

There will be a meeting of Hartley Wintney Parish Council at **7:30pm on Monday 10<sup>th</sup> January 2022** in the Victoria 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  
5<sup>th</sup> January 2022

#### **20/21PC 70. 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 10<sup>th</sup> January 2022 at [clerk@hartleywintney-pc.gov.uk](mailto:clerk@hartleywintney-pc.gov.uk) or 01252 845152.**

#### **20/21PC 71. APOLOGIES FOR ABSENCE**

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

#### **20/21PC 72. 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 73. 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 74. APPROVAL OF MINUTES, ACTIONS LOG & PARISH OFFICE REPORT**

To approve the minutes of the Full Council Meeting on 6<sup>th</sup> December 2021 and associated actions (attached).

#### **20/21PC 75. PARISH COUNCIL FINANCE**

To review & approval of following:

- i) To approve Payments listing (attached)
- ii) To receive Income & expenditure, cashbooks & bank reconciliations for November 2021 (attached)
- iii) To receive draft 22/23 budget for and recommendation from Finance Committee (attached)
- iv) To agree final 22/23 budget for submission to HDC

#### **20/21PC 76. PARISH COUNCIL MATTERS**

- i) Contact Article and service withdrawal of Reading Bus Service (circulated)
- ii) To note Fleet Road closure and note any impact / actions

#### **20/21PC 77. 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 78. COMMITTEE MINUTES & UPDATE INC. WORKING GROUPS**

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

#### **20/21PC 79. CORRESPONDENCE & DATES OF JANUARY MEETINGS**

Planning Committee – Monday 17<sup>th</sup> January 2022 at 7.00PM

Environment & Amenities Committee – Monday 24<sup>th</sup> 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](mailto: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\\_ODRkMmQ2OTItN2RIYS00MjU4LTkyOTItOGFiY2UzODIzZGE2%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](https://teams.microsoft.com/join/19%3ameeting_ODRkMmQ2OTItN2RIYS00MjU4LTkyOTItOGFiY2UzODIzZGE2%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 - 673 513 194#**

## 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.

**UPDATE – DISCUSSIONS RE: TAKING ON MGMNT OF POND SPACE**

11.10.21

**20/21PC 45.**

**KR:** Negotiate with the Elvetham Estate regarding Pale Lane rent renewal. **ONGOING**

06.12.21

**20/21PC 63**

**CF/KR:** Arrange meeting with Adam Green regarding Ponds & Commons 10 year strategy.

**20/21PC 64**

**SE:** Add KR's annual leave to the Teams calendar.

**20/21PC 65**

**KR:** Circulate information regarding precept application from HDC. **COMPLETED**

**20/21PC 66**

**CF:** Arrange meeting with Steve Cardwell of Whitewater Health.

**KR:** Add purchase of 2 new salt bins to Finance Committee Actions Log. **COMPLETED**

**KR:** Add review of marketing plans to the next Full Council agenda. **DUE TO PRECEPT DISCUSSION, KR RECOMMENDS A SEPARATE FOCUSED MEETING**

**MS:** Add public bus timetable to Community bus page in Contact. **ONGOING**

**Date:** 10 January 2022  
**Title:** Full Council Report  
**From:** Executive Clerk  
**To:** Hartley Wintney Parish Council

### **COVID Safe Measures**

In line with Plan B, staff will work from home for most of the time, where possible, however in order to continue close contact and support, we will be operating joint days in the office (observing strict COVID secure measures) as well as our weekly online meetings.

Other than Public meetings, such as Full Council and Committees, it is encouraged that all other meetings should be remote dial in via Teams, where practical to do so.

Full Council and Committee meetings are required to be held face to face. Full Council meetings will be taking place in the Victoria Hall with members of the public encouraged to dial in from home.

Committee meetings will be held in the LadyKaye Meeting Room, again with members of the public encouraged to dial in from home.

We will continue to monitor the local R rate as well as Government guidance and may need to implement further changes such as reducing Committee meetings and/or moving to delegated powers where feasible to do so.

### **Community Bus / No 7 Reading Service**

We have been informed that for the duration of the planned roadworks along Fleet Road, the No 7 bus will only be operating one trip via Morrisons/Fleet from Hartley Wintney per day.

We have been asked by HCC Community Transport if the Community Bus could provide an additional service at 2.30pm from 17<sup>th</sup> January to 23<sup>rd</sup> March 2022.

