

MINUTES OF THE MEETING OF **EVERSLEY PARISH COUNCIL** HELD AT 7.30pm ON **TUESDAY 6th NOVEMBER 2018** IN EVERSLEY VILLAGE HALL.

PRESENT: Cllr A McNeil (Chairman, AM)  
Cllr E Beckett (EB)  
Cllr S Dickens (SD)  
Cllr E Dixon (ED)  
Cllr C Edge (CE)  
Cllr K Neville (SM)  
Cllr P Todd (PT)

ALSO PRESENT: Mrs J Routley (Clerk)

It is with sorrow that the Council acknowledges the passing of Mrs Doreen Wallace, a valued employee of the Council. She will be greatly missed.

**ACTIONS**

103 Apologies for Absence

**RESOLVED**

Apologies were accepted for Cllr S Miller due to personal commitments.

104 Declarations of Interest

Cllr P Todd declared a non-pecuniary interest in item 13a) 2., Min: 115, as he is a neighbour of the applicant but not the site.

Cllr E Dixon declared an interest in item 13a) 2, Min: 115, as his firm is involved but he is not directly.

Cllr K Neville declared a pecuniary interest in item 11, 2. Min 113, as his company is one of the suppliers under consideration. Cllr Neville will be asked to leave the meeting when this item is discussed so that he can play no part in the discussion or vote.

105 Annual Parish Assembly of Electors

**RESOLVED**

To hold the Annual Parish Assembly of Electors on 19<sup>th</sup> March, subject to hall availability.

To include an item regarding the planning of this event on the next agenda.

**Clerk  
4.12.18**

106 Minutes of the Last Meeting

Receipt of Minutes

a) The minutes of the meeting of Eversley Parish Council held on **Tuesday 2<sup>nd</sup> October 2018** had been previously circulated to all Councillors.

**RESOLVED**

That the Minutes be approved and signed by the Chairman.

**AM**

107 Open Spaces Committee

**RESOLVED**

To increase the size of this committee to 6 members.

That the Chairman should stand down from the committee to accommodate up to two new appointments

Cllr Beckett and Cllr Neville were proposed and seconded and duly elected to the committee.

108 Public Questions and Comments

New Mill Lane Power Lines It was reported that some of the new power lines along this road are very low and could become entangled on lorries or horse boxes. EPC will make SSE aware of the matter.

**Clerk**

109 Internal Audit

**RESOLVED**

To appoint IAC Audit & Consultancy Ltd as the Parish Council's internal auditor for the 18/19 period.

110 Financial report

Schedule of Accounts

The Responsible Financial Officer's reconciliations for September 2018 had been previously circulated along with copies of the bank statements. (See Appendix A)

**RESOLVED**

To accept the reconciliations.

Payments

**RESOLVED**

To authorise the schedule of payments for November 2018 (See Appendix B).

Year to Date

**RESOLVED**

The Year to Date report was accepted. (See Appendix C).

Virement

**RESOLVED**

To vire funds as follows:

1. £300 from 'Tackling Flooding' to 'Website', as this budget line is underspent and there will be ongoing costs associated with the new email addresses.
2. £270 from 'Tackling Flooding' to 'Emergency Plan' as this budget line is underspent and hi-vis jackets will be required for all councillors.

Payment Schedule for the Pond Project

**RESOLVED**

To approve the payment schedule for the Pond Project as follows:

1. £5,000 on completion of tree works.
2. £7,500 once the contractor's plant & machinery arrives on site. This is expected to be a week or two after the tree works are completed.
3. The balance of £7,500 on completion.

Additional Hours

**RESOLVED**

To approve four additional hours worked by the Clerk to service the budget working group.

111 GDPR

**RESOLVED**

1. To approve GDPR text for Burials and Garden Plots forms. **Clerk**
2. To approve the purchase of a lockable cupboard (£239) and shredder (£59.99) to be GDPR compliant. **Clerk**
3. To approve 5 additional hours worked by the Clerk to ensure EPC's file retention management is compliant with GDPR.

112 Grounds Maintenance Tender

The Council reviewed the Tender documents and made some minor revisions to the draft documents.

**RESOLVED**

1. To approve the tender documents and timescales.
2. To post the Tender documents on EPC's website and Contract Finder and advertise the tender in the parish magazine. **Clerk**

At 9pm Cllr K Neville left the meeting.

113 Bus Shelter  
Shelter

The Council reviewed the quotations for bus shelters. It was felt that a hardwood shelter would be preferable as it would last longer.

**RESOLVED**

To approve the cost of £5440 from supplier Littlethorpe for the bus shelter.

Concrete base

The Council reviewed the quotations to install the concrete base needed for the shelter.

