

MINUTES OF THE MEETING OF **EVERSLEY PARISH COUNCIL** HELD AT 7.30pm ON **TUESDAY 4th JUNE 2019** IN EVERSLEY VILLAGE HALL.

PRESENT:

Cllr A McNeil	(Chairman, AM)
Cllr S Dickens	(SD)
Cllr E Dixon	(ED)
Cllr C Edge	(CE) arrived at 7.42pm
Cllr K Neville	(KN)
Cllr S Miller	(SM)
Cllr P Todd	(PT)

ALSO PRESENT: D Simpson (HCCllr), Dr A Crampton (HDCllr), 1 resident and Mrs J Routley (Clerk)

ACTIONS

36 Apologies for Absence

RESOLVED

Apologies were accepted for Cllr E Beckett due to personal commitments.

37 Declarations of Interest

None.

38 Minutes of the Last Meeting

Receipt of Minutes

The minutes of the Annual meeting of Eversley Parish Council held on **Tuesday 14th May 2019** had been previously circulated to all Councillors.

Errors

Min 8: Cross Green line 2, after 'installation' insert 'and subsequent removal by a resident of 23 dragon's teeth...'

RESOLVED

That with this amendment, the Minutes be approved and signed by the Chairman.

AM

39 Public Questions and Comments

Roundabout modification and new Waste Tip Centre D Simpson (HCCllr) reported that work had been approved for a fourth arm on the roundabout on the A327. He also commented that the waste tip at Hartley Wintney will probably close in the early 2020s as its layout is not sustainable in the long term. The solution is to put a new tip between the new fourth arm of the roundabout on A327 and Blackbushe's road. The funds for this project have been confirmed and feasibility studies are underway.

The proposal will be included for discussion on a future EPC agenda.

Fly Tipping D Simpson (HCCllr) noted that there has been an increase in reported fly tipping although the tonnage has gone down which could be due to multiple reporting of the same incident. HCC have said that they can provide CCTV at a cost of £200 wherever a Parish Council would like them installed. He would provide more information if needed.

At 7.42pm Cllr Edge arrived.

Rural and Safety Information Evening It was noted that this is to be held on Wednesday 5th June 6-9pm at St Marys Church, Eversley. Cllr Dickens will be in attendance but anyone is welcome to attend.

Broadband The Chairman had contacted HCC about the absence of consistent broadband coverage in the village. They had sent an email to advise that fibre optic cables are being laid in various parts of Eversley and that this should resolve the problem. Another note will be put in the Parish Magazine to check if residents are now receiving more than 10MB.

Local Plan Dr A Crampton (HDCllr) reported that HDC are working on modifications and will go out for consultation in June before coming back to the Council Meeting in September.

18/02648/S106 Land To Rear Of Chantryland

A resident raised concerns about the deed of variation application in regard to Affordable Housing. (See also Min: 49i a)

18/01321/AMCON / 18/01321/CON A resident raised concerns about the amendment applications and possible planning breaches. (See also Min: 49ii a)

40 Grant Application

Victim Support had made a grant application for £100.

RESOLVED

To award a grant of £100 to Victim Support.

Payment will be made at the next Full Council Meeting.

41 Use of EPC land for flood attenuation

The matter was discussed but deferred until detailed plans of the area proposed for attenuation can be provided.

42 Local Plan update An update report has not been received, but it is expected that the process will begin again following the HDC elections and AGM (Also see Min: 39 Local Plan').

43 Web hosting

RESOLVED

i) To approve web hosting 1st Jan 19 - 31st May 20 - £194 + VAT.

ii) To approve installing a basic SSL on the site and to approve a one-off charge of £50 to install and set this up.

44 Financial report

Noticeboard repairs

RESOLVED

To approve an additional £19.98 for materials for repair and refurbishment of the noticeboard.

Bus Stop Installation

RESOLVED

To approve an additional £68 for materials for installation of the bus stop.

Schedule of Accounts

The Responsible Financial Officer's reconciliations for April 2019 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 April 2019 (See Appendix B).

