

There will be a meeting of Hartley Wintney Parish Council at **7:30pm on Monday 6th December 2021** in the Jubilee Hall, West Green Road, RG27 8RQ to which Councillors are summoned to attend.

Members of the public are advised to only attend this meeting via the online link



Karyn Reid – Executive Clerk
1st December 2021

20/21PC 60. OPEN FORUM

This ten minute session is an opportunity for parishioners to bring matters to the attention of the Parish Council. Each speaker will be limited to two minutes. **Should a member of public wish to make a representation, please contact the Executive Clerk by 12pm on Monday 6th December 2021 at clerk@hartleywintney.org.uk or 01252 845152.**

20/21PC 61. APOLOGIES FOR ABSENCE

To receive and record apologies for absence from Parish Councillors and Ward members

20/21PC 62. DISPENSATIONS & 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

20/21PC 63. WARD MEMBERS REPORT

This ten minute session is an opportunity for Ward members to bring matters to the attention of the Parish Council (summary attached)

20/21PC 64. APPROVAL OF MINUTES, ACTIONS LOG & PARISH OFFICE REPORT

To approve the minutes of the Full Council Meeting on 1st November 2021 and associated actions (attached).

20/21PC 65. PARISH COUNCIL FINANCE

To review & approval of following:

- i) To approve Payments listing (attached)
- ii) To receive preliminary draft budget for brief discussion and recommendation for Finance Committee (attached)
- iii) Income & expenditure, cashbooks & bank reconciliations for October 2021 (attached)

20/21PC 66. PARISH COUNCIL MATTERS

- i) Receive representation from Whitewater PPG at 8.15pm
- ii) To receive and approve adoption of following policies (attached); HWPC Winter Weather Emergency Plan 2021
HWPC Burial Grounds Policy 2021 HWPC Memorial Benches Policy 2021
HWPC Reporting at Council Meetings Policy 2021

20/21PC 67. CHAIRMAN'S ANNOUNCEMENTS & PARISH COUNCILLOR MATTERS

To receive update on any reports made to Executive Clerk by Parish Councillors since last meetings and an opportunity to briefly bring matters to the attention of the meeting but upon which no substantive decision may be made

20/21PC 68. COMMITTEE MINUTES & UPDATE INC. WORKING GROUPS

- i) Community Hub
- ii) Committee meetings – to receive approved minutes (circulated)

20/21PC 69. CORRESPONDENCE & DATES OF JANUARY MEETINGS

Planning Committee – Monday 17th January 2022 at 7.00PM

Environment & Amenities Committee – Monday 24th January 2022 at 7.00PM

Members of the public are advised to only attend this meeting via the online link shown below unless you wish to make a representation. In this instance, please contact the Executive Clerk directly on 01252 845152 / clerk@hartleywintney-pc.gov.uk

To access this meeting online, please use the following link and conference code;

https://teams.microsoft.com/join/19%3ameeting_ZjFiMDFIYWItNDE2ZS00YzJlWE5NjltNWNhYTZkZjZhYzc5%40thread.v2/0?context=%7b%22Tid%22%3a%22796f6541-a299-402a-9ce7-a26b956bc815%22%2c%22Oid%22%3a%22299241e7-0f1b-4963-961b-0e53602f8fd1%22%7d

To access this meeting via telephone, please dial this number 5 minutes before the meeting starts and enter the conference code; T - 020 3855 5316 ID - 470 987 124#

Actions Log – Full Council**Date/ Minute Ref. Action****PARISH COUNCIL ACTIONS**

23.06.21

21/22PC 18.**RR:** contact HDC Countryside Team regarding Hatton's Pond.**CONTACT MADE – AWAITING RESPONSE**

11.10.21

20/21PC 45.**KR:** Negotiate with the Elvetham Estate regarding Pale Lane rent renewal. **ONGOING****SA:** To look into and follow up access to all Cllrs to OS Online maps. **COMPLETED****20/21PC 47.****ALL:** Costs for Queens Platinum Jubilee to be factored into the 2022 budget setting.**COMPLETED**

01.11.21

20/21PC 54.**KR:** Add annual leave to the Teams calendar. **N/A****20/21PC 57.****KR:** Arrange well wishes to be sent to Cllr Robertson. **COMPLETED**

Date: 06 December 2021
Title: Full Council Report
From: Executive Clerk
To: Hartley Wintney Parish Council

December & January Events:

Hartley Wintney Christmas Market – **Thursday 2nd December 2021** 4pm – 8pm on the High Street.
COMPLETED

Snow Windows – **5th December onwards 2021**. Retailers have been booked in and Deputy Clerk will be liaising throughout.

Hartley Wintney Late Night Shopping Extravaganza – **Thursday 16th December 2021**. Plans still ongoing however keeping in mind any changes re; COVID.

WASSAIL – The Vaughan Millennium Orchard - **Friday 14th January 2022** at 7pm (Meet at Waggon & Horses) with Hook Eagle Morris Men.

Parish Office Closure:

The Parish Office will close again over the Christmas period to facilitate this, with out of hours contact in place.

Closing times; **Monday 20th December 2021 to Wednesday 5th January 2022**, with most staff will returning on Tuesday 4th however this will be as a catch up day and the office will remain closed.

The Community Bus will run until 22nd December and start back again on 4th January 2022.

DATE	SUPPLIER	AMOUNT	
06.12.21	SNOW WINDOWS	£ 10,200.00	SNOW WINDOW PROJECT - 34 BUSINESSES
06.12.21	GRANDPA SPELLS JAZZBAND	£ 300.00	BAND FOR CHRISTMAS MARKET
06.12.21	THE GREENHOUSE	£ 52.00	FOOD VILLAGE PICNIC
06.12.21	K SIMS	£ 35.00	BURIAL GROUNDS WORK
06.12.21	VIC HALL	£ 220.73	ROOM BOOKINGS - VARIOUS
06.12.21	FIRE MAGIC	£ 2,640.00	FIREWORKS
06.12.21	S LAWRENCE	£ 80.23	VIC ALLOTMENT TAP REPAIR
06.12.21	STORAGE ON SITE	£ 45.60	LPC STORAGE
06.12.21	WINCHFIELD LANDSCAPES	£ 372.00	WORKS J FIELD AND LPC
06.12.21	COPY CARE LTD	£ 24.00	MONO PUBLIC PRINTER
06.12.21	CJH CLEANING	£ 536.76	PUBLIC TOILETS CLEANING
06.12.21	AMAZON	£ 158.00	VARIOUS
06.12.21	PIDS	£ 238.63	SECURITY - LPC
06.12.21	LARKSTEL	£ 453.60	BIN COLLECTIONS NOVEMBER
06.12.21	BLUCANDO	£ 168.00	IT SUPPORT
06.12.21	SGC	£ 829.20	WORK TREATMENT & FERTILIZER - LPC
		£ 16,353.75	

