

**Minutes of the Full Council Meeting of Hartley Wintney Parish Council held at 7.30pm on Monday 6<sup>th</sup> September 2021 to which Councillors were summoned to attend.**

**Members of the public were advised to only attend this meeting via the online link.**

**PRESENT:** Cllr Peter Gee (Vice Chairman), Cllr Stuart Elborn, Cllr Diana Harvey, Cllr Steve Airton, Cllr Sarah Craig.

**IN ATTENDANCE:** Cllr Chris Farrance (via online link), Cllr Becky Moss (via online link), Karyn Reid (Executive Clerk), Helen King (Support and Communications Officer), District Cllr Spencer Farmer, District Cllr Anne Crampton and County Cllr Tim Davies.

**20/21PC 27. OPEN FORUM**

The Chairperson of the Hartley Wintney Tennis Club shared a presentation deck to update on the Tennis club and share proposed future growth plans. The proposal will be reviewed and discussed further by the Environment and Amenities Committee.

**20/21PC 28. APOLOGIES FOR ABSENCE**

Apologies were received by Cllr Roger Robertson, Cllr Richard Dodds, Cllr Janaka Alwis, Cllr Chris Cornwell and District Cllr Tim Southern.

**20/21PC 29. DISPENSATIONS & DECLARATIONS OF INTEREST**

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.

**The Executive Clerk previously granted dispensation to all members for business conducted within Full Council meetings until 31<sup>st</sup> March 2022.**

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 30. WARD MEMBERS REPORT**

County Cllr Davies asked the Council for their views on extending the 30mph speed limit along the A30 west bound prior to his meeting with the County Councillor responsible for traffic and transport. The Council explained that HWPC have invested in a set of SID's, which would be positioned along this stretch of the A30. The SID's should provide valuable data to determine the need to extend the 30mph speed limit. Cllrs Harvey and Elborn expressed that the key roads with speed issues are the four main routes in and out of the village. The Executive Clerk explained that we are unable to install the SID's until we have the Highways licenses. County Cllr Davies confirmed that he will further investigate the delay to the licenses.

District Cllr Farmer updated that at a meeting of the Cabinet on 2nd September Hart District Council unanimously agreed that a range of business cases, designed to deliver savings, would be explored to feed into a mid-term financial strategy. Alongside this, an additional business plan will be explored in readiness for a forthcoming Local Plan review. Whilst the business case is being considered, all activity relating to the Garden Community project will be paused. All business cases will be brought back to the November Cabinet meeting for discussion.

**ACTION: Publicise the Shapley Heath Update on HWPC website and Social media channels.**

District Cllr Farmer noted that as part of a wider government and Hampshire initiative, there will be two Afghan evacuee families who will be offered support within Hart. There is a government portal to register your interest to support in a volunteer capacity.

**ACTION: Post an update on HWPC website.**

Cllr Gee questioned the Hart financial deficit. District Cllr Crampton explained that it is difficult to gauge the exact deficit at this time as it is unclear how much HDC will receive in grants from the government. District Cllr Farmer stated that the deficit as things currently stand look to be between £400,000 and £600,000.

Cllr Elborn asked if there was a confirmed plan to restart the Hart green waste and recycling. District Cllr Crampton stated that there is no current update on this.

Cllr Airton noted that there are a number of HCC owned blue salt bins around the village that are in very poor order. They have been reported these through 'fix my street'. County Cllr Davies advised that he would require a list of the HCC owned broken salt bins and their location so he is able to further explore the problem.

**ACTION: Executive Clerk to advise County Cllr Davies on the location of the HCC owned salt bins that need replacing.**

### **20/21PC 31. APPROVAL OF MINUTES & ACTIONS LOG**

Cllr Craig proposed approval of the minutes of the Full Council Meeting on 23<sup>rd</sup> June 2021; seconded by Cllr Elborn. **AGREED by all.**

### **20/21PC 32. CLERK'S / PARISH OFFICE SUMMARY REPORT**

The Executive Clerk briefly talked through the Clerks/Parish Office Summary Report. It was noted that the Summer youth programme exceeded expectation with bookings through the website being very well received by the community. Implementation of the online booking system has vastly reduced administration and cash handling at events. The youth bus trips had a relatively low uptake, however communication through Robert Mays School was missed.

### **20/21PC 33. PARISH COUNCIL FINANCE – review & approval of following:**

#### **i) Payments listing**

Cllr Harvey requested that the payments listing document be sent earlier prior to future meetings.

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

**AGREED by all.**

#### **ii) Review and approve anticipated Christmas Event costs inline with budget**

The Executive Clerk explained that a Laser Show has been explored as an alternative to fireworks. However, feedback provided was that it can be more expensive and less reliable than fireworks as the lasers are reliant on clear skies. The Councillors agreed not to proceed with the laser show. The Executive Clerk explained that the budget for the fireworks is covered by the fees paid by the stall holders.

