

MINUTES OF THE MEETING OF **EVERSLEY PARISH COUNCIL** HELD AT CHARLES KINGSLEY SCHOOL AT 7.30pm
ON **TUESDAY 4th JANUARY 2022.**

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

ALSO PRESENT: J Routley (Clerk)

Abbreviations:

HDC – Hart District Council

HCC – Hampshire County Council

EPC – Eversley Parish Council

ACTIONS

98 Apologies for Absence

Apologies were accepted for Cllr K Neville due to a health issue. Cllr P Todd was absent.

99 Declarations of Interest

None were declared.

100 Minutes of the Last Meeting

Receipt of Minutes

The minutes of the meeting of the meeting of Eversley Parish Council held on **Tuesday 7th December 2021**, had been previously circulated to all Councillors.

RESOLVED

That the Minutes be approved and signed by the Chairman.

AM

101 Public Questions and Comments

Neighbourhood Watch The Council had been made aware of recent criminal activity in the village and a resident had requested that EPC consider installation of CCTV in the village. This would be considered, but only after consultation with residents.

Large gathering It had been noted that a motorcycle club had been meeting in large groups just over the village border near to Blackbushe Car Auctions.

102 Progress on actions

The Clerk had previously circulated a list of progress on actions. The Council noted progress on the actions, in particular:

- Highways had said they would start soon on the Village gateways;
- Many of the issues on the list were awaiting a response from Cllr T Davies (HCllr).

RESOLVED

- To add another column to the report to show if the action had been progressed to involve other people or departments outside of the Council.
- To consider writing to officers, where appropriate
- To note the list and for all to make progress on the actions for which they are responsible.

ALL

- To take completed items off the list.

Clerk

103 Progress report on long-standing issues

T Davies (HCCLr) was not in attendance to provide an update.

RESOLVED

To ask T Davies (HCCLr) for a written progress report on the long-standing issues and to speak to these at the next meeting.

Clerk

104 Financial report

Schedule of Accounts

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

RESOLVED

- The reconciliation for November 2021 was accepted.

RESOLVED

- To authorise the schedule of payments for January 2022 (See Appendix B)

Year to Date

RESOLVED

The Year-to-Date reports for November 2021 was accepted. (See Appendix C)

Emergency Spend

None.

105 Decisions made under delegation

RESOLVED

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

106 Preparation for Platinum Jubilee Celebration

The Council discussed the upcoming Platinum Jubilee.

RESOLVED

- To ask local groups what they are planning on doing. Clerk
- To apply to HDC for the Platinum Jubilee grant in order to plant a commemorative oak tree at Cross Green to mark this occasion. Clerk

107 Suspension of Standing Order 3 (X)

At 9.30pm the Chairman requested that Standing Orders be suspended in order to deal with the remaining items on the Agenda.

RESOLVED

To continue the meeting in order to complete the items on the agenda.

108 Communications

The Communications Working Group had met virtually on 9th December. The working group recommended using a specialist company to set up a Council Facebook page in order to improve communication with residents. They also recommended putting analytics onto the existing website to see how it is used.

RESOLVED

- (a) To engage a specialist company to set up, and manage, a Parish Council Facebook page at a cost of up to £3000 per year;
- (b) To prepare a Statement of Work that clearly sets out the responsibilities of the provider and the interaction between the provider and the Council;
- (c) To contract with the provider for an initial period of up to 12 months, with a break clause at three months.
- (d) That this will be a public page that provides information, but makes no provision for comments. It will direct residents to the Council's website for fuller information or when consultation is needed.
- (e) That the Communications Working Group will manage the procurement and make recommendations to Full Council for award of the contract.
- (f) Not to arrange for Councillors, or the Clerk, to be trained on social media training at this stage.
- (g) That EPC will speak to other local councils about their Facebook pages. **Clerk**
- (h) To approve the cost of installing analytics on the website at a cost of up to £50.