Detailed Income & Expenditure by Budget Heading 30/10/2021

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Council Administration								
4000 Staff Salaries	6,379	56,397	93,000	36,603		36,603	60.6%	
4005 HMRC & PAYROLL COSTS	0	2,902	10,000	7,098		7,098	29.0%	
4010 Staff Training & Recruitment	0	900	3,000	2,100		2,100	30.0%	
4020 Councillor Training	0	0	3,000	3,000		3,000	0.0%	
4030 Insurances	0	2,971	5,000	2,029		2,029	59.4%	
4040 Pensions	0	1,458	2,500	1,042		1,042	58.3%	
4051 Office IT Upgrade	0	3,855	7,500	3,645		3,645	51.4%	
4120 Office Supplies/Admin Costs	8	928	5,000	4,072		4,072	18.6%	
Council Administration :- Indirect Expenditure	6,387	69,412	129,000	59,588	0	59,588	53.8%	0
Net Expenditure	(6,387)	(69,412)	(129,000)	(59,588)				
110 Special Projects								
4060 Web Site Costs	0	0	350	350		350	0.0%	
4065 Parking Bays (red)	0	8,500	8,500	0		0	100.0%	
4095 Approved projects (not precept)	0	30,004	0	(30,004)		(30,004)	0.0%	
Special Projects :- Indirect Expenditure	0	38,504	8,850	(29,654)	0	(29,654)	435.1%	0
Net Expenditure	0	(38,504)	(8,850)	29,654				
200 General Finance								
1076 Precept	0	212,299	212,299	0			100.0%	
1090 Interest Received	1	20	150	130			13.1%	
1241 Unbudgeted income	248	57,637	0	(57,637)			0.0%	
General Finance :- Income	249	269,956	212,449	(57,507)			127.1%	0
4100 Public Works Loan Repayments	0	2,685	4,835	2,150		2,150	55.5%	
4105 Grants & Donations - S137	0	1,049	5,000	3,951		3,951	21.0%	
4115 Councillor's Expenses	0	0	500	500		500	0.0%	
4125 Chairman's Allowance	0	354	500	146		146	70.8%	
4130 Accountancy inc. Int. Audit	0	2,490	1,750	(740)		(740)	142.3%	
4135 Bank Charges	0	163	600	437		437	27.1%	
4140 Annual Subscriptions	0	1,855	2,000	145		145	92.8%	
4150 Pale Lane Unit Rental	0	1,472	3,360	1,888		1,888	43.8%	
4300 Legal & Professional Services	0	6,848	5,000	(1,848)		(1,848)	137.0%	
General Finance :- Indirect Expenditure	0	16,917	23,545	6,628	0	6,628	71.8%	0
Net Income over Expenditure	249	253,039	188,904	(64,135)				

Detailed Income & Expenditure by Budget Heading 30/10/2021

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
400 General Environmental								
1000 High St Market/Event Income	310	2,050	3,000	950			68.3%	
1005 Football Club Club Rental	0	780	1,560	780			50.0%	
1010 Tennis Club Rental	0	900	1,200	300			75.0%	
1445 Solar Farm HW Winchfield	0	0	1,800	1,800			0.0%	
General Environmental :- Income	310	3,730	7,560	3,830			49.3%	0
4050 Community events	2,005	11,311	20,000	8,689		8,689	56.6%	
4400 High Street Planters	70	1,059	1,000	(59)		(59)	105.9%	
4405 Environmental Maintenance	9	2,653	2,000	(653)		(653)	132.7%	
4410 Parish Vehicle	0	645	1,800	1,155		1,155	35.9%	
4415 Street Furniture	0	0	500	500		500	0.0%	
4420 Street Lighting	0	5,325	8,500	3,175		3,175	62.7%	
4425 Seasonal Events	3,878	3,994	20,000	16,006		16,006	20.0%	
4440 Play Area	0	315	1,000	685		685	31.5%	
4450 Dog Fouling Bin Emptying	732	2,667	1,000	(1,667)		(1,667)	266.7%	
4475 GRASS CUT/ MTC CONTRACT	1,870	14,715	17,000	2,285		2,285	86.6%	
4710 St Marys Sports Ground	220	3,944	6,000	2,056		2,056	65.7%	
4730 Pavilion costs	31,384	241,620	0	(241,620)		(241,620)	0.0%	190,408
General Environmental :- Indirect Expenditure	40,167	288,248	78,800	(209,448)	0	(209,448)	365.8%	190,408
Net Income over Expenditure	(39,857)	(284,518)	(71,240)	213,278				
6000 plus Transfer from EMR	0	190,408						
Movement to/(from) Gen Reserve	(39,857)	(94,110)						
410 Burial Ground								
1410 Interment Income	1,200	9,970	15,000	5,030			66.5%	
Burial Ground :- Income	1,200	9,970	15,000	5,030			66.5%	0
Net Income	1,200	9,970	15,000	5,030				
420 Allotments								
1420 Allotment Income	20	175	2,000	1,825			8.8%	
Allotments :- Income	20	175	2,000	1,825			8.8%	0
4500 Allotments Water Supply	0	493	600	107		107	82.1%	
4505 Allotments Maintenance	0	378	2,000	1,622		1,622	18.9%	
Allotments :- Indirect Expenditure	0	870	2,600	1,730	0	1,730	33.5%	0
Net Income over Expenditure	20	(695)	(600)	95				

Detailed Income & Expenditure by Budget Heading 30/10/2021

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
430 Community Buildings								
1430 Appleton Hall Income	0	401	0	(401)			0.0%	
Community Buildings :- Income	0	401	0	(401)				0
4540 Public Toilets Utilities	0	921	10,500	9,579		9,579	8.8%	
4545 Public Toilets Mtce & Repairs	0	1,624	4,000	2,376		2,376	40.6%	
4550 Public Toilets Cleaning	447	3,131	3,500	369		369	89.5%	
4640 AHall/Office Utilities	0	1,465	0	(1,465)		(1,465)	0.0%	
4645 AHall/Office Mtce & Repairs	0	232	0	(232)		(232)	0.0%	
4650 Parish Office Cleaning	110	682	1,400	718		718	48.7%	
4740 Pale Lane Utilities	0	68	0	(68)		(68)	0.0%	
Community Buildings :- Indirect Expenditure	557	8,123	19,400	11,277	0	11,277	41.9%	0
Net Income over Expenditure	(557)	(7,723)	(19,400)	(11,677)				
440 Community Bus								
1440 Fare Income	198	1,061	7,500	6,439			14.1%	
1441 Rosie Minibus Organisation	0	0	6,250	6,250			0.0%	
1442 Private Hire Income	0	0	5,500	5,500			0.0%	
1443 Bus Service Operators Grant	0	128	1,100	972			11.7%	
1444 Concessionary Fares	302	3,099	4,000	901			77.5%	
4530 Community Bus Fuel	0	3	0	(3)			0.0%	
Community Bus :- Income	500	4,291	24,350	20,060			17.6%	0
4000 Staff Salaries	1,299	17,052	28,000	10,948		10,948	60.9%	
4570 Community Bus Sinking Fund	0	0	5,000	5,000		5,000	0.0%	
4580 Community Transport Admin.	0	1,012	2,500	1,488		1,488	40.5%	
4585 Community Bus Fuel	207	846	5,000	4,154		4,154	16.9%	
4590 Community Transport Vehicle	316	5,741	2,500	(3,241)		(3,241)	229.6%	
4595 Community Bus Insurance	0	2,128	2,500	372		372	85.1%	
Community Bus :- Indirect Expenditure	1,822	26,779	45,500	18,721	0	18,721	58.9%	0
Net Income over Expenditure	(1,322)	(22,489)	(21,150)	1,339				
450 Community Plans								
4610 Conservation Area Review	0	0	1,000	1,000		1,000	0.0%	
Community Plans :- Indirect Expenditure	0	0	1,000	1,000	0	1,000	0.0%	0
Net Expenditure	0	0	(1,000)	(1,000)				

