

MINUTES OF THE MEETING OF **EVERSLEY PARISH COUNCIL** HELD AT CHARLES KINGSLEY SCHOOL AT 7.30pm ON **TUESDAY 6<sup>th</sup> July 2021.**

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

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

*Abbreviations:*

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

**ACTIONS**

- 31 Apologies for Absence  
Apologies were accepted for Cllr S Hughes due to personal commitments and from Cllr K Neville due to work commitments which for both councillors meant they had to self isolate.
- 32 Declarations of Interest  
Cllr Todd declared non-pecuniary interests in item 18 2b) the planning application for 21/01570/HOU 2 Hollybush Lane Min: 48 ii b) and 18 2c) the planning application for 21/01729/PRIOR Church Farm (see Min: 48 ii c) as he knows the applicants.  
Cllr Dickens declared a non-pecuniary interest in item 16 Up Green Village Green (see Min: 47) as he knows the owner.
- 33 Minutes of the Last Meeting  
Receipt of Minutes  
The minutes of the meeting of the Annual Meeting of Eversley Parish Council held on **Tuesday 4<sup>th</sup> May 2021**, had been previously circulated to all Councillors.

**RESOLVED**

That the Minutes be approved and signed by the Chairman.

**AM**

- 34 Public Questions and Comments  
Traffic Speeds A member of the public commented on the high speed of traffic on Warbrook Lane and whether anything can be done about it such as speed indicator devices.  
Fly Tipping A member of the public had taken photos of a suspicious lorry, shortly before there was fly tipping in Warbrook lane, and had circulated these to HDC. He asked whether the Council could again look at having CCTV cameras on the main roads in and out of the village.  
The Chairman said that EPC would be attending the Policing Priorities Meeting on 2<sup>nd</sup> August and would raise these issues.  
Dangerous Trees The Clerk has reported the 3 trees near The Fielders, which are leaning dangerously towards the road, to the land owner, Highways and HDC. EPC had originally alerted the landowner over a year ago when the trees first started to lean. Several residents had also contacted EPC regarding these (*shortly following the meeting the landowner felled the trees.*)  
Community Litter pick - Great British Spring Clean  
Eversley Parish Council wished to thank all the residents who joined the Great British Spring Clean Litter Pick on 12th June and to record its appreciation of their community spirit and practical contribution to making Eversley look tidy.

EPC would also like to thank Yateley Town Council for lending additional equipment and for kindly allowing EPC to adapt and use their information booklet.

35 Coronavirus Covid-19 Risk Assessment

The Council reviewed the Risk Assessment

**RESOLVED**

To adopt the Risk Assessment for face to face meetings during the current Covid-19 restrictions.

36 Financial report

Schedule of Accounts

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

**RESOLVED**

- The reconciliations for April 2021 were noted.

**RESOLVED**

- To note schedule of payments for June 2021 which had been paid under delegated authority when the Council could not meet. (See Appendix B)

**RESOLVED**

- The reconciliation for May 2021 was accepted. (See Appendix C)

**RESOLVED**

- To authorise the schedule of payments for July 2021 (See Appendix D)

**RESOLVED**

- To authorise the regular payments for August 2021 (as the Council does not meet)

Year to Date

**RESOLVED**

The Year to Date report for April and May 2021 were accepted. (See Appendix E)

Emergency Spend

To note the costs authorised under delegated powers in an emergency:

1. £186.00+VAT for Notice board repair and Dragon's teeth repair at Cross Green

37 Decisions made under delegation

**RESOLVED**

To note decisions made under delegated authority when the Council could not meet. (See Appendix F)

38 Grant application

The Council considered a grant application from 'Victim Support'.

**RESOLVED**

To award a grant of £50 to 'Victim Support', which will be added to tonight's payment list.

39 Standing Orders

**RESOLVED**

To amend Standing Orders to remove reference to Coronavirus Legislation as this legislation has now expired.

- 40 HR issues  
i) Grievance and Disciplinary policies  
**RESOLVED**  
To adopt Grievance and Disciplinary policies
- ii) Personnel Committee  
**RESOLVED**  
To create a Personnel Committee and to assign councillors: Cllr Edge, Cllr Deane and Cllr Dixon.
- iii) Terms of Reference for the Personnel Committee  
**RESOLVED**  
To adopt Terms of Reference for the Personnel Committee (see Appendix G)
- iv) Appeals Panel Committee  
**RESOLVED**  
To create an Appeals Panel Committee and to assign councillors: Chairman, Vice-Chairman, Cllr Hughes (subject to her acceptance as she was not present.)
- v) Terms of Reference for the Appeals Panel Committee  
**RESOLVED**  
To adopt Terms of Reference for the Appeals Panel Committee (see Appendix H)
- 41 Affordable Housing  
i) Progress to Date Cllr Dickens gave a report on progress to date. Hampshire Homes Hub have contacted landowners who had previously been identified as potential sites and had also contacted potential new site owners. They had also approached 3 Registered Provider partner/Housing Associations to ascertain their interest in being involved in the project. The next meeting of the Affordable Housing Working Group will take place on 12<sup>th</sup> July 2021.
- ii) **RESOLVED**  
The Affordable Housing Working Group will identify and circulate criteria for selecting Registered Provider partner/Housing Association, to be ratified at the next Full Council meeting.
- 7.9.2021**
- iii) **RESOLVED**  
The Affordable Housing Working Group will arrange dates that Registered Provider partner/Housing Association could be invited to give a presentation.
- 42 Emergency Plan  
The Council received a progress report. The template for the plan has been established and councillors are now contacting members of the community and community groups to be involved.
- 43 New Slide  
The Council reviewed the 3 quotes for a new slide at Lower Common Play Area.  
**RESOLVED**
- To approve expenditure of up to £8,000 for a slide and wet pour surface.
  - Open Spaces Committee to decide the final design and supplier.
- 44 Communications Working Group  
**RESOLVED**  
To agree Terms of Reference. (See Appendix I)
- 45 Workstation Assessment  
i) Office workstation assessment The Council received an office workstation assessment that identified that a new chair and possibly a footrest was required.

ii) Required Equipment

**RESOLVED**

To approve up to £1,000 inc VAT for an office chair and footrest.