This is likely to impact on potential Rosie services, however further discussions will take place to see what support and/or services can be provided by the HW Community Bus.

### **January Events:**

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

DATE	SUPPLIER	AMOUNT	
10.01.22	JRB ENTERPRISE	£ 83.88	DOG WASTE BAGS
10.01.22	PURE AIR CONDITIONING	£ 288.00	ANNUAL SERVICE OF CONDITIONING UNITS A.HALL
10.01.22	STORAGE ON SITE	£ 53.20	STORAGE AT LPC
10.01.22	WINCHFIELD LANDSCAPES	£ 354.00	WORKS ON HIGH STREET
10.01.22	COPY CARE	£ 24.00	B&W PRINTER IN LADYKAYE MTG ROOM
10.01.22	ELEVTHAM ESTATES	£ 824.00	RENT & SERVICE CHARGE TO 31.03.22
10.01.22	VHC	£ 469.50	ROOM BOOKINGS
10.01.22	CJH CLEANING	£ 536.76	PUBLIC TOILET CLEANING
10.01.22	PARISH ONLINE	£ 240.00	ONLINE MAPPING SOFTWARE
10.01.22	LARKSTEL	£ 849.60	BIN EMPTYING SERVICE - DECEMBER
10.01.22	COLIN HORWOOD	£ 401.00	WORKS AS PER CONTRACT
10.01.22	BLUCANDO	£ 168.00	MONTHLY IT SUPPORT CONTRACT
		£ 2,292.14	

**Introduction**

Recommendation for increase in Hartley Wintney Parish Council Precept for Financial Year 2022/23.

**Background**

Further to the Council budgeting exercise and Full Council meeting on 6<sup>th</sup> December 2021, it was agreed for the Finance Committee to review the net budgeted expenditure over income for the FY 22/23 to see what savings could be made and/or make a recommendation for the final budget to be approved on 10<sup>th</sup> January 2022.

As a reminder, the Precept are funds from Council Tax allocated to Parish / Town Councils based on their anticipated expenditure.

The Precept should be the total **net budgeted expenditure over income** and a deficit is not encouraged nor sustainable.

There are no caps for increasing annual Precept, however the budget must be calculated with any substantial increases justified and explained, where possible.

The Tax base is the number of Band D or equivalent properties within the Parish. For 2022/23, it is anticipated that this figure is 2755.27.

Our current Precept of £212,299 calculated on the above tax figure works out as £77.05 per annum per Band D property.

The current average annual precept figure is £76 pa per Band D property for the Hart District.

**Content**

The Finance Committee met on 14<sup>th</sup> December and reviewed the figures submitted at Full Council. The net budgeted expenditure over income at that time was £282.035, which was considered too excessive.

The Finance Committee identified some areas where there had been 'double accounting' such as LPC office resource for £4000pa had also been accounted for in the main salary line.

Additional targets and opportunities for income were also identified such as increase in events and the High Street Market income.

The Seasonal events budget was also reduced from £40,000 to £30,000.

The total Net Budgeted Expenditure over Income was finalised at £257000, working as a percentage increase of around 19% on the previous three years Precept.

It was noted that the comparison of tax bands for surrounding Parishes, Hartley Wintney was still less than Blackwater & Hawley, Crondall, Eversley, Fleet, Hook, South Warnborough and Winchfield.

Various proposals were put forward for borrowing or working as a deficit again, however given the reduction in our general reserves as well as the additional assets acquired such as the 'unsubsidised' Community Bus (i.e.no further S106 funding), the Lucy Pygott Centre as well as the possibility of management responsibility for Hatton's Pond, these options were not deemed entirely feasible.

Finance Committee Chairman Cllr Gee proposed accepting this 19% increase for the FY22/23, given the additional assets and responsibilities and being mindful of future additional duties which may fall on the Parish given the financial constraints on both District and County Councils going forwards.

It was noted that the actual cash in pocket increase would be £16 per year, equating to £1.26 per month for Band D property or equivalent.

A vote was taken with all voting members in attendance;

4 IN FAVOUR of proposal

1 AGAINST

1 ABSTAIN

Working on a 4 to 1 majority, the Finance Committee AGREED on recommending accepting the increase on the 2022/23 Precept to aim to break even.

N/B – After the meeting, the Executive Clerk undertook further scrutiny of the figures provided and noted that the Burial Grounds were not accurately reflecting the anticipated costs and income. This was corrected and the final net budgeted expenditure over income is £251,435.