Detailed Income & Expenditure by Budget Heading 30/10/2021

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	2,279	288,522	261,359	(27,163)			110.4%	
Expenditure	48,933	448,853	308,695	(140,158)	0	(140,158)	145.4%	
Net Income over Expenditure	(46,654)	(160,331)	(47,336)	112,995				
plus Transfer from EMR	0	190,408						
Movement to/(from) Gen Reserve	(46,654)	30,077						

**DRAFT BUDGET OVERVIEW FOR BRIEF DISCUSSION ONLY AT DECEMBER FULL COUNCIL WITH ANY AMENDS AND FULL SCRUTINY TO BE ACTIONED AT FINANCE COMMITTEE ON 14.12.21
HWPC FULL COUNCIL DRAFT BUDGET - 2022/23**

	2022/23	
	DRAFT BUDGET	Comments

FULL COUNCIL (& STAFFING COMMITTEE)

100 COUNCIL ADMINISTRATION

4000 STAFF SALARIES	105,000	Includes annual uplift for 21/22, min. wage increase & additional resource
4005 HMRC & PAYROLL COSTS	8,000	
4030 INSURANCES	4,000	
4051 OFFICE IT UPGRADE	7,500	Annual licensing and IT Technical Support plus additional software
4120 OFFICE SUPPLIES/ ADMIN COSTS	2,000	Includes telephone/broadband, printer charges, stationery and general office supplies.
Total Expenditure	126,500	

STAFFING COMMITTEE

4010 STAFF TRAINING & RECRUITMENT	3,000	
4020 COUNCILLOR TRAINING	3,000	
4040 PENSIONS	3,000	
Total Expenditure	9,000	
100 Net Expenditure	135,500	

FULL COUNCIL

110 SPECIAL PROJECTS

4025 WAR MEMORIAL WORK	0	Annual maintenance paid as required from EMR
4055 QPS CHARTER/ ELECTION COSTS	-	
4060 WEBSITE COSTS	1,500	Annual hosting and maintenance charge of £1400
4065 PARKING BAYS (RED)	8,500	
4085 COVID RESPONSE	0	Transfer from EMR / General reserves
4095 UNSPECIFIED PROJECTS	0	
Total Expenditure	10,000	

1200 GRANTS INC. NEIGHBOURHOOD P.	0	
Total Income	0	

110 Net Expenditure	10,000	
Full Council - Expenditure	145,500	
Full Council - Income	-	
Net Expenditure over Income	145,500	

FINANCE COMMITTEE

200 GENERAL FINANCE

4100 PUBLIC WORKS LOAN REPAYMT	4,025	Set amount not to be changed
4105 GRANTS & DONATIONS (S137)	-	ONLY BUDGET WHAT WILL BE SPENT

4130 ACCOUNTANCY & AUDIT	2,000	
4135 BANK CHARGES	600	
4140 ANNUAL SUBSCRIPTIONS	2,500	
4300 LEGAL/ PROFESSIONAL SERVICES	7,500	Additional contracts and legal advise for projects this year
Total Expenditure	16,625	
1076 PRECEPT	-	
1090 INTEREST RECEIVED	100	
1200 GRANTS INC. NEIGHBOURHOOD PLAN	0	
1201 GRANT INCOME S106	0	
1241 UNSPECIFIED INCOME	0	DO WE WISH TO ADD A FIGURE
Total Income	100	
200 Net Expenditure	16,525	
220 ASSET MGMT		
LPC - UTILITIES & SERVICES	10,200	
LPC - MAINTENANCE & REPAIR	2,300	
LPC - CLEANING	2,000	
4050 SEASONAL EVENTS	40,000	MOVED FROM E&A
Total Expenditure	54,500	
LPC - INCOME CLUBS	900	
LPC - INCOME BOOKINGS	5,500	
Total Income	6,400	
220 Net Expenditure	48,100	
Finance - Expenditure	71,125	
Finance - Income	6,500	
Net Expenditure over Income	64,625	

ENVIRONMENT & AMENITIES COMMITTEE

400 GENERAL ENVIRONMENTAL

4400 HIGH STREET PLANTERS	2,000	Hattons Pond railings, 4 tier one all year, tubs summer only and proposed 'displays' on 3 entries to the village (A30 x 2 plus Fleet Road)
4405 ENVIRONMENTAL MAINTENANCE	3,000	
4410 PARISH VEHICLE	1,000	Insurance, fuel, maintenance - costs should reduce on the new truck
4415 STREET FURNITURE	1,500	To include flagpoles, notice boards and mtce
4420 STREET LIGHTING	11,000	Includes lights & electricity. This is primarily a charge from HCC - we receive 2 invoices per year.
4435 TENNIS COURT	-	Courts are being refurbished but will be funded from earmarked reserve
4440 PLAY AREA	1,000	Reduced figure is to cover standard maintenance. There is a capital project on the list to cover substantial upgrades.

4450 DOG FOULING BIN EMPTYING	4,000	With private Contractor
4475 GRASS CUT - ALL AREAS (OTHER SMP)	22,000	New contract to include tree works and one off - opp to reduce if budget requires
4700 ORCHARD DEVELOPMENT	-	All expenditure funded from reserves.
4720 SMP LEGAL / PROF SERVICES	-	costs associated with grounds will be moved from Reserves and/or S106 funds
4725 MARKET RESEARCH	To be discussed	Community engagement re; E&A projects - £2500
Total Expenditure	45,500	

1000 HIGH ST MARKET INCOME	6,000	£3000 charge to car park, aim to increase rent by a % and more stallholders
1005 FOOTBALL CLUB RENTAL	1,700	Aim to increase rent over 3 years to £2000 - £140, £150 & £150
1010 TENNIS CLUB RENTAL	900	Should this be in precept??
1020 EVENT INCOME - YOUTH	-	
1445 SOLAR FARM HW/ WINCHFIELD	1,800	Annual payment due December
Total Income	10,400	

400 Net Expenditure	35,100	
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410 BURIAL GROUND

4490 MAINT. - BURIAL GD	13,500	KR to add in figure based on quotes
SINKING FUND FOR EXT.	3,000	£1 per household
Total Expenditure	16,500	

1410 INTERMENT INCOME	20,000	Increase in fees 5%, plus gravedigger costs and admin
Total Income	20,000	

410 Net Expenditure	- 3,500	
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420 ALLOTMENTS

4500 ALLOTMENTS WATER SUPPLY	600	
ADMIN COSTS	1,000	Software
4505 ALLOTMENTS MAINTENANCE	1,000	Want to tidy up and mgmt of Vicarage Hill
Total Expenditure	2,600	

1420 ALLOTMENT INCOME	2,600	Plot fees increased from 20/21 onwards. Must at least break-even
Total Income	2,600	

420 Net Expenditure	-	
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E & A - Expenditure	64,600	
E & A - Income	33,000	
Net Expenditure over Income	31,600	

