

There will be a meeting of Hartley Wintney Parish Council at **7:45pm** on **Monday 11th October 2021** in the Lady Kaye Meeting Room, Victoria Hall, West Green Road, RG27 8RQ to which Councillors are summoned to attend.

This meeting was postponed from Monday 4th October 2021

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



Karyn Reid – Executive Clerk

29th September 2021

20/21PC. 38 ELECTION OF PARISH COUNCILLOR

Cllr Chris Cornwell to sign declaration of acceptance of office and welcomed to the Parish Council

20/21PC 39. 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 which to make a representation, please contact the Executive Clerk by 12pm on Monday 4th October 2021 at clerk@hartleywintney.org.uk or 01252 845152.**

20/21PC 40. APOLOGIES FOR ABSENCE

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

20/21PC 41. 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 42. 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 43. APPROVAL OF MINUTES & ACTIONS LOG

To approve the minutes of the Full Council Meeting on 6th September 2021 (attached) and associated actions.

20/21PC 44. CLERK'S / PARISH OFFICE SUMMARY REPORT

To briefly review summary report from the Parish Office (attached)

20/21PC 45. PARISH COUNCIL FINANCE – review & approval of following:

- i) To approve Payments listing and receive payments listing approved via RRP (attached)
- ii) Income & expenditure, cashbooks & bank reconciliations for August 2021 (attached)
- iii) Review and agree budget setting process for 21/22 (attached)

20/21PC 46. PARISH COUNCIL MATTERS

- i) Review and agree proposal for establishing Sub-Committees for Parish Council projects (attached)
- ii) To review and approve the following policies (attached);
 - HWPC Planning Policy 2021
 - HWPC Publications Scheme 2021
 - HWPC Protocol for Public and Press Reporting at Committee Meetings 2021

20/21PC 47. 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 48. COMMITTEE MINUTES & UPDATE INC. WORKING GROUPS

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

20/21PC 49. CORRESPONDENCE & DATES OF MEETINGS

To review and agree which meetings are to take place until the end of September:
Planning Committee – Monday 11th October 2021 at 7.00pm (Lady Kaye Meeting Room)
Finance Committee – Monday 18th October 2021 at 7.00pm (Jubilee Hall)
Environment & Amenities Committee – Thursday 22nd October 2021 at 7.00pm (Lucy Pygott Centre TBC)

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_ZGFIZThIMjktMjcwNi00N2YzLWFIYjltYTNiYzRmMTQ3OTEy%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 - 606 290 164#

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

06.09.21

20/21PC 30. **HK:** Update website and SM regarding Shapley Heath update.
COMPLETED**KR/HK:** Update website and SM regarding Afghan volunteer programme
COMPLETED**KR:** Advise County Cllr Davies of location of broken salt bins.**20/21PC 34.** **HK:** Produce promotional literature for Parish Councillor vacancy.
COMPLETED

Date: 04 October 2021
Title: Full Council Report
From: Executive Clerk
To: Hartley Wintney Parish Council

Village Picnic / Community Awards:

Initial feedback has been very positive and that overall it was a successful and well received event. There has been little or no negative feedback to the Parish Office regarding any issues created with parking in and around the Village and we will likely incorporate many aspects of this event in our planning for the Picnic and/or community awards next year.

A full breakdown of costs and report will be provided to the E&A Committee in October.

Community Bus:

Fuel – so far the bus has managed well and has a full tank. All current services and commitments are being met however a fault has been highlighted with the front windows which will require the bus undergo an inspection in Reading.

Graham Bartlett completed his last day working as a Community Bus Driver on 30th September and he was thanked for his hard work and support during his time with the Council. We are covering his hours between the two cover drivers and will monitor how this is working in the New Year.

Lucy Pygott Centre:

Works are progressing well with the internal fit out almost complete. The electric meter has now been installed and the Electrician is on site commissioning all electrical works. We are liaising with the Hook Lions to install the defibrillator.

The Building Inspector will be carrying out a further site visit, although we are still waiting on Bewley's to fulfil their agreement to provide roof vents (building cannot be fully commissioned without them) as well as providing necessary details/plans to the Building Inspector regarding the front accessible entrance and accessible parking on site.

The Executive Clerk is meeting with our Parish Office cleaner for an end of build clean and Cllrs on the LPC working party will be invited to carry out the end inspection for any snagging/making good.

Works to both the football pitch and cricket outfield will be commencing over the next week or so.

Community Events Autumn and Christmas:

Hartley Wintney Litter Pick – **Saturday 23rd October 2021** Meeting at Victoria Hall for 10.00

Hartley Wintney All Hallows Spooktacular – **Thursday 28th October 2021** at The Orchard.
Details to be finalised but will include craft activities such as pumpkin carving and cider making.

Hartley Wintney Christmas Market – **Thursday 2nd December 2021** 4pm – 8pm on the High Street.
We are planning the return of our Christmas Market and promotion for Stallholders expression of interest (via website) has been sent out.