This is an increase of £39,136 or 18% increase, equating to £91.25 per annum per Band D property, £14 per year increase from the previous three years.

### **Recommendation**

**The Finance Committee recommends accepting the net expenditure over income as the Precept for 2022/23, currently calculated at £251,435.**

<b>BAND D TAX, HART AND PARISHES</b>					APPENDIX 1A
<b>2021/22</b>		<b>Part of Council's Area</b>			
<b>Tax Base</b>	<b>Precept</b>		<b>District</b>	<b>Parish</b>	<b>Total</b>
	£		£	£	£
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
<b>PARISHED AREAS</b>					
2,017.35	186,321.00	Blackwater and Hawke	181.84	92.36	274.20
106.83	2,000.00	Bramshill	181.84	18.72	200.56
4,074.96	219,233.00	Church Crookham	181.84	53.80	235.64
845.00	82,352.00	Crandall	181.84	97.46	279.30
1,775.46	137,203.00	Crookham Village	181.84	77.28	259.12
183.03	12,100.00	Dogmersfield	181.84	66.11	247.95
2,052.09	142,600.00	Elvetham Heath	181.84	69.49	251.33
766.29	78,977.00	Eversley	181.84	103.06	284.90
473.90	29,746.00	Ewshot	181.84	62.77	244.61
10,480.77	1,089,794.00	Fleet	181.84	103.98	285.82
129.39	5,200.00	Greywell	181.84	40.19	222.03
2,763.80	212,299.00	Hartley Wintney	181.84	76.81	258.65
181.63	12,851.00	Heckfield	181.84	70.76	252.60
3,720.80	450,000.00	Hook	181.84	120.94	302.78
233.76	17,671.00	Long Sutton	181.84	75.59	257.43
322.39	12,000.00	Mattingley	181.84	37.22	219.06
2,325.23	190,342.83	Odiham	181.84	81.86	263.70
276.14	21,000.00	Rotherwick	181.84	76.05	257.89
308.44	30,418.00	South Warnborough	181.84	98.62	280.46
320.60	30,117.00	Winchfield	181.84	93.94	275.78
7,697.37	501,544.00	Yateley	181.84	65.16	247.00
<u>41,055.21</u>	<u>3,463,768.83</u>	Total	3,818.64	1,582.17	5,400.81
		Average	181.84	75.34	257.18

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.
<b>Total Expenditure</b>	<b>126,500</b>	

**STAFFING COMMITTEE**

4010 STAFF TRAINING & RECRUITMENT	1,500	Annually review as per needs
4020 COUNCILLOR TRAINING	3,000	Annually review as per needs
4040 PENSIONS	3,000	
<b>Total Expenditure</b>	<b>7,500</b>	
<b>100 Net Expenditure</b>	<b>134,000</b>	

**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	Review in year for use v's cost
4085 COVID RESPONSE	0	Transfer from EMR / General reserves
4095 UNSPECIFIED PROJECTS	0	
<b>Total Expenditure</b>	<b>10,000</b>	

1200 GRANTS INC. NEIGHBOURHOOD P.	0	
<b>Total Income</b>	<b>0</b>	

<b>110 Net Expenditure</b>	<b>10,000</b>	
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<b>Full Council - Expenditure</b>	<b>144,000</b>	
<b>Full Council - Income</b>	<b>-</b>	
<b>Net Expenditure over Income</b>	<b>144,000</b>	

**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	Details as per provision in May 21
4300 LEGAL/ PROFESSIONAL SERVICES	7,500	Additional contracts and legal advise for projects this year



<b>Total Expenditure</b>	<b>16,625</b>	
1076 PRECEPT	-	
1090 INTEREST RECEIVED	100	
1200 GRANTS INC. NEIGHBOURHOOD PLAN	0	
1201 GRANT INCOME S106	0	
EVENT INCOME	5000	Target income
1241 UNPLANNED INCOME	0	
<b>Total Income</b>	<b>5,100</b>	
<b>200 Net Expenditure</b>	<b>11,525</b>	
<b>220 ASSET MGMT</b>		
LPC - UTILITIES & SERVICES	6,200	£4000 resource cost is included in 4000
LPC - MAINTENANCE & REPAIR	2,300	
LPC - CLEANING	2,000	
4050 SEASONAL EVENTS	30,000	MOVED FROM E&A & reduced down
<b>Total Expenditure</b>	<b>40,500</b>	
LPC - INCOME CLUBS	900	
LPC - INCOME BOOKINGS	5,500	
<b>Total Income</b>	<b>6,400</b>	
<b>220 Net Expenditure</b>	<b>34,100</b>	
<b>Finance - Expenditure</b>	<b>57,125</b>	
<b>Finance - Income</b>	<b>11,500</b>	
<b>Net Expenditure over Income</b>	<b>45,625</b>	