PLANNING COMMITTEE

430 COMMUNITY BUILDINGS

All buildings split out as separate assets

4540 PUBLIC TOILET UTILITIES	1,900	DOUBLE COSTS TO DATE PLUS 3% INFLATION
4545 PUBLIC TOILET MTNCE & REPAIRS	1,600	
4550 PUBLIC TOILET CLEANING	4,000	
4600 PARISH OFFICE RENOVATION	-	Transfer from reserves or S106 if required
4640 AHALL UTILITIES	3,000	DOUBLE COSTS TO DATE PLUS 3% INFLATION
4645 AHALL MTNCE & REPAIRS	1,500	
4650 PARISH OFFICE CLEANING	1,400	
4150 PALE LANE UNIT RENTAL	5,000	*MOVE FROM CC 200
4740 PALE LANE UTILITIES	400	DOUBLE COSTS TO DATE PLUS 3% INFLATION
4745 PALE LANE MTNCE & REPAIRS	250	
4750 PALE LANE CLEANING	-	
Total Expenditure	19,050	
1430 APPLETON HALL INCOME	0	Future income to be retained under management arrangement with Victoria Hall Charity
Total Income	0	
430 Net Expenditure	19,050	

440 COMMUNITY BUS

4000 STAFF SALARIES	18,360	NEW MONTHLY AVE. IS £1500 PLUS 2% INFLATION
4580 COMMUNITY BUS INCIDENTALS	2,000	Does NOT contain any salary costs
4585 COMMUNITY BUS FUEL	3,000	EST.
4590 COMMUNITY BUS MTNCE & REPAIRS	3,000	MAINTENANCE CONTRACT
4595 COMMUNITY BUS INSURANCE	3,000	Increase due to higher value of vehicle
4570 COMMUNITY BUS VEHICLE SINKING FUND	5,000	TRANSFER FUNDS TO EMR 30.04.22
Total Expenditure	34,360	
1440 FARE INCOME	6,750	TARGET EARNINGS
1441 ROSIE MINIBUS CONTRIBUTION	2,000	AS PER AGREEMENT
1443 BUS SERVICE OPERATORS GRANT	1,100	Figures remain unchanged
1444 CONCESSIONARY FARES	2,250	
1442 UNSPECIFIED CONTRIBUTIONS	2,000	ADDITIONAL FUNDING TARGET
Total Income	14,100	
440 Net Expenditure	20,260	

450 COMMUNITY PLANS

4610 CONSERVATION AREA REVIEW	1,000	If more funding required, transfer from general reserves
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CONSULTANCY FEES / PROJECT		£5000 TO BE MOVED FROM RESERVES
Total Expenditure	1,000	
450 Net Expenditure	1,000	
PLANNING - Expenditure	54,410	
PLANNING - Income	14,100	
Net Expenditure over Income	40,310	
Total Budgeted Expenditure	335,635	
Total Budgeted Income	53,600	
Net Budgeted Expenditure over Income	282,035	This figure is minus any precept to show overall exp over income difference.
	282,035	

**2022 CALENDAR OF HARTLEY WINTNEY PARISH COUNCIL MEETINGS
JANUARY**

MON 10th Parish Council (7.30pm)
MON 17th Planning & Infrastructure (7.00pm)
MON 24th Environment & Amenities Committee (7.30pm)
THU 20th Staffing Committee (7pm)

FEBRUARY

MON 7th Parish Council (7.30pm)
MON 14th Planning & Infrastructure Committee (7pm)
MON 21st Finance Committee (7pm)

MARCH

MON 7th Parish Council (7.30pm)
MON 14th Planning & Infrastructure Committee (7pm)
MON 21st Environment & Amenities Committee (7pm)

APRIL

MON 4th Parish Council (7.30pm)
MON 11th Planning & Infrastructure Committee (7pm)
MON 25th Finance Committee (7pm)

MAY

MON 9th Annual General Meeting of the Parish Council (7.30pm)
FRI 20th Annual Parish Meeting (7.30pm)
MON 16th Planning & Infrastructure Committee (7pm)

JUNE

MON 6th Parish Council (7.30pm)
MON 13th Planning & Infrastructure Committee (7pm)
MON 20th Environment & Amenities Committee (7pm)

JULY

MON 4th Parish Council (7.30pm)
MON 11th Planning & Infrastructure Committee (7pm)
MON 18th Finance Committee (7pm)

AUGUST

MON 8th Planning & Infrastructure Committee (7pm)

SEPTEMBER

MON 5th Parish Council (7.30pm)
MON 12th Planning & Infrastructure Committee (7pm)
MON 19th Environment & Amenities Committee (7pm)

OCTOBER

MON 3rd Parish Council (7.30pm)
MON 10th Planning & Infrastructure Committee (7pm)
MON 17th Finance Committee (7pm)

NOVEMBER

MON 7th Parish Council (7.30pm)
MON 14th Planning & Infrastructure Committee (7pm)
MON 21st Environment & Amenities Committee (7pm)

DECEMBER

MON 5th Parish Council (7.30pm)
MON 12th Planning & Infrastructure Committee (7pm)
THUR 15th Finance Committee (7pm)

Hartley Wintney Parish Council – Burial Ground Policy

1. Introduction

The purpose of this document is to provide guidelines for the purchasing of graves and placing of memorials and headstones in the Hartley Wintney Burial Ground. It is the duty of Hartley Wintney Parish Council to ensure that the site remains a place of peace and reflection for the relatives of the people they commemorate and visitors who come to pay their respects.

The burial ground extension site is blessed rather than consecrated and as such the Parish Council decision on memorials is final; there is no recourse to the Diocese at Winchester. However, this policy document is created with direct reference to the Chancellor's Regulations published in September 2011 and is broadly in keeping with their "Churchyards and Churchyard Memorial" guidance.

There is no specific right given to anyone to have a memorial erected in a churchyard or to have any inscription on that memorial.

Permission **must** always be obtained from the Parish Council Office first using the process detailed in Section 2 Notice of Interments. The final decision on the applicability, interpretation and implementation of this policy lies with the Parish Council.

The guidelines set out in this document apply not only to new memorials but to existing ones for which an alteration or addition is proposed.

2. Notice of Interment

The Notice of interment must be submitted to the Parish Office on the correct form found on the Council's website, at least one week before the interment. The Notice of Interment must be signed by the owner(s) of the Exclusive Right of Burial signifying his or her consent to such burial. No burial, other than that of the owner of the Exclusive Right, will be allowed without the consent of the Exclusive Right's owner(s). (See section 10(6) of The Local Authorities Cemeteries Order 1977).

Payment of fees (cheque made payable to Hartley Wintney Parish Council) must accompany the Notice or a notification to pay via BACS given to the office in advance. If the plot is being re-opened then a copy of the Grant of Exclusive Right of Burial is required.

If the Grant of Exclusive Right of Burial is not available then the Parish Office must be satisfied of ownership.

The certificate of the Registrar of Deaths (green form) or the Cremation certificate must also be submitted with the Notice of Interment form.

If a new plot is being purchased, a Grant of Exclusive Right of Burial (grave deed) will be issued. Please note that when a grave is purchased, this refers to the exclusive right of burial in a grave space and not the purchase of the land itself.

If the owner(s) of The Rights wishes to transfer the ownership during their lifetime they must complete a Form of Assignment and submit it to the Parish Office, together with the original Grant of Exclusive Right of Burial. It is recommended that the ownership of the Grant of Exclusive Right of Burial is regularly reviewed by the 'Purchaser' as this does not automatically transfer to next of kin.

It is illegal for the Parish Council to permit any burial in a grave subject to an existing Exclusive Right of Burial without first obtaining permission from the owner(s) of the right, unless one of the owners is being buried. There can be up to 2 owners of an Exclusive Right.

For a burial other than that of the owners, both owners must give written permission for a burial is

to take place. All owners are entitled to be interred in the grave if there is room.

If the sole owner is already deceased when an application is received, a transfer must take place and permission be received from the new owner prior to the burial in that grave. It is recommended that a transfer of ownership takes place as soon as possible after the owner's death. For details of transferring the Exclusive Right please contact the Parish Office.

