

MINUTES OF THE MEETING OF **EVERSLEY PARISH COUNCIL** HELD BY VIDEOCONFERENCE AT 7.30pm ON **TUESDAY 2nd MARCH 2021.**

PRESENT: Cllr A McNeil (Chairman, AM)
Cllr D Deane (DD)
Cllr S Dickens (SD)
Cllr E Dixon (ED)
Cllr C Edge (CE)
Cllr S Hughes (SH)
Cllr K Neville (KN)
Cllr P Todd (PT)

ALSO PRESENT: J. Routley (Clerk)

Abbreviations:

HDC – Hart District Council
HCC – Hampshire County Council
EPC – Eversley Parish Council

ACTIONS

127 Apologies for Absence

It was noted that D Simpson (HCCllr) was standing down in May. The Council wished to record its thanks for his support of the Parish Council and the Village on many occasions and wished him well for the future.

128 Declarations of Interest

Cllr Dixon declared a non-pecuniary interest in item 14a) the planning application for 21/00275/HOU Iona New Mill Lane (see Min: 140 ii a) as he knows the owners.

Cllr Todd declared a non-pecuniary interest in item 14d) the planning application for 21/00352/HOU Horns Farm House Lower Common (see Min: 140 ii d) as he knows the owners.

129 Minutes of the Last Meeting

Receipt of Minutes

The minutes of the meeting of Eversley Parish Council held on **Tuesday 2nd February 2021**, including the confidential note, had been previously circulated to all Councillors.

Errors

Min 119: line 1 after 'of £950' add 'towards school laptops'.

RESOLVED

That with these amendments, the Minutes, including the confidential note, be approved and signed by the Chairman.

(note these will be signed electronically and signed in person at the next Council meeting held in person).

AM

130 Public Questions and Comments

Flooded footway B3272 Another resident had complained about the state of the road and footway, following flooding, and that there are still barriers closing off the footway. The Council noted that with Children returning to school on 8th March 2021 this footway would be vital to enable children to get to school safely; and by remaining closed and covered in mud and soil this would be impossible without having to cross the busy main road. If the situation is not resolved before the weekend, the Councillors volunteered to clear the footway themselves so it is not hazardous for children returning to school on Monday.

The Chairman noted that HCC had said they were looking into the matter.

Public Engagement A councillor noted the lack of public engagement with meetings. Public engagement and communication with residents will be included as an item on the next agenda.

6.4.2021

131 Meeting Dates

RESOLVED

- i) To hold the Annual Meeting of the Council on 4th May 2021.
- ii) To hold the Full Council meeting in April on 6th April 2021 and the Open Spaces Committee meeting in April on 20th April 2021.

132 Financial report

Schedule of Accounts

The Responsible Financial Officer's reconciliation for January 2021 had been previously circulated along with copies of the bank statements. (See Appendix A)

RESOLVED

- The reconciliation for January 2021 was accepted.

Payments

It was noted that Amazon will now invoice businesses so this has now been done rather than office stationery costs being put on expenses.

RESOLVED

- To authorise the schedule of payments for March 2021. (See Appendix B)
- To ask Open Spaces to investigate the additional weight charges for waste management and if further actions are required.

OSC

Year to Date

RESOLVED

The Year to Date report for January 2021 was accepted (See Appendix C)

Emergency Spend

None.

VAT Reclaim

It was noted that a VAT claim for £5,761.30 has been submitted.

133 Repairs

i) Garden Plots Fence

RESOLVED

To approve the cost of repairs of the broken posts at a total of £338.25 plus VAT

- ii) Basketball back board – Shortly after the Open Spaces Committee meeting, it became apparent that an incorrect quote from last year had been sent and that a basketball back board was not required. Therefore the committee will review and approve the correct costs at the next meeting.

OSC 20.4.2021

134 Risk Assessment and Financial Controls

The documents had been previously circulated. All documents were reviewed and amendments made. (See Appendix D). These documents will be published on the website.

Clerk

RESOLVED

To approve, as amended,

- i) The Risk Assessment.
- ii) Internal Controls.
- iii) The Review of Internal Audit.

135 Assets

The Asset Register was reviewed

RESOLVED

- To approve the schedule of land and assets 2020/21. (See Appendix E).
- To confirm all disposals

136 Banking

RESOLVED

To approve Cllr S Hughes as an additional Bank Signatory.

137 Lengthsman Scheme

RESOLVED

That EPC wishes to take part in the Lengthsman Scheme 2021/22. The Clerk will inform Yateley Town Council as the lead Council. **Clerk**

138 Emergency Plan

The Council reviewed the Emergency Plan. The Council noted GDPR implications. Councillors are asked to send any comments on the plan by 16th March 2021. **ALL**

139 Enforcement

Meeting with Officers There is an outstanding action to meet with officers to discuss enforcement. **AM**

i) Update on any outstanding cases

Warbrook Cottage - Enforcement had previously reported as follows: "The patio doors had been installed when visited last year, they didn't form part of a planning application. There is a condition attached to the original permission for the garage which requires that the garage should be used ancillary to the main house, when I visited last year the use was ancillary to the main house. The garage furthest from the road was being used as a music room and office. The permission granted under 20/01220/HOU had not yet been implemented in relation to the garage." Enforcement also advised that a site inspection was not possible at the moment because of Covid restrictions.