Year to Date

RESOLVED

To accept the Year to Date report (See Appendix C).

45 Internal Audit

The Internal Audit Report for 2018/19 had been previously circulated. The Council reviewed the report (see Appendix D) and thanked the Clerk for her work on completing a successful Audit. The Council also noted the following observation by the auditor: *the council recently moved to online*

banking in 2018-19. It is understood that the council has dual authorisation in place. However, evidence of online authorisation was not available.

RESOLVED

- The council will, in future, provide evidence of online authorisation and retain bank mandates at the council offices in case of future audits or queries.
- To accept the internal audit report for 2018/19.

46 Annual Financial Review - To approve and sign the accounts for the year ended 31st March 2019.

RESOLVED

Copies of the Draft Receipts and Payments statement for the year ended 31 March 2019 had been circulated to all councillors (See appendix E).

The Chairman signed the Draft Receipts and Payments Summary.

AM

The period for inspection of the Accounts by Electors is from Monday 17th June 2019 – Friday 26th July 2019.

47 Annual Governance & Accountability Return 2018/19 Part 3 - Section 1

- The Council confirmed that it had reviewed the effectiveness of internal controls at the Full Council meeting on 5th March 2019 (min: 162). It confirmed this assertion again in light of the Internal Audit.
- To approve the Annual Governance Statement 2018/19 and sign the form (see Appendix F).

The Statement was duly signed by the Chairman & the Clerk.

The period for inspection of the accounts by electors is from Monday 17th June 2019 – Friday 26th July 2019.

48 Annual Governance & Accountability Return 2018/19 Part 3 - Section 2

The Accounting Statements 2018/19, statutory year-end accounts, plus supporting documents were reviewed by the Council.

RESOLVED

- To approve the Accounting Statements 2018/19 and sign the form (see Appendix F)

The Statement was duly signed by the Chairman.

The period for inspection of the Accounts by Electors is from Monday 17th June 2019 – Friday 26th July 2019.

49 Planning

i) Planning Applications

RESOLVED

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

Clerk

a) 18/02648/S106 Land To Rear Of Chantryland New Road. Deed of variation application in regard to Affordable Housing.

EPC Consultee Comment: It would have made a difference to the Parish Council if it had considered the application without Affordable Housing. Backtracking from Affordable housing in a village with an affordable housing need cannot be justified. EPC would expect HDC to insist that this development includes the percentage of affordable housing that was originally approved.

b) 19/01055/LDC Brookmead Warbrook Lane C3 use not occupied by persons employed in agriculture (or previously employed in agriculture).

EPC Consultee comment:

The part of the driveway across the ditch may not be sufficiently substantial to protect the pipe that runs under it.

The property offers *de facto* affordable housing as it is currently designated as having restricted occupancy. Given the need for affordable housing in the village, the Parish Council would wish to see the LPA place a condition that restricts occupancy to use by an employee of the hotel.

c) 16/01793/CON Yaldens Farm Bramshill Road Approval of condition 6 - fence and gate details - pursuant to 16/01793/HOU Erection of two storey side extension and detached garage following demolition of existing attached garage/utility room and erection of front entrance gates, piers and fence.

EPC Consultee comment: EPC is disappointed with the appearance of the gates as constructed which are not consistent with the rural environment and would therefore ask for additional landscaping.

d) 19/01035/HOU Metherringham Longwater Road Erection of a brick wall and close boarded fence to front following demolition of existing brick wall

EPC Consultee comment: Would like to see the brick wall and fence set back to allow indigenous hedging to be planted to preserve the visual amenities of the area.

e) 19/00665/PREAPP Manor Cottage Up Green Erection of extensions to Broom View and Manor Cottage and the construction of two new dwellings in the grounds of Broom View, Manor Cottage and Gorse Cottage

EPC Consultee comment: Eversley Parish Council should be a participant in the application and been served notice as it involves land owned by the Parish Council. The licence to use the Council's land is for each of two accessways to provide access to one dwelling only.