In accordance with the Local Authorities Cemeteries Order 1977, all grave rights are sold for a fixed period. The number of years the rights have been granted in St Marys Burial Ground is 70 years. At the end of this period the owner(s) of the rights may apply to the Parish Council to extend those rights. The owner(s) of Rights should keep the Parish Office updated of any changes of address.

3. Pricing

Interment fees

The interment fee includes burial in a 2.7m x 1.2m (or 1.4m x 1.2m for ashes) earthen grave with an Exclusive Right of Burial (unless otherwise requested) and erection of a memorial (including additional inscription where appropriate) and associated expenses.

Resident interment fees

The Parish Council provide a significant discount on the cost of interment to residents of Hartley Wintney. You qualify for resident interment fees for burials if the deceased:

- was a resident of Hartley Wintney Parish at the time of death
- was the owner of a grave in Harley Wintney Parish Cemetery; or the spouse or civil partner of the owner of the grave; and was a resident when the grave was originally purchased
- was a near relative (next of kin) of the owner of the grave, and the owner is a resident (as indicated above)
- moved outside of Hartley Wintney Parish (such as in a nursing home or in the care of a relative) but was a resident of Hartley Wintney Parish immediately prior to this
- lived outside of Hartley Wintney Parish but can provide evidence of living within the Parish no more than 5 years prior to the time of death
- was a serving member of the armed forces living in temporary accommodation whose family still reside in Hartley Wintney Parish

Proof of residency

You must provide proof of residency (for example electoral roll papers or Council Tax bills) when you book the burial.

Non-resident interment charges

Non-residents are charged the standard interment fee.

The Council reserve the right to consider applications for residency interment charges where circumstances are not covered by the above conditions and make decisions accordingly.

Charges

The principle of charging is as follows;

- The fee for a first Full Interment will be reviewed annually by the Environment and Amenities Committee and ratified by the Full Council
- The Ashes Only Interment fee will be 50% of the Full Interment fee
- A second Full Interment in the same plot will be 50% of the fee for a first Full Interment
- A second or third Ashes Only Interment in the same plot will be 50% of the fee for an Ashes Only interment

Residents of Hartley Wintney (see above definition) will get a 75% discount on all the above fees.

For more details on our fees, please see our website www.hartleywintney-pc.gov.uk or request a copy from the Parish Office.

For more information on possible financial support with burial fees, please see Appendix A of this policy.

4. Full Interments

It is the responsibility of the funeral director for the excavation of the grave and removal of any existing memorials or kerbstones (where permitted) and the replacement of same after burial.

All graves will be excavated and dug by a person or persons approved by the Parish Council. Funeral directors must advise the Parish Office of the details of all gravediggers prior to use.

Undertakers are responsible for engaging gravediggers and for ensuring that such agents work in a responsible and safe manner and observe all Health and Safety legislation and codes of practice in force at the time of the excavation. All excavations must be shored up and if left unattended for any period of time boarded and appropriately guarded. Lock down covers must be used if an excavation is left overnight, although the practise of leaving a grave unattended is discouraged and must be approved in advance by the Parish Office for exceptional circumstance only.

The mound over a grave will be grassed and levelled by Hartley Wintney Parish Council when the ground has settled, usually 9-12 months after interment.

Only one funeral shall be permitted to take place in the cemetery at any one time.

The Council reserve the right to determine the position of any un-purchased or unreserved grave in the cemetery.

The grave space set aside for each person shall not exceed 2.75m x 1.37m (9 feet long by 4 feet 6 inches wide).

No part of the coffin shall be at a depth less than 1.0m (3 feet) below the level of the surface of the ground adjoining the grave.

Burial, in a grave in which an interment has already taken place, shall ensure the new coffin is effectively separated from any other coffin previously placed and remaining in the ground by means of a layer of earth not less than 150mm (6 inches) in depth.

No person shall disturb any interred human remains or remove any soil.

Each plot is for two full interments. An additional ashes interment may be approved subject to the discretion of the Parish Office, should the plot allow.

5. Ashes Interments

As above, It is the responsibility of the funeral director for the excavation of the grave and removal of any existing memorials or kerbstones (where permitted) and the replacement of same after burial.

All graves will be excavated and dug by a person or persons approved by the Parish Council. Funeral directors must advise the Parish Office of the details of all gravediggers prior to use.

Undertakers are responsible for engaging gravediggers and for ensuring that such agents work in a responsible and safe manner and observe all Health and Safety legislation and codes of practice in force at the time of the excavation. All excavations must be shored up and if left unattended for any period of time boarded and appropriately guarded. Lock down covers must be used if an excavation is left overnight, although the practise of leaving a grave unattended is discouraged and must be

approved in advance by the Parish Office for exceptional circumstance only.

The mound over an interment will be grassed and levelled by Hartley Wintney Parish Council when the ground has settled, usually 9-12 months after interment.

Only one funeral shall be permitted to take place in the cemetery at any one time.

The Council reserve the right to determine the position of any un-purchased or unreserved grave in the cemetery.

Each plot will allow up to three ashes interments however the positioning of each interment will depend on the plot.

No person shall disturb any interred human remains or remove any soil.

6. Memorial Design

No memorial should be obtrusive or inappropriate. A burial ground is not a private place in which anything is acceptable. It is a place where many people have a shared interest in its appearance.

Hartley Wintney Parish Council recognises that memorials are for the family and as a place of remembrance for loved ones. We do request that memorials should be harmonious in appearance and reflective of the surrounding rural aspects and listed church of St Mary's.

Harmony however does not mean uniformity and headstones need not be restricted to a conventional rectangular shape. Attractive, well-conceived new designs by skilled and imaginative craftsmen are genuinely encouraged.

It is strongly recommended that **prior to submitting** the memorial application form, all applicants contact the Parish Office to discuss this policy and the guidance within it. The Parish Office has the right to refuse any application received via a third party if contact has not been made in advance.

It should be remembered that the Parish Council has the power to require the removal at the owner's expense of any inappropriate memorial, or an inappropriate feature on a memorial, placed in the burial ground without proper permission

Upright headstones for full interments should be:

- a. No more than 4ft (1200mm) high or less than 2ft 6ins (750mm) high measured from the surface of the ground.
- b. No more than 3ft (900mm) wide, or less than 1ft 8ins (500mm) wide
- c. No more than 6ins (150mm) thick, or less than 3ins (75mm) thick, except in the case of slate memorials which may be thinner, but no less than 1.5ins (38mm) thick.
- d. For a child aged 2+ the headstone may be smaller but should be no less than 2ft (600mm) high, 1ft 3ins (375mm) wide and 2ins (50mm) thick.
- e. For infants up to the age of 2 years (including stillborn babies) the headstone should be a no more than 2ft (600mm) high, 1ft 3ins (375mm) wide and 2ins (50mm) thick, or less than 1ft 6ins (455mm) high, 1ft 3ins (375mm) wide and 2ins (50mm) thick.

Upright headstones for ashes interments should be:

- f. No more than 2ft 3 ins (686mm) high measured from the surface of the ground, by 1ft 6 ins (450mm) wide by 3ins (75mm) deep on a 2ft 2ins (650mm) by 1ft 3ins (375mm) base.

Permission may normally be given on cremated remains plots for tablets and small 'open book' memorials.

