

MINUTES OF THE MEETING OF **EVERSLEY PARISH COUNCIL** HELD AT 7.30pm ON **TUESDAY 5th NOVEMBER 2019** IN EVERSLEY VILLAGE HALL.

PRESENT: Cllr A McNeil (Chairman, AM)  
Cllr E Beckett (EB)  
Cllr S Dickens (SD)  
Cllr E Dixon (ED)  
Cllr S Miller (SM)  
Cllr P Todd (PT)

ALSO PRESENT: 1 member of the public and Mrs J Routley (Clerk)

**ACTIONS**

83 Apologies for Absence

**RESOLVED**

Apologies were accepted for Cllr C Edge due to personal commitments and Cllr K Neville due to illness.

84 Declarations of Interest

Cllr S Miller declared an interest in item 11, as she is on the Village Hall Committee. She will take no part in the discussion and will not vote on this item. See Min: 93

Cllr E Dixon declared an interest in item 11, as his spouse is on the Village Hall Committee. He will take no part in the discussion and will not vote on this item. See Min: 93

85 Minutes of the Last Meeting  
Receipt of Minutes

The minutes of the meeting of Eversley Parish Council held on **Tuesday 1<sup>st</sup> October 2019** had been previously circulated to all Councillors.

**RESOLVED**

That the Minutes be approved and signed by the Chairman.

**AM**

86 Public Questions and Comments

Traffic Speeds A resident commented about the problem of speeding traffic on Warbrook Lane and St Neots Road and asked what the Parish Council could do to help address it. The Chairman said that the Council would consider putting this topic on a future agenda.

Webb's Corner A resident commented that no residents had been invited to the recent HCC meeting (item 12, see Min: 94). The Chairman explained that it had been for officers and councillors only and that there would be an update later in the meeting. See Min: 94.

Road Signs It was noted that now the road works on the Reading Road had been completed, Highways should be asked to remove all the road signs through the village. **Clerk**

87 Annual Parish Assembly of Electors The Annual Parish Assembly of Electors must be held between 1st March and 1st June each year.

**RESOLVED**

- To hold the Annual Parish Assembly of Electors on Tuesday 10th March 2020, subject to hall availability.
- To include an item regarding the planning of this event on the January agenda.

**Clerk**  
**7.1.20**

88 Litter Picker Appointment

The Parish Council noted the appointment of Mr Hayward as Litter Picker on 1<sup>st</sup> November 2019. He will be working 25 hours per month and will be paid £3,000 per annum (£10 per hour).

89 Bulbs and wildflower seeding Cross Green

**RESOLVED**

- To arrange a meeting with the pond contractor to discuss when the agreed wild flower area at Cross Green would be sown and other matters concerning the pond. **SM/AM**
- To approve up to £150+VAT for bulbs for planting in Cross Green, subject to the Volunteer group agreeing to do the planting.

90 Internal Audit

**RESOLVED**

To appoint IAC Audit & Consultancy Ltd as the Parish Council's internal auditor for the 19/20 period.

91 Financial report

Schedule of Accounts

The Responsible Financial Officer's reconciliations for September 2019 had been previously circulated along with copies of the bank statements. (See Appendix A)

**RESOLVED**

- The reconciliations were accepted.
- The Clerk will contact the payee of the unpresented cheque to check that they had received it.

Payments

**RESOLVED**

- To authorise the schedule of payments for November 2019 (See Appendix B).

Year to Date

The Responsible Financial Officer had highlighted areas of underspend to date.

**RESOLVED**

To accept the Year to Date reports as of September 2019 (See Appendix C)

Additional Hours

**RESOLVED**

To approve 7 additional hours for the Clerk for interviewing and budget process, some of which took place during a weekend.

92 Bus Shelter

The insurance claim to replace d bus shelter opposite Kingsley Road had been settled. The Council discussed the replacement and whether to purchase:

- a) A weatherboard bus shelter; the cost of which the insurance claim will cover
- OR
- b) A hardwood bus shelter which will cost approximately an additional £1,500.

**RESOLVED**

To purchase option b), subject to advice from HDC as to siting and access.

93 Grant Application

Eversley Village Hall had made a grant application for £500 towards repair and refurbishment of flooring.

**RESOLVED**

To award a grant of £500 to Eversley Village Hall.