The Clerk will write to the applicant, copying HDC, to remind them that the grant of vehicular right of way is restricted to 1 dwelling per plot.

ii) Enforcement

RESOLVED

To report the possible contravention of planning regulations to the appropriate officers at Hart DC or Hampshire CC,

a) 18/01321/AMCON / 18/01321/CON Land To Rear Of Chantryland New Road Approval of conditions 2 (landscaping) and 4 (drainage) pursuant to 18/01321/AMCON Application under Section 73 to vary approved plans relating to planning application reference 14/02942/FUL as amended by 14/02942/NMMA including amendments to approved garages, minor changes to fenestration, use of materials and internal layouts, enlargement of dwelling 4 to provide additional accommodation, provision of detached garages to plots 1, 2 and 3 and enlargement of the garage at plot 4 (amended scheme)

EPC Consultee Comments: Eversley Parish Council wish to draw to the LPA's attention the considerable difficulty in making comments about this development because of the many iterations of the plans, none of which seem to match the original proposals that were permitted. Nevertheless, EPC wishes to draw to the LPA's attention what appear to be a number of breaches of planning conditions. These are as follows:

1. Tarmac has been used for the roadways instead of permeable block paving. 18/01321/CON shows the two different types of permeable block paving for which permission was given. However, it is believed that a non-permeable surface, consisting of a concrete base and tarmac top-layer has been laid instead. This will increase surface water run-off and therefore materially affect drainage. The proposed treatment on the roadway (tarmac not permeable pavers) is not consistent with the proposal submitted on the drainage plan and the impact of these different materials is untested.

2. Gravel, instead of permeable paving, has been used for the parking areas. This is in breach of the plans submitted for which permission was given. It is believed that use of gravel would contravene building regulations relating to disabled access.
3. The installation of electric gates at the entrance is not included in the plans, but large, electric, gates appear to have been installed. EPC would draw to the LPA's attention that permission for similar gates for a development nearby were recently refused as these would be completely incompatible in a rural setting such as Chequers Lane.
4. Trees shown on the original plans as being retained have been chopped down and have now been removed from the landscaping plans. The LPA is asked to require that new, mature, trees be planted in their place.

In view of these many, and seemingly substantial, breaches, EPC would urge that HDC enforce compliance with the original plans for which permission was granted and to ensure compliance with all conditions relating to the planning permission. EPC would also ask the LPA not to sign off the development until it is in full compliance with the original plans and accompanying conditions.

There being no further items for discussion the Chairman closed the meeting at 9.20pm

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

The next Meeting will be held on Tuesday 2nd July 2019

Forward Plan

Date	Meeting	Draft Items
2 nd July 2019 7.30pm at Eversley Village Hall	Full Council	
16 th July 2019 7.30pm at Eversley Village Hall	Open Spaces Committee	

Appendix A

Eversley Parish Council - Bank Reconciliation

30th April 2019

Prepared by _____ **J Routley, Clerk/RFO**

Date

Approved

by **A. McNeil, Chairman**

Date

Current Account No. 37685868

Brought forward as at 31st Mar 19

13,577.96

as per Bank Statement Lloyds sheet

Cheques prior period cashed

3.4.19	Staff	Salary - March	-1,293.85
3.4.19	J Routley, Clerk	Expenses/Admin - March	-182.54
3.4.19	Hampshire Pension Fund	March contribution	-315.59
3.4.19	Nick Robins Ltd	Grounds Maintenance - Mar	-1,200.80
3.4.19	Nick Robins Ltd	Removal of payback team waste	-102.00
3.4.19	Nick Robins Ltd	Removal of payback team waste Hollybush	-150.00
3.4.19	Eversley Village Hall	Hire - Mar	-96.88
3.4.19	Basingstoke Skip Hire	Skip Hire - March	-92.04
00011	HMRC	Jan-Mar	-749.00
11.4.19	Parish online	Annual subscription	-42.00
11.4.19	Bentham Limited	printer cartridges	-71.40

Lodgements

1.4.19	Garden plot	plots 1 & 7	100.00
5.4.19	Garden plot	plot 3	50.00
5.4.19	Garden plot	plot 4	30.00
5.4.19	Garden plot	plot 10	50.00
15.4.19	HDC	Precept	39,488.50
16.4.19	Garden plot	plots 12&14	100.00

Total movement as per cashbook

49,100.36

Unpresented cheques as at 30th April 2019

Chq no.