Headstones may be of 3 types:

- g. So shaped that they can be inserted directly into the ground at sufficient depth to ensure stability
- h. On an integral base, no more than 9ins (225mm) high, 3ft (900mm) wide of projecting 4ins (100mm) in any direction
- i. On a vase base, no more than 4ins (100mm) on either side, the base being no more than 1ft 3ins (375mm) front to back.

Horizontal stones or ledgers are not permitted for full interments.

Subject to any other consideration, a memorial in the following types of stone will be granted permission:

- **Limestone** – Portland, Purbeck, Derbyshire, York, Hopton, Nabresina, French, Portuguese
- **Slate** – light grey, blue/black, green
- **Granite** – light grey, black or similar dark colour tone, can be honed or polished
- **Granite** – in blue or Rustenburg (charcoal) grey is also permitted provided the stone is rubbed to a matt finish rather than polished.

Highly polished red or white granite is not permitted.

A temporary wooden cross to mark a grave is permitted.

A headstone in the shape of a cross will be allowed, provided the size of the cross conforms to that of an upright headstone. Any proposal for a well-designed cross, including a Celtic cross may be granted provided it is referred to the Parish Council first.

Memorials in the form of a natural boulder taken straight from a quarry with a single sloped face to carry the inscription may be permitted at the discretion of the Parish Council.

A small well engraved image will be considered at the time of application and permitted at the Parish Council's discretion.

Memorials with railings, chains, chippings or glass shades will not be permitted.

Memorials with kerbed surrounds will no longer be permitted.

A photograph, such as ceramic portrait of the deceased designed within the headstone made be permitted at the discretion of the Parish Council.

Due to the lawn style layout of the cemetery, loose ornaments, windchimes, windmills, trinkets and any other item which may either impede upon the ongoing maintenance of the grounds or another plot are strictly prohibited and may be subject to removal.

An inscription should aim to be the most appropriate in all the circumstances and to commemorate accurately the existence of the person who has died. It should, therefore, record either his/her full name or the name by which he/she was generally known. There can be no reasonable objection to including any particular term of affection or nickname e.g. Dad or Tommy, perhaps in brackets or inverted commas.

It may also be appropriate to record what he/she did – 'farmer in this village for 50 years or some feature of his/her character – 'a much loved father and grandfather'. A short scriptural text or extract from a poem or some other suitable phrase may be added.

Inscriptions should be incised into the stone or carved in relief. Painting cut lettering can make the inscription easier to read over a longer period. Inscriptions may be painted black, white or in a colour that blends in with the underlying stone. With discretion, gold or gilded lettering may be permitted although this may deteriorate quite rapidly.

No advertisement or trademark may be inscribed on the face of the headstone. The stonemason's name may be discreetly inscribed on the side or on the reverse.

7. Installation

Installation of memorial stones will be permitted as follows:

- a. Full Interments – 6 months after interment or longer, at the discretion of the Parish Council, in wet ground conditions. This is to help prevent the memorial from moving.
- b. Ashes interments – 2 months after interment or longer, at the discretion of the Parish Council, in wet ground conditions.
- c. All memorials must be installed in accordance with the National Association of Memorial Masons Code for Lawn Memorials and Kerb Sets with the ground anchor systems being an integral part of the foundation.

8. Flowers and Trees

Except where the design of a headstone contains an integral receptacle for plants or flowers, flowers should be placed in a removable container sunk into the ground next to the headstone.

Any bulbs placed on the grave may, after 6 weeks be removed at the discretion of the Parish Council, especially if the plant encroaches upon surrounding plots, for reasons of preserving the undisturbed lawn appearance of the site. Trees, shrubs and other plants are not permitted on burial plots without prior permission from the Parish Council. The Parish Council reserves the right to ask for any plant to be reduced or removed should it at any time encroach other plots.

If a flower vase is the only memorial, it should be no more than 12ins (300mm) in height, width or length, and fixed securely to a foundation stone flush with the ground.

Artificial flowers are permitted but should be removed when they fade.

The Parish Office or their appointed officer is entrusted to remove unsightly flowers from any grave. To avoid unnecessary resentment, he/she should, wherever possible, contact in advance the relatives of the deceased, or leave an appropriate note on the grave, to indicate his/her intention. If there is any disagreement, the Parish Council's decision is final.

Existing memorial trees previously planted in the burial ground will be pruned by the Council annually to maintain their diminutive size.

9. Maintenance

Although the Parish Council will grass and level the ground after interment (as detailed above) it is the plot owner's responsibility to maintain both the headstone and plot. Part of the cemetery has a lawn style layout – this means that only headstones are allowed and the grass around them is kept mown.

The planting of flowers, trees or shrubs is not permitted on the grave space, nor is the placing of ornaments or fencing. Any unauthorised ornaments or flowers etc will be removed without notice.

Flowers are permitted on the grave at the time of the interment however they should be removed within 3 weeks or when they die. The Parish Council reserve the right to remove any flowers at any time if they become unsightly or interfere with any other grave space.

The Parish Office may give written permission for the temporary removal of a headstone from the Burial Ground for the purpose of cleaning repair, renovation or altering, or adding to, the inscription. Any changes to an existing memorial must be submitted to the Parish Office on the memorial application form.

It is the Parish Council's legal responsibility to carry out safety checks of all headstones. This is on a 5-year cycle and notices will be published. If a headstone is deemed 'unsafe', the headstone will be immediately made safe by props whilst the owner is contacted. It is the owner of the Exclusive Rights of Burial to instruct and pay for the headstone to be permanently made safe, otherwise the Parish Council reserve the right to remove it.

It is important that the contact details of the owner is kept up to date and/or transferred if required.

10. Garden of Remembrance

The Garden of Remembrance is designed as a place of quiet contemplation and is laid out as a formal parterre garden. As such, permission will only be given for small rose bushes and plaques. Requests must be submitted in advance to the Parish Office.

11. Memorial Benches

Due to limited space within the Burial Grounds, no more memorial benches will be permitted; however, the Parish Council reserve the right to place a limited number of additional benches in the Burial Ground in future should it be deemed necessary.

A small commemorative plaque may be placed on existing benches in the Burial Ground at the Parish Council's discretion. Plaques must be rectangular in shape and no larger than 7.87ins (200mm) by 2.95ins (75mm) and come with pre-drilled fixing holes.

Plaques must be made of brass or aluminium and the colour of the inscription must be black and contain only alphabetic characters and numerals.

All proposed plaques must be submitted to the Parish Council for prior approval.

Additional information

Information and forms for burials and memorials can be found on: www.hartleywintney-pc.gov.uk

For further information, please contact the Parish Office on 01252 845152 or admin@hartleywintney-pc.gov.uk

Amendment Record

- Version 1: Initial Issue as Interim Policy – March 2012
Adopted by Full Council – March 2012
- Version 2: Initial Issue as Interim Policy – 20 March 2017
Adopted by Full Council – 03 April 2017
- Version 3: Adopted by Full Council – 05 March 2018
- Version 4: Reviewed by Policy Committee – 23 July & 08 October 2018
Adopted by Full Council – 05 November 2018
- Version 5: Reviewed by E&A Committee – 18 January 2021
Approved by Policy Committee – 25 January 2021
Adopted by Full Council – 01 February 2021

APPENDIX A

Financial Support

You may be eligible for a Funeral Expenses Payment (also called a Funeral Payment) if you get certain benefits and need help to pay for a funeral you are arranging.