**RESOLVED**

To approve the quotation of £540, submitted by KN Property Development, to cover materials and labour.

EPC to ask Littlethorpe to confirm the specification required for the base and by when it must be completed.

Clerk

At 9.12pm Cllr Neville returned to the meeting.

114 Vehicular Rights of Way at Up Green

The Council was concerned about the continuing damage to the green and noted that the landowner had not yet installed the access ways as per the Deed agreed with him last year. The Council discussed options in light of its earlier decision to meet the cost of installing dragon's teeth around the green and bordering the access ways.

**RESOLVED**

To commission a contractor to install dragon's teeth in designated areas with 2 extra in the centre of each access way to protect the green until the landowner is ready to put in the accesses.

The Clerk will write to the landowner to explain that dragon's teeth will be installed along with temporary posts until they are able to put in the accesses.

Clerk

115 Planning

**RESOLVED**

To note receipt of the following planning applications and, where appropriate, to forward the comments listed below to HDC.

Clerk

1. 18/02228/HOU Eversley Barn Cottage Eversley Cross

Proposed replacement window and removal of dummy garage door.

EPC Consultee Response: Offer no Comment

2. 18/02269/FUL Green Barn Hollybush Lane Retention of two portakabins

EPC Consultee Response: Offer no Comment

3. 18/01584/FUL & 18/01585/LBC Bramshill House Bramshill Park Development of 308

residential units (new build and conversion) and associated parking, access and landscaping at Bramshill House and Gardens. To include the demolition of non-listed buildings, the construction of a replacement cricket pavilion, the conversion of Bramshill House Stable Block and Nuffield Hall for use as a single dwelling. Along with demolition of curtilage listed buildings and maintenance and restoration works.

EPC Consultee Response: In the absence of adequate time to consider, as this only went public on 29<sup>th</sup> October, EPC wishes to place a holding objection on similar grounds to before and request an extension to allow us to consider it.

EPC would also write to Bramshill PC to ask if they wished to co-ordinate the preparation of a joint response with neighbouring PCs

4. 18/02106/LBC Firgrove Manor Firgrove Road Repair and refurbishment works to the main entrance gates and columns positioned off of Firgrove Road and replacement of the terrace balustrades to the red brick angular bays flanking the front elevation main entrance.  
EPC Consultee Response: The balls on the gate columns were stolen around 15 years ago and not replaced. Thus EPC would prefer that the gates were restored to their original, listed, condition.
  
5. 18/02378/FUL Church Farm West Bramshill Road Retrospective application for the creation of two agricultural irrigation reservoirs  
EPC Consultee Response: EPC should advise the LPA that it is unaware of a water abstraction licence for the property, but there would be no objection to irrigation if such a licence exists.

There being no further items for discussion the Chairman closed the meeting at 9.40pm

Chairman.....Date.....

**The next Meeting will be held on Tuesday 4<sup>th</sup> December 2018**

### Forward Plan

Date	Meeting	Draft Items
4 <sup>th</sup> December 7.30pm	Full Council	
8 <sup>th</sup> January 2019 7.30pm	Full Council	

## Appendix A

Eversley Parish Council - Bank Reconciliation

**30th September 2018**

Prepared by \_\_\_\_\_ **J Routley, Clerk/RFO**

Date

Approved by **A. McNeil,**  
**Chairman**

Date

Current Account No. 37685868

**Brought forward as at 31st Aug 2018**

**47,164.80**

**as per Bank Statement Lloyds sheet**

**2**

### **Cheques prior period cashed**

bacs 7.9.18 & 000001	Staff Salaries	Salary - Aug	-1,417.29
bacs 7.9.18	J Routley, Clerk	Expenses/Admin - Aug	-115.27
bacs 7.9.18	Hampshire Pension Fund	August contribution	-284.03
bacs 7.9.18	Nick Robins Ltd	Grounds maintenance - Aug	-1,200.80
bacs 7.9.18	Nick Robins Ltd	Clearance of rubbish at Cross Green	-240.00
bacs 7.9.18	Nick Robins Ltd	Removal of soil from burial ground to Cross Green	-240.00
bacs 7.9.18	Hants & IOW CRC Ltd	8th March	-85.00
bacs 7.9.18	Hants & IOW CRC Ltd	28th July	-85.00
bacs 7.9.18	Hants & IOW CRC Ltd	14th & 28th June	-170.00
bacs 7.9.18	Basingstoke Skip Hire	Skip hire Aug	-84.84
bacs 7.9.18	Playscene Ltd	Relocation of bench & removal of damaged bench	-417.60
bank charge	Lloyds	Bank charges	-6.50