94 Webb's Corner

EPC councillors had met HCC officers to discuss progress on the Webb's Corner project. The officers had apologised for the delays and were keen to move the project on rapidly. They had now decided there was no point in flood attenuation upstream, so they were no longer looking to use EPC land for this purpose. EPC felt that HCC's engineers had not allowed for a number of local factors and that the capacity in additional pipes would need to be increased beyond that suggested. Cllr Todd had

written to make a number of observations, which he and the Chair would do again at a site meeting later in the month. The measures to mitigate flooding would, wherever possible, be on Highways' land for maintenance purposes. Phase 1 of the project is due to start by the end of November 2019. This will consist, principally, of the enlargement and flow-improvement of a number of ditches and culverts along Warbrook Lane, and the watercourses that take water from Warbrook Lane to the river. As some of these ditches run through private land, HCC will be writing to the landowners to ask for their consent for access to do the work. HCC will be writing in similar terms to the landowners on whose land the culverts need to be worked. The final part of Phase 1 will be to kerb the triangle, raise the road level at the junction, and create a slope that ensures water does not collect there.

95 Emergency Plan

Councillors had been working on the plan and had also taken advice from a person who had experience of developing emergency plans. He had made a number of suggestions, including the preparation of a joint plan with neighbouring parishes. The Clerk made the Council aware of GDPR implications.

**RESOLVED**

To develop a plan that is specific to Eversley. Councillors will continue to work on the plan and will bring it back to Full Council shortly. **AM/EB**

96 Development plans at ESA

The proposals had been circulated in advance and it was noted that the ESA would like to brief the Parish Council on the plans.

**RESOLVED**

To invite ESA to address the Parish Council either at its Full Council meeting on 7<sup>th</sup> January 2020 and/or the Annual Assembly of Electors on 10<sup>th</sup> March 2020. **Clerk**

97 Planning

i) Mineral extraction in Berkshire

Wokingham Borough Council has called for sites for mineral extraction.

**RESOLVED**

To send the following comments to WBC:

(i) that the more sites WBC can find within Wokingham the better; and (ii) for the sake of the environment, it would be best to keep journey times to a minimum and to process materials on site as much as possible.

ii) Planning Applications

**RESOLVED**

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

a) 19/02313/HOU Little Orchard Reading Road

Erection of a ground and first floor rear extension following demolition of existing utility room.  
EPC Consultee Comment: No comment

b) 19/02027/HOU 3 Sherlock Lea

Demolition of existing conservatory and erection of a single storey rear extension, garage conversion into habitable space, internal alterations and alterations to fenestration.  
EPC Consultee Comment: No comment

c) 19/02069/ADV Blackbushe Airport, British Car Auctions London Road Blackwater

Display of an internally illuminated radar speed display sign  
EPC Consultee Comment: No comment

98 Exclusion Of Public

**RESOLVED**

That the public be excluded from the remainder of the meeting on the grounds that exempt information, relating to the financial or business affairs of a particular person, as defined in Schedule 12A of the Local Government Act 1972, is likely to be disclosed.

99 Deed of Easement

The Council considered a request for a Deed of Easement.

**RESOLVED**

To respond to the solicitors of the owners of this property to advise that a vehicular right of way, by of prescription, already exists; but if they think this insufficient, the implication would be that no such right exists and a Deed of Easement would be required. Eversley Parish Council would agree to this, subject to payment of -

- (i) an amount that reflects the value of the land, as assessed by the Valuation Office Agency; and
- (ii) all legal and other costs involved.

There being no further items for discussion the Chairman closed the meeting at 9.21pm

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

**The next Meeting will be held on Tuesday 3<sup>rd</sup> December 2019**

**Forward Plan**

Date	Meeting	Draft Items
3rd Dec 2019 7.30pm at Eversley Village Hall	Full Council	
19th Nov 2019 7.30pm at Eversley Village Hall	Open Spaces Committee	

## Appendix A

Eversley Parish Council - Bank Reconciliation

**30th September 2019**

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

Date

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

Date

Approved by \_\_\_\_\_ **Councillor**

Signed \_\_\_\_\_

Date

Current Account No. 37685868

**Brought forward as at 31st August 2019**

24,251.69

**as per Bank Statement Lloyds sheet**

04-Sep-19	Staff	Salaries - Aug	-1,241.35
04-Sep-19	J Routley, Clerk	Expenses/Admin - Aug	-66.48
	Hampshire Pension		
04-Sep-19	Fund	August contribution	-312.60
04-Sep-19	Nick Robins Ltd	Grounds maintenance - Aug	-1,098.00
04-Sep-19	Basingstoke Skip Hire	Skip hire Aug	-92.47
04-Sep-19	PKF Littlejohn LLP	External audit	-360.00
18-Sep-19	Bank Fees	Lloyds Bank	-7.15