Funeral Expenses Payment can help pay for some of the costs of the following:

- burial fees for a particular plot
- cremation fees, including the cost of the doctor's certificate
- travel to arrange or go to the funeral
- the cost of moving the body within the UK, if it's being moved more than 50 miles
- death certificates or other documents

You may also receive money for any other funeral expenses, such as funeral director's fees, flowers or the coffin.

You can get up to:

£700 if the person died before 8 April 2020

£1,000 if the person died on or after 8 April 2020

The payment will not usually cover all the costs of the funeral.

How much you get depends on your circumstances. This includes any other money that is available to cover the costs, for example from an insurance policy or the deceased person's estate.

The Funeral Expenses Payment is paid into your bank, building society or credit union account if you've already paid for the funeral.

The money will be paid directly to the organiser of the funeral (for example, the funeral director) if you have not paid yet.

For more information and to check your eligibility please visit www.gov.uk/when-someone-dies

You can also access information on the Bereavement Support Payment, Widowed Parents Allowance and Guardians Allowance.

Support for child funeral costs (Children's Funeral Fund for England)

Since July 2019, the Children's Funeral Fund for England has been set up to help to pay for some of the costs of a funeral for a child under 18 or a baby stillborn after the 24th week of pregnancy.

It is not means-tested: what you earn or how much you have in savings will not affect what you get however the burial or cremation must take place in England.

The Children's Funeral Fund for England can help pay for the:

- burial fees
- cremation fees, including the cost of a doctor's certificate
- coffin, shroud or casket (up to a cost of £300)

The fees for the **burial** or **cremation** will be claimed directly by Hartley Wintney Parish Council as the burial authority. Please speak to a member of the Parish Office Team.

Claiming for other expenses (for example, the coffin) will depend on if you are using a funeral director or not.

Claims must be made within 6 months of the funeral.

If you are using a funeral director, you do not need to submit any claims yourself.

Hartley Wintney Parish Council Memorial Bench Policy & Procedure

Introduction

Hartley Wintney Parish Council (HWPC) will consider requests for benches to be installed in memory of a deceased friend or relative. The deceased must have lived in the Hartley Wintney parish immediately prior to their death or had a significant association with the parish in the past.

Standards for Benches & Plaques

In order to ensure that all installed benches and associated plaques are in keeping with the village in general and the proposed location, HWPC will maintain a limited list of appropriate benches from which a bench can be selected. The approximate costs associated with each bench will also be maintained but the precise cost will only be established on application. If an applicant would like a bench that is not on the maintained list, this can be requested, along with precise details, on the application form; this will then be considered but cannot be guaranteed.

HWPC also need to be mindful of the location and the quantity of benches and therefore a specific requested location may not always be possible, in which case an alternative location may be suggested.

The memorial plaque on the bench will be no greater than 20cm long and 8cm and will be fitted in the middle of the upper lath of the backrest by routing out to ensure that the plaque is fitted flush. It will be glued and screwed in position as appropriate.

HWPC, and only HWPC, will take full responsibility for placing the orders for benches and engraved plaques and arranging the installation.

Additional mementoes (e.g., statues, flowers, wreaths, vases) must not be placed or planted on or around the bench at any time.

Ownership and On-going Maintenance

To ensure that all benches are kept in good order and in keeping with surrounding area, HWPC will take ownership of the benches on installation and take responsibility for on-going maintenance. The Parish Council will endeavour to maximise the life of the bench but once a bench gets beyond the point where it is reasonable to repair, the Parish Council will attempt to contact the applicant or members of the deceased family and inform them that it is our intention to remove it and give them the opportunity to replace it at their cost.

Costs

The total costs of the benches will need to be paid by the applicant once the application has been approved and before any orders are placed. The total cost will include:

- The cost of the bench
- The cost of the plaque including engraving
- The cost of installation, including any required base
- A one-off contribution to the future maintenance of the bench

Application Procedure

Applications can only be made after the death of the individual or individuals. The Parish Office must be contacted in the first instance to discuss a suitable location. If the location is on land managed by HWPC, a standard application form will be sent via post or email to the applicant. If the location is on land managed by Hart District Council or Hampshire County Council, the applicant will be advised regarding who to contact as there will be a separate application process for memorial bench enquiries.

1. The applicant completes the Application Form and returns it by post or electronically, to the Parish Office.
2. The Parish Office will include all correctly completed applications on the Agenda of the next Environmental and Amenities Committee. This committee will consider the application and make the final decision.
3. If the application is approved, the applicant will be sent a contract including all the details, location, plaque inscription and costs. If the application has only been approved for an alternative location, this will be made clear.
4. If the application is NOT approved, the applicant will be informed of the decision, the reason for the decision and advice on any further action. The applicant may appeal and ask for the application to be reconsidered by the Full Council.
5. The applicant will check the details and return the signed contract to the Parish Office along with full payment.
6. The Parish Office will purchase the bench and engraved plaque and inform the applicant of a likely installation date. The bench will be added to the Parish Council's asset register.
7. The Parish Council will arrange for the bench to be installed along with the engraved plaque.
8. Once the installation is complete the Parish Office will inform the applicant, enclosing a picture of the bench in situ.

Existing Memorial Benches

Where permission for a bench has been granted prior to the approval of this policy, the Parish Council will continue to maintain the bench but when it gets to the point where it is not reasonable to repair the bench, the bench will be removed. The Parish Office will endeavour to contact the applicant or members of the deceased family and inform them and give them the opportunity to replace it.

Policy Review

This policy will be reviewed annually by the Environment and Amenities Committee.

Amendment Record

Version 1: Initial Issue as Interim Policy – 18 January 2021
Reviewed by Policy Committee – 25 January 2021
Adopted by Full Council – 01 February 2021

POLICY FOR REPORTING AT MEETINGS

1. Introduction

1.1 This Protocol provides guidance to members of the public or press who wish to photograph or record proceedings at any of Hartley Wintney Parish Council's public meetings.

1.2 The Council supports the principles of openness and transparency in the way it conducts its meetings. Sound recording, photographing, filming, and use of social media at meetings which are held in public is permitted:

- (a) subject to the provisions of this Policy; and
- (b) provided that the Chairman is satisfied that it will not be disruptive or distracting to the good order and conduct of the meeting.

1.3 No restrictions will be placed on anyone using social media at a public meeting subject to the limitations regarding photography and audio/visual recording set out in this Policy.

1.4 Meetings which discuss sensitive employment or contractual information, may not be suitable for recording due to the nature of some of the evidence given at the meeting. It will be at the Chairman's discretion to determine whether the recording of a particular meeting will be permitted.

1.5 Failure to follow the provisions within this Policy may result in the Chairman refusing to allow the proceedings to be photographed or recorded.

1.6 For the purposes of this Policy 'recording' includes sound recording, photographing, filming, and use of social media. Social media includes, but is not limited to Twitter, Facebook and blogs.

2. Before the meeting

2.1 Those wishing to record proceedings at a meeting are recommended to contact the Executive Clerk as early as possible before the start of the meeting so that arrangements can be discussed and the agreement of the Chairman be sought.

2.2 The name, organisation (if applicable) and contact details of the person wishing to record proceedings are required and should be provided before the meeting if possible:

3. At the meeting

3.1 Notices will be displayed in the meeting room advising that proceedings may be recorded, and the Chairman will make an announcement to this effect at the beginning of the meeting if a request has been received.

3.2 Members of the public attending a meeting to ask a question will be deemed to have given consent to being photographed or recorded.