46 Up Green Village Green

The Council considered a request from a resident to lay gravel on EPC land.

**RESOLVED**

To grant permission for gravel to be laid in this area on the strict condition that it does not extend further than the existing access way. Eversley Parish Council will also remind the owner that, although there is a vehicular right of way across the Village Green to Up Green Lodge, this is for access only and there is no right to park vehicles on this or any other part of the Village Green.

**Clerk**

47 Enforcement - To report any potential enforcement issues to the appropriate authority

Update on any outstanding cases There had been no further updates as HDC Officers had been unable to visit sites due to the pandemic.

48 Planning

i) **RESOLVED**

To decide a consultee written response on the Planning Appeals as follows:

REF: 20/02308/FUL Land South Of Eversley Road And East Of Marsh Lane

Change of use from agricultural land to deliver 16.0 hectares of public open space and habitat land with associated landscaping including a circular walkway, hedge planting and boundary works, new access works, cycle and car parking, height restrictor barrier, interpretation point, benches and bins to facilitate a Suitable Alternative Natural Greenspace (SANG) at Land South Of Eversley Road And East Of Marsh Lane, Marsh Lane, Eversley, Hook, Hampshire PINS REF:

APP/N1730/W/21/3273529

EPC consultee comment: EPC repeats its previous comments.

*Original comment: The site is agricultural land and is an integral part of Parfitts Farm. It forms approximately one third of this farm's agricultural holding and includes the vast majority of its best and most versatile land. Parfitts Farm supports (or is supported by) one farmhouse and two agricultural workers' cottages. There has been diversification into other income streams through re-use of old barns, etc. in the farmyard, but the holding remains agricultural.*

*This application removes the site from the farm, so it should be accompanied by a statement on the viability of the agricultural holding once the land is removed. The concern is that the removal of the land would impact on the viability of the farm to such an extent that it would result in the remaining farm being split into small 'horsicultural units', as has happened elsewhere, or a variety of countryside sites promoted as speculative housing development plots. There needs to be consideration of the future of the whole farm, rather than piecemeal proposals such as this. If an analysis of the viability of the whole farm concludes that losing land to a SANG is an option, consideration should be given to the size of the SANG. An increase in the amount of land by just 25% would increase the catchment from 4km to 5km, thus increasing the area served by 60%. A pro rata increase in contributions from development sites of 60% would secure an earlier return on the capital investment needed to create the SANG and a swifter realisation of the goals of the project.*

*The inclusion of, say, the land between Chequers Lane and Marsh Lane, would achieve this and, also, add to the connectivity of the site and improve the links with existing Public Footpaths and cycle paths.*

*As it stands, the site is poorly placed, in relation to existing and planned housing, to be an effective SANG and 'due to the nature of the site and its semi-rural location, ' the majority of persons travelling to the site are likely to do so by means of the private car.' (Transport Statement para 4.1). As a SANG of 15.94 hectares it is designed to accommodate the recreational needs of 830 households who would otherwise visit the TBH SPA. It ought, especially, to attract dog walkers, because dogs are liable to cause the greatest disturbance to the ground-nesting birds within the TBH SPA.*

*The Transport Statement claims that 'It is generally considered that 2km for walking and 5km for cycling are acceptable distances for persons travelling to facilities such as this' (para 4.2). However, it is more normal to use a 5-minute or 10-minute walk to access the 'pedestrian shed'. The general assumption is that most people are willing to walk for about five minutes, say 400m or ¼ mile, before opting to drive, but a 10-minute walk is considered a reasonable distance for accessing a public park. Due to the small number of properties around the site, it is unlikely to attract many pedestrian visits and the very limited parking would restrict the site's appeal to car drivers. There is poor pedestrian accessibility to the site as there is no pavement or footpath, so in order to reach the site on foot would mean having to walk on an unlit 50mph road. In addition, local experience suggests that the remoteness of the site may attract anti-social behaviour.*

*Therefore, without any information on the viability of the remaining agricultural holding, or any likelihood of the effectiveness of the site as a SANG, EPC considers that this application should be refused.*

*Additional comment: Eversley Parish Council (EPC) notes that various new application documents have been submitted and that the consultation period has been extended. EPC, also, notes that the applicant has chosen not to address any of the Parish Council's objections, submitted on 5th November 2020, in the new documents. Those objections are maintained and supplemented as follows: EPC objects to the introduction of contradictions between the application documents. EPC supports the cogent objections submitted by a member of the public on 16th December 2020, in which he points out how the piecemeal alterations to the plans, to try to accommodate off-site pedestrian safety concerns, have knock on effects on other aspects, such as site screening; habitat loss; and to adverse impacts on Castle Bottom Stream. EPC objects to the proposed permanent loss of the gateway treatment at the entrance to Eversley Cross. This was installed as a traffic calming measure to help control the speed of traffic as it enters the Conservation Area, by emphasising the distinction between the open countryside and the residential area. The proposed change is likely to increase the danger to residents, totally negating any small safety benefit to pedestrian users of the proposed SANG.*