Balance as at 30th April 2019 as per Sheet 22-

49,100.36

Balance in Reserve Account 38770268

32,716.66

9.4.19

Interest

1.30

32,717.96

Total funds held by EPC as at 30th April 2019

81,818.32

Appendix B

Eversley Parish Council

Payments for approval 4.6.19

Prepared by _____ **J Routley, Clerk/RFO**
Date

Approved by _____ **A McNeil, Chairman**
Date

Staff	Salary - May	1,241.35
J Routley, Clerk	Expenses/Admin - May	54.67
Hampshire Pension Fund	May contribution	312.60
Nick Robins Ltd	Grounds Maintenance - May	1,098.00
Nick Robins Ltd	cutting triangle Up Green	48.00
Eversley Village Hall	Hire - May	37.50
Basingstoke Skip Hire	Skip Hire - May	86.35
K Morrison	reimbursing materials to fix noticeboard	19.98
K. N. Property development Ltd	installing bus shelter	68.00
Littlethorpe of Leicester Ltd	Bus Shelter Eaton style	6,528.00
Simple Creative Marketing Limited	Annual Web hosting 1st Jan 19- 31st May	
Simple Creative Marketing Limited	2020	232.80
Simple Creative Marketing Limited	Web SSL	60.00
Nick Robins Ltd*	removal of willow Cross Green	330.00
Nick Robins Ltd	Completion or Up Green Dragons Teeth	894.66

**** Approval under delegated
authority as emergency as
tree about to fall***

TOTAL **11,011.91**

Appendix C

Year to Date

at 30th April 2019

	FY 19-20 YEAR to date	Budget 19-20	% of budget used
Income			
Precept (split into 2 payments)	39,488.50	78,977	
HDC Council Tax Support Grant	0.00	0	
Bank Interest	1.30	5	
Garden Plot Rents	330.00	550	
S106 Funds	0.00	0	
Burial Ground Fees	0.00	1,000	
Donations/Grants	0.00	3,600	
other income	0.00	0	
Insurance claim	0.00	0	
VAT Reclaim			
Sub Total	39,819.80	84,132	
Expense			
Staff Remuneration + Pension +HMRC	2,377.34	22,772	10
Litter Picker	0.00	3,240	0
Admin/Office Costs	223.14	1,434	16
Hall Rental	96.88	541	18
Chair/Cllr Expenses	0.00	1,200	0
Subscriptions/Publications	35.00	1,000	4
Insurance/Audit Fees	0.00	2,200	0
Election costs (every 4 years)*	0.00	2,000	0
Admin Sub Total	2,732.36	34,387	8
Rights of Way booklet	0.00	349	0
Grounds Maintenance	696.67	12,000	6
Repairs/Maintenance	0.00	11,264	0
conservation volunteers	0.00	500	0
Tackling Flooding	0.00	1,500	0
Tree Work	0.00	3,000	0
Bin emptying	304.00	3,920	8
Waste Management	76.70	1,382	6
Annual Playground Inspection	0.00	300	0

following good practice mileage now to be in this column rather than admin costs

EPC projects + new equipment*	0.00	11,776	0
Bus Shelters	0.00	6,000	0
Payback team	210.00	2,089	10
Clearing allotments	0.00	0	0
Emergency Plan	0.00	0	0
OS Sub Total	1,287.37	54,080	2
Website	0.00	540	0
Training	0.00	500	0
Grants	0.00	1,000	0
Section 137 Payments/now GPC and not a limit	0.00	1,000	0
VAT	276.37	0	
Sub Total	276.37	3,040	
	4,296.10	91,507	
Income - Expenditure	35,523.70	-7,375	

now GPC and not a limit as S137

Funds carried over from current account	13,578.00	13,578.00
Funds carried over from Reserve Account	32,717.00	32,717.00
Plus Income-expenditure	35,523.70	-7,375.00
Outstanding Cheques not cashed		
<u>Total Funds remaining</u>	<u>81,818.70</u>	<u>38,920.00</u>