Chantryland – Affordable Housing and Entrance Gates

A High Court case in relation to the interpretation of the S106 had been lodged. Court directions are being discussed, but a date for a hearing has yet to be listed. A Breach of Condition Notice has been issued in respect of the development, as it has not been delivered in accordance with the approved plans.

Safari Engineering - Erection of a large mobile home.

HDC Enforcement are investigating an unauthorised siting of a structure at this property. Due to movement restrictions, they cannot currently enter the site to establish if it is being occupied and for what purpose. They are also investigating other matters in relation to this site including unauthorised use of land and operational developments.

Yaldens Farm – Large barn structure erected without planning permission.

HDC Enforcement action had been in abeyance pending determination of an application that had been submitted for retention of this unauthorised building. However, action would now proceed as Enforcement had recently been advised that the application had been refused.

ii) Potential enforcement issues – A large number of trees have been felled on the A327 near to R. Collard's Ltd. There may be permitted felling rights, but EPC will make HCC Enforcement aware. It was also noted that the existing bund has been regraded and replanted but nothing has grown on it and the landowner should be required to replant.

140 Planning

i) Finchampstead Neighbourhood Plan Consultation

RESOLVED

EPC consultee comment: As a neighbouring parish Eversley would be interested in an observer position or at least to be consulted at an early stage on Finchampstead's vision. The main 2 road arteries running north and south will impact on Eversley considerably. The Tally Ho junction also needs investment. It would be useful to have some sort of co-ordination on public transport. Eversley Parish Council would also be interested in what take up Finchampstead has had from residents.

ii) Planning Applications

RESOLVED

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

a) 21/00275/HOU Iona New Mill Lane

Demolition of existing conservatory and erection of a single storey side/rear extensions consisting of boot room, store and day room with roof lantern.

EPC consultee comment: No comment

b) 21/00308/AMCON Nutley Eversley Road

Variation of conditions 7 and 10 and removal of condition 8 attached to Planning Permission Application 19/02783/FUL dated 13/02/2020. Retention of existing crossover to improve exit from site via exiting crossover.

Condition 7. Amendment to condition to retain existing drop kerb and crossover in addition to new entrance.

Condition 8. Removal of condition to allow existing crossover to be retained.

Condition 10. Amendment to landscaping plan to make use of existing crossover. Amendment to replace proposed picket fencing to front elevation with low brick wall in brick to match dwelling.

EPC consultee comment: No objections

c) 21/00313/HOU & 21/00314/LBC Chesters The Street

Erection of single storey rear extension

EPC consultee comment: No comment

d) 21/00352/HOU Horns Farm House Lower Common

Erection of a two storey rear extension and single storey side extension following demolition of existing conservatory, blocking up of one ground floor front door and window, alterations to first floor windows and alterations to roof

EPC consultee comment: No comment

e) 21/00358/HOU 6 Crosby Gardens

Erection of single storey rear and two storey side extensions, replacement porch, alterations and replacement of all doors and windows, replacement of garage door and remove tile hanging and apply render

EPC consultee comment: No comment

f) 21/00265/HOU Blackwater House Reading Road

Erection of a first floor front extension, first floor side extension and single storey rear extension and detached double garage with habitable accommodation at first floor.

EPC consultee comment: No comment

141 Exclusion Of Public

RESOLVED

That the public be excluded from the remainder of the meeting on the grounds that exempt information, as defined in Schedule 12A of the Local Government Act 1972, relating to individuals, specifically existing staff, was likely to be disclosed.

142 Staffing Item

As per confidential note.

There being no further items for discussion the Chairman closed the meeting at 9.42pm.

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

The next Meeting will be held on Tuesday 6th April 2021

Forward Plan

Date	Meeting	Draft Items
6 Apr 2021 To be held virtually	Full Council	
20 Apr 2021 To be held virtually	Open Spaces Committee	