3.3 Members of the public seated in the public seating area who actively object, should not be photographed, filmed or recorded as long as this does not undermine the broader transparency of the meeting.

3.4 Photography or filming must take place from a fixed position in the meeting room approved by the Chairman to ensure that the view of Councillors, officers, public and press, is not obstructed.

3.5 The use of flash photography or additional lighting will only be permitted if agreed in advance with the Clerk and the Chairman

3.6 Photography or audio/visual recording will be stopped if the Chairman feels it is disrupting or inhibiting the meeting in any way.

3.7 If someone refuses to stop recording when requested to do so the Chairman will ask the person to leave the meeting. If the person refuses to leave, the Chairman will adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption.

3.8 Anyone asked to leave a meeting because they have refused to comply with the Chairman's request to do so, may be refused permission to record future meetings.

4. After the meeting

4.1 Photographs and audio/visual recordings must not be edited in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing the views being expressed in a way that may ridicule or show lack of respect towards those being photographed or recorded.

4.2 If someone fails to comply with this Policy the Chairman may refuse to allow this person to record any future meetings.

4.3 The responsibility for how any photographs or audio/visual recording is used rests with the person who made the recording and not the Council.

DRAFT

Hartley Wintney Parish Council – Winter Weather Emergency Plan

Responsibilities

Clearance of ice and snow from priority 1 and 2 highway routes – HCC

www.hants.gov.uk/transport/roadmaintenance/severeweather

Clearance of ice and snow from HDC priority areas, e.g. Schools, Doctors Surgery, Care Homes and priority footways including Hartley Wintney High Street – HDC assisted by HWPC where appropriate.

www.hart.gov.uk/weather-advice

Work will be coordinated by Phil Bacon at Basingstoke – 01256 845278 and the Executive Clerk will liaise with him where appropriate.

Clearance of designated Prepared Rest Centre located at the Victoria Hall (Priority 1 HDC)

Clearance of Central Car Park – HDC responsibility.

Local contractors.

A list of local contractors will be held in the office and be accessible to the Executive Clerk, Deputy Clerk and HAO (Horticulture & Amenities Officer). In the event of snow, the Executive Clerk will make the initial contact. If only a light dusting, this can be done by a designated member of HWPC staff. For heavier snow, a contractor will be asked to clear (if required) and grit.

Installation of grit boxes – HCC (Blue boxes)

- Top of St Johns Road
- Walpole Gardens
- Hartford Road
- bottom of Arrow Lane
- Hazeley Close
- Vicarage Hill
- Champion Way
- Elvetham Lane
- Top of Pool Road

HWPC – (yellow / beige)

- Junction of Mabbs Road / Weir Road
- Doctors surgery
- junction of Weatherby Gardens and A30
- Kiln Gardens (x2) residents own bins but HWPC re-fill
- Vicarage Hill (Church Lane near Cottage Green)
- Causeway / Park Corner
- Mildmay Terrace (top)
- Junction of West Green Common and Thackhams Lane
- Heather Grove (x 2) by no.23 and no.53
- Sandy Lane round 1st bend
- Entrance to Haywarden Place
- Junction of Hartford Road / Harebell Close.
- Springfield Avenue (turning head)
- Hartford Terrace
- Top of Franklin Avenue

Checking grit levels in boxes – Levels in HWPC boxes will be checked monthly to ensure they are at least 50% full, from November – March but checked once a week when snow or icy conditions prevail.

The E&A Committee will review the number and locations of Grit Boxes in and around the Parish on an annual basis.

There is a small quantity of salt together with snow clearing equipment for use in emergencies at the toilets in the central car park. The key for the toilet's service corridor is held in the Parish Office.

The Executive Clerk is authorised to hire any plant / equipment to respond to severe weather.

Collation and dissemination of information regarding disruption of services, gritting and HCC/ HDC updates will be shared via email, the Council's website and social media.

Residents are asked to keep an eye on the levels in the salt bins around the Parish. A reminder will be put on social media and in Contact around September/October time to ask residents to check the bins near their houses. With Blue HCC bins there is a number / website listed inside the lid of the bin to call to obtain a refill.

Advice from HCC with regard to salt / grit box use is as follows: our new blue bins all have stickers on the inside which, as well as giving contact details, also give guidance on how much salt to use, e.g. 1 heaped tablespoon of salt can treat 1 square metre - people tend to think one needs a shovel full to treat the same area!

In the case of the beige / yellow Parish Council bins, please e-mail the Parish Office to request a top up of salt. Please be aware that if the office is closed over the festive break answerphone messages may not be picked up.

Information

The Get Ready for Winter website www.metoffice.gov.uk/barometer/get-ready-for-winter provides information and advice on how to prepare for winter weather including health and wellbeing advice.

Are you are aware of the emergency risks in your area?

- Hart District Council has a snow plan in place, which shows how they manage a snowfall event and their areas of priority: https://www.hart.gov.uk/sites/default/files/1_Residents/Environment/Weather_advice/Snow%20Plan%20Nov%202019.pdf
- Your local resilience forum has a community risk register outlining the risks in your local police force area. Contact details for your local resilience forum: www.gov.uk/guidance/local-resilience-forums-contact-details
- Check your local flood risks including coastal, river and rainfall /surface water: <https://flood-warning-information.service.gov.uk/long-term-flood-risk>
- Sign up for flood warnings and weather alerts: <https://www.gov.uk/sign-up-for-flood-warnings>
<https://service.govdelivery.com/accounts/UKMETOFFICE/subscriber/new>
- The British Red Cross has developed an emergency app that provides local alerts for severe weather and other emergencies near you, and provides practical advice on how to prepare, respond and recovery from a range of emergencies including severe weather www.redcross.org.uk/What-we-do/Emergencyresponse/Emergency-app-landing

Useful Names and Numbers

Hampshire County Council – 0300 555 1375 (switchboard)

Hart District Council 01252 622122

Parish Council Office 01252 845152, email both admin@hartleywintney-pc.gov.uk

Police, Fire & Rescue and Ambulance Service - 999 or 101

Gas – National Gas Emergency Service (24hr) 0800 111 999

Water - South East Water 0333 000 0365, Castle Water 01250 718700 (office hours)

Electricity – emergency service 105

Environmental Incident (Pollution) - Environment Agency 0800 80 70 60

HCC web self-service facility enables residents to report empty, missing or broken blue salt bins online.

www.hants.gov.uk

Those without internet facilities can still contact HCC by telephone in the usual way.

For residents who are having difficulty with access to services during periods of severe weather, if it is safe to do so the Community Bus may be able to arrange door to door collections to take people to the shops. Alternatively, the village has excellent Milk and More service, which can supply essential groceries three times a week. Either leave your order with the milkman in the usual way or order online at www.milkandmore.co.uk

This policy will be reviewed annually each November after guidance has been issued from the District and County Councils.

Additional information

For further information, please contact the Executive Clerk or the Chairman of the Policy Committee.

Amendment Record

- Version 1: Initial Issue as Interim Policy – 26 January 2014
Adopted by Full Council – 26 January 2014
- Version 2: Initial Issue as Interim Policy – 20 March 2017
Adopted by Full Council – 03 April 2017
- Version 3: Reviewed at Policy Committee meeting – 08 October 2018
Adopted by Full Council – 05 November 2018
- Version 4: Reviewed at E&A Committee – 22 October 2020
Approved at Policy Committee – 25 January 2021
Adopted by Full Council – 01 February 2021

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