*New comment: As the elected representatives of all the residents of Eversley, the Parish Council has a duty to present, in the strongest possible terms, the objections of the community. EPC regards it essential to consider the viability of the whole farm, which despite the appellant's understanding, ceased to be a poultry farm more than 25 years ago. The fact that its land is, now, grazed by other farms implies that the loss of its best and most versatile agricultural land would,*

also, adversely impact the viability of those other farms. EPC regards it as essential to consider the adverse impacts on Castle Bottom Stream, which regularly bursts its banks leading to flooding along the A327 causing a road hazard and flooding of private gardens. EPC regards it as essential to consider the adverse impacts on the safety of road users and pedestrians. EPC regards it as essential to consider whether the site would prove to be an effective SANG or if its recognised drawbacks mean that it will fail in its primary purpose and be of minimal benefit to the community.

REF: 20/02232/FUL Warbrook Cottage , Warbrook Lane

for Erection of a single storey side extension to existing garage and change of use to separate self contained 3 bedroom dwelling. at Warbrook Cottage , Warbrook Lane, Eversley, Hook, RG27 0QP  
PINS REF: APP/N1730/W/21/3273187

EPC consultee comment: EPC repeats its previous comments

*EPC objects to this application, because there is no justification for a new dwelling in the open countryside and which is outside the settlement boundary.*

*Policy NBE1 of the Local Plan refers to 'converting previously used permanent buildings [in the open countryside], 'for appropriate uses' and notes that 'an appropriate use in this context is one that is consistent with other Development Plan Policies.' As the application states that the building is "not redundant or disused ", it does not qualify as 'previously used' and, even if it were disused, there is no other policy support for conversion to residential as requested.*

*EPC maintains its objections to the proposed extension of the building, as listed in the Delegated Report to application 20/01220/HOU.*

New comment: The Development Plan includes the Hart District Local Plan, an essential element of which is the Hart District Local Plan Replacement 19996-2006 Saved Policies. These saved policies have the full backing of the Secretary of State and were published on 1<sup>st</sup> May 2020. The explanatory note to Saved Policy RUR 1, states “Normally settlement boundaries include gardens, but, where domestic curtilages extend well beyond the built fabric, they may be drawn more closely around the dwellings themselves to avoid opening too widely the opportunities for further development and arousing unreasonable expectations as to the development that might be acceptable.” That is the position in this case, where the appellant should not have had “unreasonable expectations” that the proposed development would be acceptable. If this appeal is not dismissed, it will undermine the integrity of Saved Policy RUR 1 and the decision will become a precedent for similar challenges across the District.

## 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) 21/01236/FUL Yaldens Farm Bramshill Road Erection of a storage outbuilding following demolition of existing  
EPC consultee comment: There is a suggestion of a lower roof but the application does not say what the roof will be made of or what colour it will be. If it is to be white then this would be an eyesore. Dark green would be preferable.
- b) 21/01570/HOU 2 Hollybush Lane Erection of a two storey side and rear extension and single storey rear extension  
EPC consultee comment: no comment.

- c) 21/01729/PRIOR Church Farm Church Road Change of use of agricultural building to one dwelling  
EPC consultee comment: no comment.

There being no further items for discussion the Chairman closed the meeting at 9.03pm.

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

**The next Full Council Meeting will be held on Tuesday 7<sup>th</sup> September 2021**

**Forward Plan**

Date	Meeting	Draft Items
20 Jul 2021	Open Spaces Committee	
7 Sep 2021	Full Council	

## Appendix A

<b>Eversley Parish Council</b>	<b>Bank Reconciliation</b>					
<b>30th April 2021</b>						
<b>Prepared by</b>		<b>J. Routley, Clerk/RFO</b>				
<b>Date</b>						
<b>Approved by</b>		<b>A. McNeil, Chairman</b>				
<b>Date</b>						
<b>Approved by</b>		<b>Councillor</b>				
<b>Signed</b>						
<b>Date</b>						
<b>Current Account No.</b>	<b>37685868</b>					
<b>Brought forward</b>	<b>as at 31st March 2021</b>					
<b>as per Bank Statement</b>	<b>Lloyds sheet</b>					
						70,859.87
<b>Chq No./Bacs date/ref</b>	<b>Payee</b>	<b>Description</b>	<b>Invoice no.</b>	<b>Net Amount</b>	<b>VAT</b>	<b>Total</b>
07-Apr-20	Staff	Salaries - March			0.00	-1,767.97
07-Apr-20	J Routley, Clerk	Expenses/Admin - March			0.00	-72.66
07-Apr-20	Hampshire Pension Fund	March contribution			0.00	-477.78
07-Apr-20	Nick Robins Ltd	Grounds Maintenance - Mar	13763	915.00	183.00	-1,098.00
07-Apr-20	Nick Robins Ltd	removal of willow cross green	13770	175.00	35.00	-210.00
07-Apr-20	Basingstoke Skip Hire	Skip Hire - March	479669	121.15	24.23	-145.38
07-Apr-20	HMRC	Jan-Mar			0.00	-986.92
07-Apr-20	Hampshire County Council	Warbrook Lane Garden Plot Tenancy	3910033508		0.00	-200.00
07-Apr-20	Parish online	Annual subscription	24UG005-0003	40.00	8.00	-48.00
07-Apr-20	Amazon Payments UK Limited	litter picking equipment	INV-GB-1309884585-2021-1345	14.12	2.83	-16.95
07-Apr-20	Amazon Payments UK Limited	envelopes	AEU-INV-GB-2021-126871023	4.01	0.81	-4.82
07-Apr-20	Amazon Payments UK Limited	stamps	INV-GB-177234481-2021-115389	22.98	4.60	-27.58
07-Apr-20	Eversley & Bramshill Parish Magazine	Annual Subscription	2021-SUB001		0.00	-14.00
19-Apr-20	Lloyds Bank	Bank Fees				-7.00
21-Apr-20	Royal British Legion	2 x Tommy Statues				-370.00



