public can attend if they observe social distancing guidelines.

Cllr Dorothy Harvey – the shopping initiative will resume during the second lockdown. Posters will be displayed on the HWPC website, in shop windows and independent living accommodation, and in the local noticeboards. It would be useful to use the information board on the website, so people are encouraged to use it and see what is going on. St John's Church served over 100 free meals during half term.

Cllr Robertson – has discussed specifications for the new Parish Truck with the HAO. Cllr Robertson requested that tree work is carried out around Hatton's Pond as the other proposed works are unlikely to take place until 2021 now.

**ACTION: Executive Clerk to speak to Adam Green regarding tree works at Hatton's Pond.**

Cllr Robertson queried the use of the name Hartley Row Park by the developers of Rifle Range Farm and asked whether anything could be done retrospectively to change this. The Executive Clerk asked Cllr Robertson to submit a written proposal to be discussed at the December Full Council meeting and to establish the position of HWPC on this matter.

**ACTION: Cllr Robertson to submit a written proposal to the Executive Clerk regarding the naming of Hartley Row.**

Cllr Airton – requested it be noted that recorded minutes from meetings will be deleted as soon as the minutes are approved.

## **20/21PC**

### **38. CORRESPONDENCE**

None.

**39. DATES OF MEETINGS**

To review and agree which meetings are to take place in November via video conferencing:

Planning & Infrastructure Committee – Monday 9<sup>th</sup> November at 7.00pm – reduced agenda

Policy Committee – Monday 16<sup>th</sup> November at 7.00pm – CANCELLED

Environment & Infrastructure Committee – Monday 23<sup>rd</sup> November at 7.00pm – reduced agenda

**The meeting closed at 8.54pm.**

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*