## 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	-	
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 BIN EMPTYING / DOG FOULING	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
HATTONS POND	5,000	Ongoing mtce costs of amenity space
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		Included within additional office resource
<b>Total Expenditure</b>	<b>50,500</b>	

1000 HIGH ST MARKET INCOME	10,000	£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	-	Not included in precept
1020 EVENT INCOME - YOUTH	-	
1445 SOLAR FARM HW/ WINCHFIELD	1,800	Annual payment due December
<b>Total Income</b>	<b>13,500</b>	

Charge for market 3,000  
3,000

<b>400 Net Expenditure</b>	<b>40,000</b>	
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**410 BURIAL GROUND**

4490 MAINT. - BURIAL GD	13,500	Gravedigger charges - recovered in income
SINKING FUND FOR EXT.	3,000	£1 per household
<b>Total Expenditure</b>	<b>16,500</b>	

1410 INTERMENT INCOME	28,000	Ave. annual income of £16,000 plus include gravedigger costs as above and admin
<b>Total Income</b>	<b>28,000</b>	

<b>410 Net Expenditure</b>	<b>- 11,500</b>	
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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
<b>Total Expenditure</b>	<b>2,600</b>	

1420 ALLOTMENT INCOME	4,600	Plot fees increased from 20/21 onwards. Must at least break-even
<b>Total Income</b>	<b>4,600</b>	Add in £30-50 deposit for all allotments

<b>420 Net Expenditure</b>	<b>- 2,000</b>	
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<b>E &amp; A - Expenditure</b>	<b>72,600</b>	
<b>E &amp; A - Income</b>	<b>46,100</b>	
<b>Net Expenditure over Income</b>	<b>26,500</b>	

**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
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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	-	
<b>Total Expenditure</b>	<b>19,050</b>	
1430 APPLETON HALL INCOME	0	Future income to be retained under management arrangement with Victoria Hall Charity
<b>Total Income</b>	<b>0</b>	
<b>430 Net Expenditure</b>	<b>19,050</b>	

**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		Apr-23
<b>Total Expenditure</b>	<b>29,360</b>	

1440 FARE INCOME	6,750	TARGET EARNINGS however COVID restrictions on passenger numbers may well be with us into the next Financial Year – 1m+, mask wearing and extra cleaning; Fares are increased to standard £6.50. Actual to users of the door to door are £3.25 assuming HCC continue with 25% subsidy and HWPC subsidise 25%
1441 ROSIE MINIBUS CONTRIBUTION	2,000	AS PER AGREEMENT - RMO pay the annual £2000 minimum usage charge but do not exceed 2000 miles usage; Continued provision of free transport for Community Kitchen and village old people events without additional driver costs
1443 BUS SERVICE OPERATORS GRANT	1,100	Figures remain unchanged
1444 CONCESSIONARY FARES	2,250	
1442 UNSPECIFIED CONTRIBUTIONS	2,000	ADDITIONAL FUNDING TARGET - Income from an alternative source such as Hook PC could be obtained
<b>Total Income</b>	<b>14,100</b>	

**440 Net Expenditure**

**450 COMMUNITY PLANS**

4610 CONSERVATION AREA REVIEW CONSULTANCY FEES / PROJECT	1,000	If more funding required, transfer from general reserves
<b>Total Expenditure</b>	<b>1,000</b>	£5000 TO BE MOVED FROM RESERVES

450 Net Expenditure	1,000		
PLANNING - Expenditure	49,410		
PLANNING - Income	14,100		
Net Expenditure over Income	35,310		
Total Budgeted Expenditure	323,135		
Total Budgeted Income	71,700		
Net Budgeted Expenditure over Income	251,435	<b>This figure is minus any precept to show overall exp over income difference.</b>	
	39,136	(Difference of current Precept of £212,299 to exp over income)	
			18.43437793
		Equates to 18.43% increase on current Precept -	
			77.05197676
			91.25602935