<b>Lodgements</b>			<b>Invoice no.</b>			
1-Apr-2021	Plots 1/7/9	Garden plot	P001/2021-2022			150.00
6-Apr-2021	Plot 5	Garden plot	P004/2021-2022			50.00
8-Apr-2021	Plot 3	Garden plot	P002/2021-2022			50.00
9-Apr-2021	Plot 8	Garden plot	P006/2021-2022			50.00
12-Apr-2021	Burial recharge	Hart District Council	EPC001/2021-2022			2,560.20
15-Apr-2021	Precept (1st Half)	Hart District Council				39,488.50
12-Apr-2021	Plot 10	Garden plot	P007/2021-2022			50.00
12-Apr-2021	Plot 14	Garden plot	P010/2021-2022			50.00
23-Apr-2021	Plot 11 & 13	Garden plot	P008/2021-2022 & P005/2021-2022			100.00
29-Apr-2021	Plot 12	Garden plot	P011/2021-2022			50.00
30-Apr-2021	Plot 4	Garden plot	P003/2021-2022			50.00
<b>Total movement</b>	<b>as per cashbook</b>					<b>108,061.51</b>
<b>Unpresented cheques/payments</b>	<b>as at 30th April 2021</b>					
<b>Chq no.</b>						
<b>Bank Balance as at</b>	<b>30th April 2021 as per Sheet</b>					108,061.51
<b>Balance Reserve Account</b>	<b>38770268</b>					32,741.49
	9-Apr-2021	Interest				<u>0.28</u>
						32,741.77
<b>Total funds held by EPC</b>	<b>as at 30th April 2021</b>					<b>140,803.28</b>

## Appendix B

<b>Eversley Parish Council</b>			
<b>Payments for approval 2.6.2021</b>			
<b>The invoices listed have been examined, verified and certified by the Responsible Financial Officer</b>			
<b>Prepared by _____ J Routley, Clerk/RFO</b>			
<b>Date</b>			
<b>Approved by _____ A McNeil, Chairman</b>			
<b>Date</b>			
<b>Approved by _____ Councillor Signed</b>			
<b>Date</b>			
<b>Payee</b>	<b>Invoice no.</b>	<b>Description</b>	<b>Amount</b>
Keep Britain Tidy	1783	Gloves for Litterpick	53.00
Lloyds Bank	308832963	Bank Fees	7.00
BT Group		Monthly office phone costs	38.64
Staff		Salaries - May	1,538.99
J Routley, Clerk		Expenses/Admin - May	11.70
Hampshire Pension Fund		May contribution	404.58
Nick Robins Ltd		Grounds Maintenance – May*	1,230.00
Basingstoke Skip Hire	484682	Skip Hire - May	87.22
S. Hughes		Litter Pick day provisions	43.74
Charles Kingsley School		Hall Hire invoiced quarterly	150.00
Simple Creative Marketing		In memoriam updates	60.00
Amazon Payments UK Limited	DS-ASE-INV-GB- 2021-3261	Litter pickers for volunteer lower common	12.57
Amazon Payments UK Limited	INV-GB-113886471- 2021-37083	green paper	3.99
Amazon Payments UK Limited	AEU-INV-GB-2021- 223404218	printer paper	6.94
Amazon Payments UK Limited	INV-GB-135346711- 2021-32125	paper for ERB	13.95
Amazon Payments UK Limited	DS-ASE-INV-GB- 2021-11051895	First Aid kit for litter pick event	23.55
Amazon Payments UK Limited	AEU-INV-GB-2021- 231856424	Black sacks for litter pick event	28.15
Amazon Payments UK Limited	INV-GB-833843155- 2021-11796	Hi vis vests for litter pick event	60.39

Paragon Internet Group	6421949	email hosting 20/6/2021-19/6/2022	45.48
Amazon Payments UK Limited	INV-GB-1124431795-2021-27638	Litter pickers for litter pick event	58.47
Amazon Payments UK Limited	INV-GB-1124431795-2021-28357	Litter Picker for M Hayward	19.99
Zoom Video Communications Inc.		Monthly Zoom subscription	14.39
Lloyds Bank		Charge card Annual Fee	32.00
	<b>TOTAL</b>		<b><u>3,944.74</u></b>