All members agreed to proceed with fireworks to close the Christmas Market event. Proposed by Cllr Harvey, seconded by Cllr Airton. **AGREED by all.**

The Councillors discussed the Snow Windows project and different options for financial support. It was agreed that HWPC will subsidise each business by contributing £100 towards the £250 fee.

The Snow windows initiative was proposed by Cllr Elborn and seconded by Cllr Craig.

**AGREED by all.**

iii) Income & expenditure, cashbooks & bank reconciliations for end of Qtr 1 2021 & associated bank balances

The Income & expenditure, cashbooks & bank reconciliations for end of Qtr 1 2021 and associated bank balances were received by all members.

iv) To receive budget summary for July 2021

Cllr Gee queried the grant listed within the summary. The Executive Clerk confirmed that a £10,000 grant was received from Barratts to support works on the Lucy Pygott Centre. The budget summary for July 2021 was received by all members.

## **20/21PC 34. PARISH COUNCIL MATTERS**

i) Councillor Vacancy

Cllr Gee announced that Cllr Chris Cornwell is the newest Councillor, elected uncontested onto the Parish Council. There is a further vacancy, that will need to be filled by co-option. The Councillors ratified that the vacancy would need to be recruited with a publicity drive to attract potential candidates. Suggested date for co-option is November 2021.

**ACTION: Publicise the vacancy via promotional literature that can be circulated at the Community Picnic and via the website and social media channels.**

ii) To review and approve Community Bus Working Party recommendation

Cllr Craig updated that Rosie Minibus Organisation are awaiting CIO status which is taking longer than envisaged. As a result RMO have requested that HWPC consider operating some of their services under the HWPC Section 19 license, using the RMO volunteers. The RMO volunteer drivers are awaiting refresher training so are not currently able to drive the bus. Cllr Craig is still under discussion with RMO regarding how we reach an agreement on how to proceed this administration. Cllr Craig will present a recommendation through the Planning and Infrastructure Committee.

iii) To review and approve the following policies.

Sustainability Policy 2021

Adult Safeguarding Policy 2021

Cash Handling Policy 2021

Code of Conduct July 2021

Complaints Policy 2021

Expenses Policy 2021

The Policies were briefly reviewed by the Council. Cllr Harvey recommended that the Sustainability Policy be reviewed in 12 months time with the intention of furthering our commitment to improve sustainability procedures. Cllr Harvey proposed approval of the above mentioned policies, seconded by Cllr Elborn.

**AGREED by all.**

*Please note that the discussion on items 20/21PC 34. iv & v are not open to the public due to the confidential nature of the topics being discussed.*

*Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting.*

iii) Community Award Nominations

The Council reviewed and discussed the Community award nominations. The councillors agreed that awards should be awarded to the following individuals and groups:

- Business Award: Cuppies & Cream and Crown Homecare.
- Community Award: Sarah Sherwood
- British Legion Cup: Helping Hands Charity Shop
- Vaughan Memorial Award: Graham Bartlett
- Lifetime Award: Diana Harvey
- Special Recognition to be awarded posthumously to Lesley Parish

Award winners proposed by Cllr Gee, seconded by Cllr Airtton. **AGREED by all.**

iv) Staffing Committee Recommendations

The Council reviewed the three items on the staffing committee recommendations document. All three recommendations were agreed and ratified with any associated costs.

Proposed by Cllr Gee, seconded by Cllr Craig, **AGREED by all.**

**20/21PC 35. CHAIRMAN’S ANNOUNCEMENTS & PARISH COUNCILLOR MATTERS**

There were no chairman’s announcements or Parish Councillor matters discussed.

**20/21PC 36. COMMITTEE MINUTES & UPDATE INC. WORKING GROUPS**

i) Community Hub

The Executive Clerk updated the Council that a booklet to signpost mental health and awareness support was given out at the Village Festival. This information will also be put onto the website in due course.

ii) Retailer Engagement

There was no update on retailer engagement.

iii) Committee meetings – to receive approved minutes

Minutes of Committee meetings were received by all members.

**20/21PC 37. CORRESPONDENCE & DATES OF MEETINGS**

To review and agree which meetings are to take place until the end of September:

- Planning & Infrastructure Committee – Monday 13<sup>th</sup> September 2021 at 7.00pm (Jubilee Hall)
- Policy Committee – Thursday 30<sup>th</sup> September 2021 at 7.00pm (Lady Kaye Meeting Room)

There being no further business the meeting was closed at 9.50pm.

..... Chairman

.....Date

## Appendices

- Actions Log
- Parish Office Report
- Christmas Budget report 2021
- Snow Windows Survey feedback
- Payments Listing
- Summary spend vs budget report
- Cashbook reports April 21- June 21
- Hartley Wintney Tennis Club presentation slides
- Adult safeguarding policy 2021
- Cash handling policy 2021
- Code of conduct 2021
- Complaints policy 2021
- Expenses policy 2021
- Sustainability policy 2021

*Abbreviations used in these minutes: Cllr ~ Councillor HCC ~ Hampshire County Council HDC ~ Hart District Council HWPC ~ Hartley Wintney Parish Council*