Snow Windows – **w/c 6th December 2021**. The Office Team are liaising with Snow Windows and the High Street retailers ready to book in the artist over four days.

Hartley Wintney Late Night Shopping Extravaganza – **Thursday 16th December 2021**. Due to the success of last year focusing on our core retailers, we are looking to put together a local event celebrating the High Street as well as showcasing the Snow Windows. Plan are for musical entertainment and festive activities.

DATE	SUPPLIER	AMOUNT	
04.10.21	CH CLEANING	£ 132.00	PARISH OFFICE CLEANING
04.10.21	AMAZON	£ 300.00	OFFICE EQUIPMENT
04.10.21	ST JOHNS AMBULANCE	£ 294.00	FIRST AID FOR VILLAGE FESTIVAL
04.10.21	HART DISTRICT COUNCIL	£ 250.00	BUILDING INSPECTOR VISIT LPC
04.10.21	BLUCANDO	£ 168.00	MONTHLY IT SUPPORT
04.10.21	LARKSTEL LTD	£ 878.00	MONTHLY BINS AND SUPPORT AT COMMUNITY AWARDS/VILLAGE PICNIC
04.10.21	IC PRINTING SERVICES	£ 309.60	PROMOTIONAL MATERIALS INC. POP UP BANNERS
04.10.21	CJH CLEANING	£ 536.76	MONTHLY CLEANING PUBLIC TOILETS
04.10.21	JRB ENTERPRISE LTD	£ 83.88	DOG WASTE BAGS
04.10.21	COPY CARE SERVICES	£ 50.10	OFFICE COPIER PRINTING
04.10.21	KRISTAL HOSTING	£ 47.99	RENEWAL OF NEIGHBOURHOOD PLAN WEBSITE
04.10.21	STORAGE ON SITE	£ 45.60	HWCC AT LPC
04.10.21	HARTLETTS CAFÉ	£ 52.50	REFRESHMENTS FOR MIDAS TRAINING
		£ 2,498.33	

29/09/2021

Dear Stuart Elborn,

Site Reference: HDU/00D The Lucy Pygott Centre Vaughan Close Hartley Wintney Hook RG28 8EB

Thank you for registering your commercial development with Openreach. We are delighted to inform you that your development will **receive our Fibre to the Premise (FTTP) product.**

The total cost to provide this FTTP infrastructure is £2689 however Openreach is pleased to advise you that it will contribute £1000 towards this cost for a single commercial unit and therefore the costs to you is **£1689** (Excl VAT).

The benefits of FTTP is that it will provide ultrafast broadband speeds to each plot and will deliver a level of broadband future proofing as the demand for speed increases.

Your customers could, depending on their choice of communications provider, benefit from ultrafast speeds of up to 1Gbps so everyone in your customer's business could use high speed broadband, all at the same time. Faster upload and download speeds means a quicker experience for everyone working the new building.

What you need you to do now

In order to provide ultrafast broadband infrastructure to your customers and to ensure that we get the design right first time, we need you to:

- Agree to pay the costs for the build of the FTTP infrastructure as stated above – once we gain your agreement we will issue an invoice to your company for £1689.
- Confirm that the details you provided at the Registration stage are correct. If not, please contact us immediately so that we can make any necessary changes.
- Sign the signature page of the agreement (attached) and return to us.

NOTE: Proposals for your site will not be progressed until we receive the signed documentation and full payment.

Please send the above by email to us at nsrecep@openreach.co.uk

We look forward to hearing from you soon to enable us to start the on-site proposal for your development as quickly as possible

Yours faithfully,

Infrastructure solutions customer service team

Background

As a reminder, each Committee, where appropriate, will prepare and manage their own budget, community responsibilities and take financial accountability for projects, in line with our Financial Regulations and working closely with the Executive Clerk (or Deputy Clerk).

The Finance Committee will produce a recommendation for the Full Council and Staffing Committee budget.

Budgets will be submitted to Full Council for approval, monitored monthly by Committees and reviewed quarterly by the Finance Committee.

Precept Budget for 2022/23 and allocation of reserves.

Overview

- The Precept for each year is submitted to Hart District Council **by the end of January** of the year the new precept is received (i.e. January 2022 for the financial year April 2022 – March 2023). As a reminder, the Precept is the proportion of Council Tax that is allocated to Parish/Town Councils for statutory expenditure within the Parish as guided by our legal powers.
- The new budget will be prepared using the principles of Zero-Based Budgeting however will be guided by previous year's spend, future planned projects and the HWPC's core duties.
- **Whilst the focus will primarily be the precept 22/23, plans for the next two years budget should also be considered, although these will be as a guide only**
- In parallel with the Precept Budget process, relevant Committees will also prepare budgets for project activities which utilise Ear Marked Reserves and/or S106 funds.
- The Council builds up Reserves to cover expenditure on projects and as contingency for unplanned expenditure in current and future years. The Committees are responsible for proposing the allocation of Reserves as part of the budget process for approval by Full Council.
- Committees are required to review current allocations and make recommendations for approval at Full Council at the January Full Council or a date to be confirmed. This will allow priority to be given to Precept approval.