\*including additional bin collections – agreed until August

## Appendix C

<b>Eversley Parish Council</b>	<b>Bank Reconciliation</b>					
<b>31st May 2021</b>						
<b>Prepared by</b>		<b>J. Routley, Clerk/RFO</b>				
<b>Date</b>						
<b>Approved by</b>		<b>A. McNeil, Chairman</b>				
<b>Date</b>						
<b>Approved by</b>		<b>Councillor</b>				
<b>Signed</b>						
<b>Date</b>						
<b>Current Account No.</b>	<b>37685868</b>					
<b>Brought forward</b>	<b>as at 30th April 2021</b>					
<b>as per Bank Statement</b>	<b>Lloyds sheet</b>					
						108,061.51
<b>Chq No./Bacs date/ref</b>	<b>Payee</b>	<b>Description</b>	<b>Invoice no.</b>	<b>Net Amount</b>	<b>VAT</b>	<b>Total</b>
04-May-2021	BT Group	Monthly office phone costs		39.81	0.00	-39.81
05-May-2021	Staff	Salaries - Apr		1,701.81	0.00	-1,907.49
05-May-2021	J Routley, Clerk	Expenses/Admin - Apr		147.06	0.00	-147.06
05-May-2021	Hampshire Pension Fund	Apr contribution		555.76	0.00	-555.76
05-May-2021	Nick Robins Ltd	Grounds Maintenance - Apr	13781	1,098.00	183.00	-1,098.00
05-May-2021	Basingstoke Skip Hire	Skip Hire - Apr	482182	92.26	15.38	-92.26
05-May-2021	SLCC	Annual membership	1.6.2021	185.00	0.00	-185.00
05-May-2021	Hampshire association of Local Councils	HALC and NALC Annual Affiliation Fees	INV-4437	491.96	0.00	-491.96
05-May-2021	Amazon Payments UK Limited	litter picking equipment	DS-ASE-INV-GB-2021-138	15.99	2.67	-15.99
05-May-2021	Amazon Payments UK Limited	Bin bags	INV-GB-1360116595-2021-76873	10.80	1.80	-10.80
05-May-2021	IAC Audit & Consultancy		nv83752597	180.00	30.00	-180.00
05-May-2021	BHIB Ltd	Insurance renewal	INV-1149	1,698.47	0.00	-1,698.47
18-May-2021	Lloyds Bank	Bank Fees	LCO00237	7.00	0.00	-7.00

<b>Lodgements</b>			<b>Invoice no.</b>			
13-May-2021	Plot 6	Garden Plot	P009/21-22	46.00		46.00
20-May-2021	Haven	Memorial C48		230.00		230.00
25-May-2021	Transfer to Reserve Account Min 4.5.2021					-50,000.00
<b>Total movement</b>	<b>as per cashbook</b>					<b>51,907.91</b>
<b>Unpresented cheques/payments</b>	<b>as at 31st May 2021</b>					
<b>Chq no.</b>						
02-May-2021 chargecard	Zoom Video Communications Inc.	Monthly Zoom subscription	nv83752597	14.39		
05-May-2021 chargecard	Keep Britain Tidy	Gloves for litter pick	1783	53.00		
19-May-2021 chargecard	Lloyds	Annual fee for charge card		32.00		
<b>Bank Balance as at</b>	<b>31st May 2021 as per Sheet</b>					51,907.91
<b>Balance Reserve Account</b>	<b>38770268</b>					32,741.77
	10-May-2021	Interest				<u>0.28</u>
	25-May-2021	Transfer from Current Account Min 4.5.2021				<u>50,000.00</u>
						82,742.05
<b>Total funds held by EPC</b>	<b>as at 31st May 2021</b>					<b>134,649.96</b>

## Appendix D

<b>Eversley Parish Council</b>			
<b>Payments for approval 6.7.2021</b>			
<b>The invoices listed have been examined, verified and certified by the Responsible Financial Officer</b>			
<b>Prepared by _____ J Routley, Clerk/RFO</b>			
<b>Date _____</b>			
<b>Approved by _____ A McNeil, Chairman</b>			
<b>Date _____</b>			
<b>Approved by _____ Councillor</b>			
<b>Signed _____</b>			
<b>Date _____</b>			
<b>Payee</b>	<b>Invoice no.</b>	<b>Description</b>	<b>Amount</b>
Lloyds		Bank Charges	7.85
BT Group		Monthly office phone costs	38.64
Staff		Salaries - June	1,528.13
J Routley, Clerk		Expenses/Admin - June	9.90
Hampshire Pension Fund		June Contribution	400.14
Nick Robins Ltd	13844	Grounds Maintenance - June	1,230.00
Nick Robins Ltd	13851	Bench Cross Green	234.00
Nick Robins Ltd	13845	Notice board repair and Dragon's teeth repair Cross Green	223.20
Basingstoke Skip Hire	487373	Skip Hire - June	116.94
HMRC		Apr-Jun	1,471.88
Simple Creative Marketing Limited	SCM0683	Web SSL and Hosting until 31.5.2021	238.80
Amazon Payments UK Limited	AEU-INV-GB-2021-291891941	Litter picker as last broke	24.42
Amazon Payments UK Limited	INV-GB-1360116595-2021-127403	Bin bags for litter picker	15.10
Amazon Payments UK Limited	AEU-INV-GB-2021-271530234	Litter picker	19.43
Amazon Payments UK Limited	INV-GB-172371851-2021-8797	Bin bag holder hoop	14.55
Amazon Payments UK Limited	AEU-INV-GB-2021-271437120	Litter picker	19.43

Amazon Payments UK Limited	INV-GB-1360116595-2021-117274	Bin Bags	5.30
A. McNeil	A. McNeil	Expenses - from training course	48.10
Hampshire Association of Local Councils Ltd	INV-4709	Councillor Development - Charing Skills Course (Member) 29 June 2021 for Adrian McNeil	54.00
Zoom Video Communications Inc.		Monthly Zoom subscription	14.39
Victim Support		Grant award	50.00
	<b>TOTAL</b>		<b><u>5,764.20</u></b>