Appendix D

Attach internal audit report

Appendix E

EVERSLEY PARISH COUNCIL

Receipts and Payments Summary

For the year 1 April 2018 to 31 March 2019

2018/19

2017/18

	£	£
Total balance brought forward	37,524	33,694
Plus: Total Receipts	99,462	84,749
Minus: Total Payments	90,691	80,919
Balance to carry forward	46,295	37,524

Bank reconciliation as at 31 March 2019

Lloyds Current Account 37685868	13,578	23,818
Minus: Outstanding Cheques		
Plus: Reserve Account Lloyds Reserve Account 38770268	32,717	13,706
Total:	46,295	37,524

Signed:

.....
Chairman

.....
Responsible Financial Officer

Receipts and Payments

	31.03.2019	31.03.2018	variance
Precept	77,126.00	54,500.00	22,626.00
Council Tax Grant		0.00	0.00
Bank Interest (reserve a/c)	10.60	3.51	7.09
Investment Interest		0.00	0.00
Garden Plots	623.50	395.00	228.50
Burial Ground Fees	1,530.00	1,960.00	(430.00)
Donations/Grants	11,138.18	6,048.66	5,089.52
VAT Refund	8,036.80	8,204.98	(168.18)
Other Income	996.80	13,636.70	(12,639.90)
	99,461.88	84,748.85	14,713.03
Staff Salary	16,669.37	15,451.81	1,217.56
Pension	3,629.67	3,184.15	445.52
HMRC (Inland Revenue)	3,423.68	2,918.52	505.16
Admin/Office Costs	1,060.31	1,088.36	(28.05)
mileage	280.35	0.00	280.35
Cllr Expenses/Chairman Allowance	84.98	62.51	22.47
Hall Rental	496.00	594.00	(98.00)
Insurance	1,524.09	1,732.78	(208.69)
Audit	450.00	450.00	0.00
Subscriptions/Publications/Advertising	1,084.20	1,091.80	(7.60)
Repairs/Maintenance	5,573.30	12,313.46	(6,740.16)
EPC Projects	28,856.39	14,112.00	14,744.39
Website	0.00	750.00	(750.00)
Playground Safety Inspection	260.00	280.00	(20.00)
Grounds Maintenance	9,383.73	8,800.04	583.69
Bin emptying	3,634.00	3,480.00	154.00
Tree work	175.00	2,595.00	(2,420.00)
Waste Management	955.70	987.40	(31.70)
Payback team	1,725.00	800.00	925.00
Clearing allotments	0.00	417.00	(417.00)
Conservation group	0.00	233.98	(233.98)
Training Courses	205.00	550.00	(345.00)
Section 137 Payments	1,050.00	50.00	1,000.00
Garden Plots Site Rent	0.00	0.00	0.00
Grants and Donations	350.00	0.00	350.00
VAT Payments	9,820.57	8,976.14	844.43
Total expenditure	90,691.34	80,918.95	9,772.39
Income-expenditure	8,770.54	3,829.90	

Current Account 37685868

Balance brought forward 1.4.18	23,818
Income-expenditure as at 31.3.19	8,771
Less amounts credited to reserves above	(11)
Less transfer to Reserve a/c	(19,000.00)
Less unrepresented cheques	0.00
Opening balance as at 1.4.19	13,577.96

Reserve Account 38770268

Balance brought forward 1.4.18	13,706.06
Interest	10.60

Transfer from current account	19,000.00
Reserves carried forward	<u>32,716.66</u>
<u>Total Funds remaining</u>	<u>46,294.62</u>

Appendix F

Attach AGAR Form