109 Parish Magazine

RESOLVED

To agree a contract with the Parish Magazine for £35 per month to cover the cost of the publication of the precis of the minutes of the Council's monthly meetings, and up to 2 pages of other Council information each month.

110 Enforcement

- It was noted that the Council is still trying to arrange a meeting with HDC Enforcement. Dr A Crampton (HDCIlr) was asked to assist in helping to arrange this.

111 Planning

Yateley Neighbourhood Plan Consultation

RESOLVED

That no comments were needed in response to the consultation.

Planning Appeal - To decide a consultee response on the Planning Appeal listed below:

21/00042/REFUSE for Retention of six seasonal worker accommodation units at Church Farm West, Bramshill Road.

RESOLVED

To forward the comments listed below to HDC. **Clerk**

EPC Consultee comment: EPC reiterates its previous comments: '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.'

EPC also notes the reasons for the decision to refuse and would therefore request that HDC enforce the removal of the 6 caravans in question.

There being no further items for discussion the Chairman closed the meeting at 10pm.

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

The next Full Council Meeting will be held on Tuesday 1st February 2022

Forward Plan

Date	Meeting	Draft Items
25 Jan 2022	Open Spaces Committee	
1 Feb 2022	Full Council	

Appendix A

Eversley Parish Council	Bank Reconciliation					
30th Nov 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 Oct 2021					
as per Bank Statement						
						68,537.83
Chq No./Bacs date/ref	Payee	Description	Invoice no.	Net Amount	VAT	Total
06-Oct-2021/charge card	ICO	Annual Data Protection Fee	Z8827755	40.00		-40
06-Oct-2021/charge card	RBL Poppy Appeal	Wreath/donation		50.00		-50
02-Oct-2021/charge card	Zoom Video Communications Inc.	Monthly Zoom subscription	INV110648456	11.99	2.40	-14.39
24-Oct-2021	BT Group	Monthly office phone costs	M126RM	32.20	6.44	-38.64
08-Oct-2021	Staff	Salaries - Oct		1,530.53	0.00	-1,530.53
08-Oct-2021	J Routley, Clerk	Expenses/Admin - Oct		40.51	0.00	-40.51
08-Oct-2021	Hampshire Pension Fund	Sept contribution		400.14	0.00	-400.14
26-Oct-2021	Nick Robins Ltd	Grounds maintenance - Oct	13957	1,025.00	205.00	-1,230.00
31-Oct-2021	Basingstoke Skip Hire	Skip hire Oct	497721	77.58	15.52	-93.10
27-Oct-2021	Nick Robins Ltd	Repairing damaged steps - Centre Green	13960	190.00	38.00	-228.00
26-Oct-2021	Nick Robins Ltd	Clearance of path 23	13958	150.00	30.00	-180.00
14-Oct-2021	Amazon Payments UK Limited	Printer paper and stickers	GB11P8TTMAEUI	18.28	3.68	-21.96
08-Oct-2021	Playscene Ltd*	Supply and install slide and surfacing - Lower Common	2075	7,225.00	1,445.00	-8,670.00
08-Oct-2021	Playscene Ltd*	Overpayment error		90.00		-90.00

10-Oct-2021	Nick Robins Ltd	For replacing damaged fence posts at Warbrook Lane Allotments	13943	338.25	67.65	-405.90
	S. Hughes	Bulbs Cross Green		21.57	21.57	-21.57
19-Nov-2021	Lloyds Bank	Bank Fees	324504472	7.85	0.00	-7.85
Lodgements			Invoice no.			
23-Nov-2021	Playscene Ltd*	refunding overpayment error		90.00	0.00	90.00
Total movement	as per cashbook					55,565.24
Unpresented cheques/payments	as at 30th Nov 2021					
Chq no./reference						
25-Nov-2021/charge card	Roadware	keys for bins	7583	31.90	6.38	
Bank Balance as at	30th Nov 2021 as per Sheet					55,565.24
Balance Reserve Account	38770268					82,745.35
	9-Nov-2021	Interest				<u>0.66</u>
						82,746.01
Total funds held by EPC	as at 30th Nov 2021					138,311.25
* Overpayment error of £90. Refunded on 23.11.21						