## **Appendix E**

<b>Year to Date</b>			
at 30th Apr 2021			
	<b>FY 21-22</b>	<b>Budget 21-22</b>	<b>% of budget used</b>
	<b>YEAR</b>		
	<b>to date</b>		
<b>Income</b>			
Precept (split into 2 payments)	39,488.50	78,977	
HDC Council Tax Support Grant	0.00	0	
Bank Interest (on reserve acc)	0.28	10	
Garden Plot Rents	600.00	518	
S106 Funds	0.00	0	
Burial Ground Fees	0.00	1,500	
Donations/Grants	2,560.20	2,560	
other income	0.00	0	
Insurance claim	0.00	0	
VAT Reclaim	0.00		
<b>Sub Total</b>	<b>42,648.98</b>	<b>83,565</b>	
<b>Expense</b>			
Staff Remuneration + Pension +HMRC	3,179.92	29,367	10.8
Admin/Office Costs	152.40	2,383	6.4
Hall Rental	0.00	550	0.0
Chair/Cllr Expenses	0.00	500	0.0
Bank Charges	7.00	120	5.8
Subscriptions/Publications	54.00	1,750	3.1

Insurance/Audit Fees	0.00	2,500	0.0
Election costs (every 4 years unless by-election called)	0.00	0	0.0
<b>Admin Sub Total</b>	<b>3,393.32</b>	<b>37,170</b>	<b>9.1</b>
Grounds Maintenance	1,115.00	13,120	8.5
Repairs/Maintenance	0.00	6,000	0.0
conservation volunteers	0.00	517	0.0
Tackling Flooding	0.00	1,550	0.0
Tree Work	175.00	3,400	5.1
Tree Survey	0.00	2,000	0.0
Waste Management	121.15	1,429	8.5
Annual Playground Inspection	0.00	360	0.0
EPC projects + new equipment	322.45	8,000	4.0
Bus Shelters	0.00	0	0.0
Payback team	0.00	2,161	0.0
Clearing allotments	0.00	450	0.0
Emergency Plan	0.00	0	0.0
Neighbourhood Plan consultation	0.00	5,000	
<b>OS Sub Total</b>	<b>1,733.60</b>	<b>43,987</b>	<b>3.9</b>
Website	0.00	408	0.0
Training	0.00	500	0.0
Grants	0.00	1,500	0.0
Section 137 Payments/now GPC and not a limit	0.00	0	0.0
VAT	320.14		
<b>Sub Total</b>	<b>320.14</b>	<b>2,408</b>	<b>13.3</b>
	<b>5,447.06</b>	<b>83,565</b>	<b>6.5</b>
<b>Income - Expenditure</b>	<b>37,201.92</b>	<b>0</b>	
Funds carried over from Current Account	70,859.87	70,860	
Funds carried over from Reserve Account	32,741.49	32,741	
Plus Income-expenditure	37,201.92	0	
<b>Total Funds remaining</b>	<b>140,803.28</b>	<b>103,601</b>	
<b>Earmarked Reserves</b>			
6 months running costs	24,425		
Project: Village Signs	12,000		
Project: New Play Area Cross Green	30,000		
<b>Total Earmarked Reserves (Total Reserves-Earmarked)</b>	<b>66,425</b>		
<b>Funds Remaining after Earmarked Reserves</b>	<b>74,378</b>		



<b>Year to Date</b>			
at 31st May 2021			
	<b>FY 21-22</b>	<b>Budget 21-22</b>	<b>% of budget used</b>
	<b>YEAR</b>		
	<b>to date</b>		
<b>Income</b>			
Precept (split into 2 payments)	39,488.50	78,977	
HDC Council Tax Support Grant	0.00	0	
Bank Interest (on reserve acc)	0.56	10	
Garden Plot Rents	646.00	518	
S106 Funds	0.00	0	
Burial Ground Fees	230.00	1,500	
Donations/Grants	2,560.20	2,560	
other income	0.00	0	
Insurance claim	0.00	0	
VAT Reclaim	0.00		
<b>Sub Total</b>	<b>42,925.26</b>	<b>83,565</b>	
<b>Expense</b>			
Staff Remuneration + Pension +HMRC	5,590.42	29,367	19.0
Admin/Office Costs	392.02	2,383	16.5
Hall Rental	0.00	550	0.0
Chair/Cllr Expenses	0.00	500	0.0
Bank Charges	46.00	120	38.3
Subscriptions/Publications	742.95	1,750	42.5
Insurance/Audit Fees	1,848.47	2,500	73.9
Election costs (every 4 years unless by-election called)	0.00	0	0.0
<b>Admin Sub Total</b>	<b>8,619.86</b>	<b>37,170</b>	<b>23.2</b>
Grounds Maintenance	2,030.00	13,120	15.5
Repairs/Maintenance	0.00	6,000	0.0
conservation volunteers	0.00	517	0.0
Tackling Flooding	0.00	1,550	0.0
Tree Work	175.00	3,400	5.1
Tree Survey	0.00	2,000	0.0
Waste Management	198.03	1,429	13.9
Annual Playground Inspection	0.00	360	0.0