Timeline and Process

- **October Committee Meeting:** Committees will discuss and plan their 2022/23 budget. Whilst Committees are encouraged to review and question previous expenditure, budgets must respect any current contracts or previously agreed projects which are already underway. Members can be appointed to work on their budget outside of the Committee meeting provided the following timescales are met.
- **November Committee Meeting:** Each Committee will provisionally agree their budget ready to submit to the Executive Clerk by .
- **December Full Council:** Review of Committee Proposals.
- The Finance Committee will collate and review the figures to be submitted to Full Council

- **January Full Council:** Budget ratified. The aim is that all Council members are fully aware and informed of the final budget prior to the meeting and this will be for ratification only.
- **The budgeting process needs to be complete so that HWPC can fully approve the agreed budget at the Full Council meeting in January 2022.**

Next Steps Summary

- **October Committee:** Agendas will include discussion of this document and agreement on how draft budgets will be produced for approval at the November Committee meetings.
- **November Committee:** Agendas will include approval of draft budgets for submission to the Executive Clerk by Friday 26th November.
- **December Full Council:** Agenda will include an overview of Committee budgets as submitted.
- **December Finance Committee:** review the collated budget and reserve allocation prior to circulation for approval at January Full Council.
- **January Full Council:** ratification of the budget and allocation of Ear Marked Reserves and S106 funds.

Parish Office
Executive Clerk (KR)
37 hrs pw

Parish Council
Chair CCF



Office Staff

Deputy Clerk (SD)
30 hrs pw

C Bus Admin (MS)
28 hrs pw

H & A (JM)
21 hrs pw

Safety (JC)
10 hrs pw

SCO
10 hrs pw

Bus Drivers
(PM/DC/AW)
13 hrs pw each

External Contractors

Parish Responsibilities

Allotments

Appleton Hall

Burial Ground

Car Parks

Community Support

Green/Open Spaces
Incl. Dilly Lane Pond

Pale Lane

Parish Office

Playgrounds

Public Toilets

VM Orchard

Community Assets

Sub Committees

Community Events
(E & A)

Community Bus
(Planning)

Jubilee Fields
(Full Council)

Lucy Pygott Centre
(E&A)

Neighbourhood Plan
(Planning)

Ponds & Commons
(E&A)

CIO

Victoria Hall
(Finance)

Committees (Chairs)

E & A (SA)

Finance (PG)

Planning (DH)

Policy (SG)
Suggest to make a Sub-Committee of Full Council

Staff (CCF)

External Relationships

Community Hub (CCF)

Greenfields School (CCF)

Blackbushe (DH)

HALC (CCF/DH)

Heritage Soc (CCF/DH)

etc.

From: [Andy Walker](#)
To: [Karyn Reid](#)
Subject: Re: HW Full Council Meeting
Date: 03 October 2021 11:27:25

Morning Karyn,

Hope you're well.

Thank you for making me aware of these meetings. I don't know if I will be around to make tomorrow's meeting as I have work commitments.

I will do my utmost to attend on the 1st November, however I will not be able to attend on the 6th December, again this is due to work commitments.

If I don't happen to attend tomorrow, the only thing to really take note of is that our local police are conducting patrols due to an ongoing burglary issue in Hartley Wintney and surrounding areas. The offenders tend to target people's sheds/garages where they take high value items i.e. tools. There seems to be an organised crime group targeting the areas, which police are investigating and conducting regular patrols around peak times when these offences tend to take place.

The second issue will be Halloween, which is when police tend to see a rise in anti social behaviour. In light of this, I have placed an entry relating to the event into the October's edition of the contact magazine.

Hope this helps and if you do need anything further from me, do not hesitate to contact me.

Kind regards,

Andy

Sent from my iPhone

On 2 Oct 2021, at 11:54, Karyn Reid <clerk@hartleywintney-pc.gov.uk> wrote:

Good morning to you

We will be holding our Full Council meeting on Monday 4th October at 7.30pm and wondered if you were available to attend to provide an update and any local issues which you feel is important for us to be aware of. You would of course be free to leave after.

Otherwise, please note that our meetings for the remainder of this year are as follows;

Monday 1st November at 7.30pm

Monday 6th December at 7.30pm

If these are more convenient to you?

Kind Regards

Karyn Reid
Executive Clerk - Hartley Wintney Parish Council
1st Floor, Appleton Hall, West Green Road, Hartley Wintney RG27 8RQ
Telephone: 01252 845152
Email: clerk@hartleywintney-pc.gov.uk
Website: www.hartleywintney-pc.gov.uk
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Facebook: www.facebook/hartleywintneypc

<04 October 2021 Agenda.pdf>