Appendix B

Eversley Parish Council					
Payments for approval 4.1.2022					
The invoices listed have been examined, verified and certified by the Responsible Financial Officer					
Prepared by _____ J Routley, Clerk/RFO					
Date					
Approved by _____ A McNeil, Chairman					
Date					
Approved by _____ Councillor					
Signed					
Date					
Payee	Invoice no.	Description	Net Amount	VAT	Total
Lloyds Bank		Bank Fees	7.00	0.00	7.00
BT Group	M128 ZV	Monthly office phone costs	32.20	6.44	38.64
Staff		Salaries - Dec	1,636.69	0.00	1,636.69
J Routley, Clerk		Expenses/Admin - Dec	53.40	0.00	53.40
Hampshire Pension Fund		Dec contribution	444.60	0.00	444.60
Nick Robins Ltd	14004	Grounds maintenance - Dec	935.00	187.00	1,122.00
Nick Robins Ltd	13996	Removal of old goal post and putting up new goal post at Chequers Green	175.00	35.00	210.00
Basingstoke Skip Hire	502502	Skip hire Dec	93.90	18.78	112.68
HM Revenue and Customs only		HMRC Oct-Dec	1,301.17	0.00	1,301.17
	TOTAL				<u>4,926.18</u>

Appendix C

Year to Date			
at 30th Nov 2021			
	FY 21-22	Budget 21-22	% 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)	4.52	10	
Garden Plot Rents	646.00	518	
S106 Funds	0.00	0	
Burial Ground Fees	1,470.00	1,500	
Donations/Grants	2,560.20	2,560	
other income	90.00	0	
Insurance claim	0.00	0	
VAT Reclaim	0.00		
Sub Total	83,747.72	83,565	
Expense			
Staff Remuneration + Pension +HMRC	19,511.70	29,367	66.4
Admin/Office Costs	1,144.37	2,383	48.0
Hall Rental	300.00	550	54.5
Chair/Cllr Expenses	113.41	500	22.7
Bank Charges	91.40	120	76.2
Subscriptions/Publications	1,142.90	1,750	65.3
Insurance/Audit Fees	2,148.47	2,500	85.9
Election costs (every 4 years unless by-election called)	0.00	0	0.0
Admin Sub Total	24,452.25	37,170	65.8
Grounds Maintenance	8,141.90	13,120	62.1
Repairs/Maintenance	2,988.74	6,000	49.8
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	691.90	1,429	48.4
Annual Playground Inspection	0.00	360	0.0
EPC projects + new equipment	7,966.57	8,000	99.6

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	0.0
OS Sub Total	19,964.11	43,987	45.4
Website	286.90	408	70.3
Training	45.00	500	9.0
Grants	100.00	1,500	6.7
Section 137 Payments/now GPC and not a limit	0.00	0	0.0
VAT	4,227.85		
Sub Total	4,659.75	2,408	193.5
	49,076.11	83,565	58.7
Income - Expenditure	34,671.61	0	
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	34,671.61	0	
Outstanding Cheques not cashed	38.28		
<u>Total Funds remaining</u>	<u>138,311.25</u>	<u>103,601</u>	-
Earmarked Reserves			
6 months running costs	24,425		
Project: Village Signs	12,000		
Project: New Play Area Cross Green	30,000		
Total Earmarked Reserves (Total Reserves-Earmarked)	66,425		
Funds Remaining after Earmarked Reserves	71,886		

Appendix D

DELEGATED AUTHORITY DECISIONS

TYPE	DATE		DECISION
Other	17.12.2021	Response to Defra	“The available space for burials in Eversley is very limited, so there is a pressing need to use that space as economically as possible. Eversley Parish Council takes the view that a reasonable area for each burial plot is four square metres. Therefore, to avoid putting unnecessary pressure on limited space Eversley Parish Council recommends that the proposals are amended to prescribe a minimum of four square metres for each plot.”