EPC projects + new equipment	388.94	8,000	4.9
Bus Shelters	0.00	0	0.0
Payback team	0.00	2,161	0.0
Clearing allotments	0.00	450	0.0
Emergency Plan	0.00	0	0.0
Neighbourhood Plan consultation	0.00	5,000	
<b>OS Sub Total</b>	<b>2,791.97</b>	<b>43,987</b>	6.3
Website	0.00	408	0.0
Training	0.00	500	0.0
Grants	0.00	1,500	0.0
Section 137 Payments/now GPC and not a limit	0.00	0	0.0
VAT	564.22		
<b>Sub Total</b>	<b>564.22</b>	<b>2,408</b>	23.4
	<b>11,976.05</b>	<b>83,565</b>	14.3
<b>Income - Expenditure</b>	<b>30,949.21</b>	<b>0</b>	
Funds carried over from Current Account	70,859.87	70,860	
Funds carried over from Reserve Account	32,741.49	32,741	
Plus Income-expenditure	30,949.21	0	
Outstanding Cheques/Payments not cashed	99.39		
<b><u>Total Funds remaining</u></b>	<b><u>134,649.96</u></b>	<b><u>103,601</u></b>	
<b>Earmarked Reserves</b>			
6 months running costs	24,425		
Project: Village Signs	12,000		
Project: New Play Area Cross Green	30,000		
<b>Total Earmarked Reserves (Total Reserves-Earmarked)</b>	<b>66,425</b>		
<b>Funds Remaining after Earmarked Reserves</b>	<b>68,225</b>		

## Appendix F

### **DELEGATED AUTHORITY DECISIONS**

<b>TYPE</b>	<b>DATE</b>		<b>DECISION</b>
general	25.5.2021		Deciding to hire Charles Kingsley's school hall for meetings
finance	2.6.2021		Approving payments for June
planning	10.6.2021	Planning Application Reference 21/00849/FUL for Erection of two commercial units with associated car parking, bin and cycle store and landscaping. at Church Farm Business Centre , Church Road,Eversley, Hook, RG27 0PX	REF:21/00849/FUL no objections but EPC requests that all reasonable steps are taken (e.g. by using mature hedgerow plants and trees to fill gaps and add to the density of the existing hedgerow) to ensure that the proposed new building(s) are hidden from the road.
planning	10.6.2021	Planning Application Reference 21/00858/FUL for Retention of six seasonal worker accommodation units at Church Farm West , Bramshill Road,Bramshill, Hook, RG27 0PS To make a comment, please go to <a href="http://publicaccess.hart.gov.uk/online-applications">publicaccess.hart.gov.uk/online-applications</a>	REF 21/00858/FUL Eversley Parish Council objects to a permanent permission unless there is an "end-of-use condition", such as that suggested in para 7.5 of the supporting statement from Reading Agricultural Consultants, requiring the removal of the caravans and return of the land on which they are sited to agriculture, if the land ceases to be used for horticultural production by EU Plants Ltd.
planning	10.6.2021	Planning Application Reference 21/00813/HOU for Erection of a two storey rear extension, alterations to single storey rear extension and insertion of window to ground floor side at Cavalese , Oaklea Drive,Eversley, Hook, RG27 0QZ	REF:21/00813/HOU no objections but we would ask for a planning condition that the garage space is not used for other purposes and is always available for car and bicycle storage to satisfy the need for on site provision in order to prevent parking on the roadside verges.
planning	10.6.2021	21/01246/LBC for Conversion of existing storage room into a habitable accommodation. Introduction of space saving spiral staircase to link the modern floor of The Tank House to the modern ceiling of a storage room on the first floor. Addition of Steico Therm, Wood Fibre Insulation Board between the rafters only of the storage room. Addition of intumescent coating and plasterboard to protect existing, modern steel ridge beam from fire. at Firgrove Manor, The Tank	21/01246/LBC Firgrove manor No comment

		House , Firgrove Road,Eversley, Hook, RG27 0PE	
planning	15.6.2021	Erection of a first floor front extension, first floor side extension and single storey rear extension and detached double garage.	21/01127/ HOU Blackwater House Reading Road: no comment
planning	15.6.2021	Construction of a 4-bed dwelling with associated landscaping and parking (following demolition of existing single storey garage building).	<p>21/01317/FUL Land Rear Of Reedfield And Chequers End Chequers Lane: Eversley Parish Council reiterates it's previous objections "EPC objects as this is not a suitable site for residential development - for many of the reasons voiced by residents. This is consistent with the previous refusal of the application to build on this site. At a maximum, the small amount of brownfield land available could accommodate a single dwelling. This should be a bungalow or chalet bungalow that would fit better with, and provide a suitable transition to, the rural environment immediately behind the site."</p> <p>Although the application is now for one house, it is substantial so the point of principle that formed the basis of the objection last time still stands: development - if any - should be restricted to a much smaller building that would better fit in, rather than eclipse, the immediate woodland surroundings. The present proposal does not accord with the "bungalow/chalet bungalow" suggestion given in EPC's comments on the previous proposal.</p> <p>EPC would also draw attention to the reasons for dismissal of the appeal.</p>

planning	15.6.2021	Certificate of Lawfulness for the continued use of the land for B1 and B2 workshop units with ancillary storage and sales including storage and sales of motor vehicles and components	21/01001/LDC Safari Engineering Ltd Reading Road Because the site's use has only been as an extension of the existing business on the adjacent plot, the application decision should record that the extended site is considered to be a single planning unit, which should not be subdivided without the permission of the Local Planning Authority.
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## **Appendix G**



**EVERSLEY PARISH COUNCIL**

**PERSONNEL COMMITTEE**

The Personnel Committee is a Standing Committee of Eversley Parish Council, as established by the Council's Standing Orders. These Terms of Reference were adopted by a meeting of the Parish Council held on 6 July 2021.