### **Lodgements**

EHRA	final payment	<b>60.00</b>
Crowdfunding	towards lower common swing	<b>627.98</b>
Hart DC	precept 2nd half	<b>38,563.00</b>
Aviva Claims Eversley and Bramshill Trust	Insurance claim	<b>923.80</b>
Hampshire memorials	wing lower common memorial	<b>500.00</b> <b>65.00</b>

**Total movement as per cashbook**

**83,558.25**

**Unpresented cheques as at 30<sup>th</sup> September 2018**

**Chq no.**

**Balance as at 30th September as per Sheet 3**

**Total funds held by EPC as at 30th September 2018**

**83,558.25**

## **Appendix B**

### **Eversley Parish Council**

#### **Payments for approval 6.11.18**

Prepared by \_\_\_\_\_ **J Routley, Clerk/RFO**  
Date

Approved by \_\_\_\_\_ **A McNeil, Chairman**  
Date

Staff Salaries*	Salary - Oct	1,434.81
J Routley, Clerk**	Expenses/Admin - Oct	256.83
Hampshire Pension Fund	Oct contribution	284.03
Nick Robins Ltd	Grounds maintenance - Oct	1,200.80
Nick Robins Ltd	Clear up payback team x 2 and hedge	585.60
Nick Robins Ltd	Clearance of brambles at burial ground	180.00
Playscene	new zip wire seat	195.84
Hants & IOW CRC Ltd	20th September	85.00
Basingstoke Skip Hire	Skip hire Oct	105.60
Eversley Village Hall	Hire- Oct	48.00
Marshalls Street Furniture	Anti ram post	144.83
CPRE	Annual Membership	36.00
Eversley and Bramshill Trust	Return of payment paid in error	350.00
Universal Aquaculture limited	1st Stage Payment Pond	6,000.00
	<b>TOTAL</b>	<b><u>10,907.34</u></b>

\* D.Wallace payment paid to executor of estate as per HMRC

\*\* Includes £130.80 payment to fasthosts

## Appendix C

### Year to Date

at 30th Sept 2018

	FY 18-19 YEAR to date	Budget	% of budget used
<b>Income</b>			
Precept (split into 2 payments)	77,126.00	77,126	
HDC Council Tax Support Grant	0.00	0	
Bank Interest	3.84	5	
Investment Interest		0	
Garden Plot Rents	527.50	400	
S106 Funds	0.00	0	
Burial Ground Fees	595.00	1,500	
Donations/Grants	2,127.98	10,000	
other income	60.00	320	
Insurance claim	923.80		
VAT Reclaim	0.00		
<b>Sub Total</b>	<b>81,364.12</b>	<b>89,351</b>	
<b>Expense</b>			
Staff Renumeration + Pension	10,824.05	22,895	47
Employment Tax for all employees	1,803.02	1,183	152
Admin/Office Costs	785.73	1,400	56
Hall Rental	234.00	800	29
Chair/Cllr Expenses	77.68	1,200	6
Subscriptions/Publications	990.50	1,000	99
Insurance/Audit Fees	1,674.09	2,500	67
<b>Admin Sub Total</b>	<b>16,389.07</b>	<b>30,978</b>	53
Rights of Way booklet	0.00	349	0
Grounds Maintenance	4,745.02	11,000	43
Repairs/Maintenance	4,445.10	11,000	40
conservation volunteers	0.00	500	0
Tackling Flooding	0.00	1,500	0
Tree Work	175.00	2,000	9
Bin emptying	1,810.00	3,829	47
Waste Management	475.30	1,350	35
Annual Playground Inspection	0.00	300	0
EPC projects + new equipment	3,370.00	16,000	21
Bus Shelters	0.00	6,000	0

Payback team	915.00	1,920	48
Clearing allotments	0.00	0	0
Emergency Plan	0.00	0	0
<b>OS Sub Total</b>	<b>15,935.42</b>	<b>55,748</b>	29
Website set up and redesign	0.00	125	0
Training	25.00	500	5
Planning/neighbourhood plan	0.00	0	0
Grants	0.00	1,000	0
Section 137 Payments (estimated can spend more as its per elector)	0.00	1,000	0
VAT	3,033.06	0	
<b>Sub Total</b>	<b>3,058.06</b>	<b>2,625</b>	116
	<b>35,382.55</b>	<b>89,351</b>	40
<b>Income - Expenditure</b>	<b>45,981.57</b>	0	

Funds carried over from current account	23,818.02	23,818.02
Funds carried over from Reserve Account	13,706.06	13,706.06
Plus Income-expenditure	45,981.57	0.00
Outstanding Cheques not cashed	52.60	
<b><u>Total Funds remaining</u></b>	<b><u>83,558.25</u></b>	<b><u>37,524.08</u></b>