### **Lodgements**

9.9.19	HDC	Precept	39,488.50
26.9.19	Haven memorials	Memorial C47	103.00
26.9.19	Haven memorials	Memorial C47	107.00

**Total movement as per cashbook**

60,772.14

**Unpresented cheques as at 30th September 2019**

**Chq no.**

000016 Mr JGW Hammond refunding overpayment 87.17

**Bank Balance as at 30th September 2019 as per Sheet 39**

60,772.14

**Balance in Reserve Account 38770268**

32,723.42

9.9.19 Interest 1.39

32,724.81

**Total funds held by EPC as at 30th September 2019**

93,496.95

## **Appendix B**

### **Eversley Parish Council**

#### **Payments for approval 5.11.19**

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

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

Approved by \_\_\_\_\_ **Councillor**  
Signed

\_\_\_\_\_  
Date

Lloyds Bank	Bank Fees	7.80
Staff	Salaries - Oct	1241.35
J Routley, Clerk	Expenses/Admin - Oct	142.36
Hampshire Pension Fund	Sept contribution	312.60
Nick Robins Ltd	Grounds maintenance - Oct	1098.00
Nick Robins Ltd	installation of 54 dragons' teeth	872.86
Hart District Council	Room Hire for Webb's corner meeting	21.74
Basingstoke Skip Hire	Skip hire Oct	115.87
Eversley Village Hall	Hire- Oct	31.25
	<b>TOTAL</b>	<b><u>3,843.83</u></b>

## Appendix C

### Year to Date

at 30th Sept 2019

6 months of year  
gone, assume  
50% used if evenly  
split

	FY 19-20 YEAR to date	Budget 19-20	% of budget used
<b>Income</b>			
Precept (split into 2 payments)	78,977.00	78,977	
HDC Council Tax Support Grant	0.00	0	
Bank Interest (on reserve acc)	8.15	5	
Garden Plot Rents	501.67	550	
S106 Funds	2,271.00	0	
Burial Ground Fees	835.00	1,000	
Donations/Grants	0.00	3,600	
other income	316.57	0	
Insurance claim	0.00	0	
VAT Reclaim			
<b>Sub Total</b>	<b>82,909.39</b>	<b>84,132</b>	
<b>Expense</b>			
Staff Remuneration + Pension +HMRC	11,750.30	22,772	52
Litter Picker	0.00	3,240	0
Admin/Office Costs	638.97	1,434	45
Hall Rental	303.13	541	56
Chair/Cllr Expenses	0.00	1,200	0
Bank Charges	31.20		
Subscriptions/Publications	964.00	1,000	96
Insurance/Audit Fees	2,025.96	2,200	92
Election costs (every 4 years unless by-election called)	59.92	2,000	3
<b>Admin Sub Total</b>	<b>15,773.48</b>	<b>34,387</b>	46
Rights of Way booklet	0.00	349	0
Grounds Maintenance	5,320.02	12,000	44
Repairs/Maintenance	1,343.41	11,264	12
conservation volunteers	0.00	500	0
Tackling Flooding	0.00	1,500	0
Tree Work	275.00	3,000	9
Bin emptying	1,495.65	3,920	38

Waste Management	501.28	1,382	36
Annual Playground Inspection	0.00	300	0
EPC projects + new equipment	1,275.79	11,776	11
Bus Shelters	5,508.00	6,000	92
Payback team	805.00	2,089	39
Clearing allotments	0.00	0	0
Emergency Plan	0.00	0	0
<b>OS Sub Total</b>	<b>16,524.15</b>	<b>54,080</b>	31
Website	281.90	540	52
Training	0.00	500	0
Grants	100.00	1,000	10
Section 137 Payments/now GPC and not a limit	0.00	1,000	0
VAT	3,114.70	0	
<b>Sub Total</b>	<b>3,496.60</b>	<b>3,040</b>	
	<b>35,794.23</b>	<b>91,507</b>	
<b>Income - Expenditure</b>	<b>47,115.16</b>	-7,375	

Funds carried over from current account	13,577.96	13,577.96
Funds carried over from Reserve Account	32,716.66	32,716.66
Plus Income-expenditure	47,115.16	-7,375.00
Outstanding Cheques not cashed	87.17	
<b><u>Total Funds remaining</u></b>	<b><u>93,496.95</u></b>	<b><u>38,919.62</u></b>