### **TERMS OF REFERENCE FOR THE PERSONNEL COMMITTEE**

#### **Responsibilities**

The Committee is responsible for:

- (i) Obtaining feedback from councillors on the Parish Clerk's performance;
- (ii) conducting the Parish Clerk's performance appraisal and ensuring that the appraisals of other staff are done timeously and in the correct manner;
- (iii) recommending to Full Council what annual pay increase should be made to the Parish Clerk;
- (iv) overseeing and managing staff contracts at least once a year and to recommend changes for adoption by Full Council;
- (v) working with the Parish Clerk to ensure that Eversley Parish Council is implementing all relevant HR requirements correctly;
- (vi) managing the procedures set out in the Parish Council's Grievance Policy – see Appendix A
- (vii) managing the procedures set out in the Parish Council's Disciplinary Policy – see Appendix A.

#### **Membership**

Membership - no fewer than three Parish Councillors will be appointed annually at the AGM.

Quorum - the quorum of the Committee shall be three Members.

Voting - only the above may vote and participate at a meeting. In the case of an equal vote the Chairman of the Committee shall have a second or casting vote.

If a Member has a personal interest as defined by the Code of Conduct adopted by the Parish Council then s/he shall declare such interest as soon as it becomes apparent and disclose the nature and extent of the interest as required. If a Member who has declared an interest then considers the interest to be prejudicial, s/he must withdraw from the room during consideration of the matter to which the interest relates.

## **Meetings**

The Committee will hold at least one meeting a year.

## **Minutes**

- (i) Minutes shall not be open for inspection by any Member of the Parish Council until a matter has been fully resolved.
- (i) Confidential reports shall not be made available to the public.

## **Admission of the Public and Press**

The Public and Press will be excluded from all meetings when confidential matters are to be discussed by means of a special resolution as follows: "In accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and public be excluded from the meeting during consideration of these items due to the confidential nature of the items under discussion".

## **Appendix H**



### **EVERSLEY PARISH COUNCIL APPEALS PANEL**

The Appeals Panel is a Committee of Eversley Parish Council, as established by the Council's Standing Orders. These Terms of Reference were adopted by a meeting of the Parish Council held on 6 July 2021.

#### **TERMS OF REFERENCE FOR THE APPEALS PANEL**

##### **Responsibilities**

The Committee is responsible for:

- (i) Managing appeals in accordance with the Council's Disciplinary Policy (subject to the provision of Appendix A);
- (ii) Managing appeals in accordance with the Council's Grievance Policy (subject to the provision of Appendix B).

##### **Membership**

Membership - no fewer than three Parish Councillors will be appointed annually at the AGM.

Quorum - the quorum of the Committee shall be three Members.

Voting - only the above may vote and participate at a meeting. In the case of an equal vote the Chairman of the Committee shall have a second or casting vote.

If a Member has a personal interest as defined by the Code of Conduct adopted by the Parish Council then s/he shall declare such interest as soon as it becomes apparent and disclose the nature and extent of the interest as required. If a Member who has declared an interest then considers the interest to be prejudicial, s/he must withdraw from the room during consideration of the matter to which the interest relates.

##### **Meetings**

The Committee will meet as and when required.

##### **Minutes**

- (ii) Minutes shall not be open for inspection by any Member of the Parish Council until a matter has been fully resolved.
- (ii) Confidential reports shall not be made available to the public.

##### **Admission of the Public and Press**



The Public and Press will be excluded from all meetings when confidential matters are to be discussed by means of a special resolution as follows: "In accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and public be excluded from the meeting during consideration of these items due to the confidential nature of the items under discussion".

## **APPENDIX A**

### **MANAGING THE PARISH COUNCIL'S DISCIPLINARY POLICY**

- (i) The Personnel Committee will manage and execute all the provisions for appeal as set out in the Council's Disciplinary Policy, with the exception of (iv) below.
- (ii) No member of the Appeals Panel may discuss a case with any other Parish Councillor who is not on the Appeals Panel.
- (iii) No member of the appeals panel may sit on the Personnel committee.
- (iv) The Appeals Panel must seek the approval of Full Council to dismiss a member of staff.

## **APPENDIX B**

### **MANAGING THE PARISH COUNCIL'S GRIEVANCE POLICY**

- (i) The Personnel Committee will manage and execute all the provisions for appeal as set out in the Council's Disciplinary Policy
- (ii) No member of the appeals panel may sit on the Personnel committee.
- (iii) No member of the Appeals Panel may discuss a case with any other Parish Councillor who is not on the Appeals Panel.

## **Appendix I**



## **Eversley Parish Council**

### **Communications Working Group Terms of Reference**

#### **1. Remit.**

**The working group is responsible for recommending to Full Council:**

- A) a mechanism for effective communication with the residents of Eversley Parish.
- B) ways to increase engagement between the Parish Council and residents
- C) options to initially employ a social media (SM) expert.
- D) ways to communicate effectively the ongoing needs of the parish council in running social media.
- E) An audit of the website and propose and make changes.
- F) options to employ an appropriate person to overhaul and then update the website regularly and effectively.
- G) a budget for each of the above actions.
- H) ways to ensure website and social media complies with Parish Council regulations, GDPR regulations, appropriate content.