Appendix A

Eversley Parish Council	Bank Reconciliation			
31st January 2021				
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 December 2020			
as per Bank Statement	Lloyds sheet			
				81,108.96
			Invoice no.	
06-Jan-2021	Staff	Salaries - Dec		-1,501.21
06-Jan-2021	J Routley, Clerk	Expenses/Admin - Dec		-51.51
06-Jan-2021	Hampshire Pension Fund	Dec contribution		-372.36
06-Jan-2021	Nick Robins Ltd	Grounds maintenance - Dec	13714	-1,098.00
06-Jan-2021	Basingstoke Skip Hire	Skip hire Dec	471929	-86.35
06-Jan-2021	HM Revenue and Customs only	HMRC Oct-Dec		-1,413.08
06-Jan-2021	The Play Inspection Company Ltd	Annual Inspections	44845	-324.00
07-Jan-2021	NALC	Training course D Deane		-38.93
18-Jan-2021	Lloyds Bank	Bank Fees	329639061	-7.00
Lodgements			Invoice no.	
Total movement	as per cashbook			76,216.52
Unpresented cheques/payments	as at 31st January 2021			
Chq no.				
Bank Balance as at	31st January 2021 as per Sheet			76,216.52
Balance Reserve Account	38770268			32,740.68
	11-Jan-2021	Interest		<u>0.30</u>
				32,740.98
Total funds held by EPC	as at 31st January 2021			108,957.50

Appendix B

Eversley Parish Council		
Payments for approval	2.3.2021	
Prepared by		J. Routley, Clerk/RFO
Date		
Approved by		A.McNeil, Chairman
Date		
Approved by		Councillor
Signed		
Date		
Microsoft Limited	Laptop, Keyboard, Mouse	2,066.14
Lloyds Bank	Bank Fees	7.85
Staff	Salaries - Feb	1,500.95
J Routley, Clerk	Expenses/Admin - Feb	51.51
Hampshire Pension Fund	Feb contribution	372.36
Nick Robins Ltd	Grounds maintenance - Feb	1,098.00
Nick Robins Ltd	Removal of 2 oaks	1,392.00
Basingstoke Skip Hire	Skip hire Feb	102.91
Basingstoke Skip Hire	overweight charges	25.56
Amazon Payments UK Limited	Pens	9.98
Amazon Payments UK Limited	Printer paper	14.38
Amazon Payments UK Limited	Adjustable Stand	16.15
Amazon Payments UK Limited	Notebooks	7.56
Amazon Payments UK Limited	Bin Bags for Litter Picker	16.20
	TOTAL	<u>6,681.55</u>

Appendix C

Year to Date			
at 31st Jan 2021			
	FY 20-21	Budget 20-21	% of budget used
	YEAR		
	to date		
Income			
Precept (split into 2 payments)	78,977.00	78,977	
HDC Council Tax Support Grant	0.00	0	
Bank Interest (on reserve acc)	8.01	10	
Garden Plot Rents	666.00	500	
S106 Funds	0.00	0	
Burial Ground Fees	1,920.00	1,017	
Donations/Grants	2,560.20	1,000	
other income	1,650.00	0	
Insurance claim	649.00	0	
VAT Reclaim	0.00		
Sub Total	86,430.21	81,504	
Expense			
Staff Remuneration + Pension +HMRC	24,778.04	28,382	87.3
Admin/Office Costs	1,117.91	1,458	76.7
Hall Rental	65.00	550	11.8
Chair/Cllr Expenses	0.00	350	0.0
Bank Charges	66.65	64	104.1
Subscriptions/Publications	1,169.69	1,017	115.0
Insurance/Audit Fees	2,130.25	2,237	95.2
Election costs (every 4 years unless by-election called)	0.00	0	0.0
Admin Sub Total	29,327.54	34,059	86.1
Rights of Way booklet	0.00	349	0.0
Grounds Maintenance	7,156.40	8,830	81.0
Repairs/Maintenance	4,753.50	11,455	41.5
conservation volunteers	0.00	509	0.0
Tackling Flooding	0.00	1,526	0.0
Tree Work	1,565.00	3,051	51.3
Bin emptying	2,583.30	2,860	90.3
Waste Management	967.06	1,405	68.8
Annual Playground Inspection	270.00	350	77.1

EPC projects + new equipment	1,238.20	11,976	10.3
Bus Shelters	0.00	0	0.0
Payback team	90.00	2,125	4.2
Clearing allotments	250.00	500	50.0
Emergency Plan	0.00	0	0.0
OS Sub Total	18,873.46	44,936	42.0
Website	376.90	1,000	37.7
Training	64.88	509	12.8
Grants	50.00	1,000	5.0
Section 137 Payments/now GPC and not a limit	0.00	0	
VAT	3,976.52		
Sub Total	4,468.30	2,509	178.1
	52,669.30	81,504	64.6
Income - Expenditure	33,760.91	0	
Funds carried over from Current Account	42,463.62	42,464	
Funds carried over from Reserve Account	32,732.97	32,733	
Plus Income-expenditure	33,760.91	0	
<u>Total Funds remaining</u>	<u>108,957.50</u>	<u>75,197</u>	
Earmarked Reserves 2020-21			
6 months running costs	21,600		
Project: New Play Area Cross Green	20,000		
Project: Burial Ground Extension	5,000		
Total	46,600		

Appendix D

Risk Assessment and Financial Controls

Appendix D

Asset Register