

**Minutes of Nether Wallop Parish Council Extraordinary Meeting held at 7.15 pm.**

**on Tuesday 04 May 2021 via Zoom online meeting.**

- 5617 Present online:** Cllrs Cotterell, Souter, Carpenter, Whitaker, Sangster, Roberts and Graves.
- 5618 In Attendance:** Mrs G Foster, Parish Clerk and 3 members of the public and TVBC Cllr Jeffrey were present for part of the meeting.
- 5619** The chairman opened the meeting and asked for nominations for the position of Chairman. Cllr Whitaker was proposed by Cllr Souter and seconded by Cllr Cotterell. No other proposal was made, and Cllr Whitaker was elected as Chairman unanimously.
- 5620 Acceptance of the Declaration of Office:** All councillors had been sent a copy of the Acceptance of Office form prior to the meeting. Cllr Whitaker signed the form on camera and her husband hand delivered the original to the clerk immediately.
- 5621 Election of Vice-Chair:** Cllr Cotterell proposed Cllr Sangster who was seconded by Cllr Whitaker. Cllr Sangster accepted the nomination and was unanimously voted in as Vice-Chair. All councillors joined in congratulating Cllrs Whitaker and Sangster on their new appointments.
- 5622 Apologies for absence:** HCC Andrew Gibson had sent his apologies as he was retiring from Hampshire County Council.
- 5623 Declarations of Interests for items on the agenda, changes in Register of Interests, Requests for dispensations:** Cllr Carpenter noted that he had an interest in planning application 21/00691/FULLN as he was a close neighbour.
- 5624** TVBC Cllr Jeffrey joined the meeting at 19.19.
- 5625 To receive reports from TVBC Cllr I Jeffrey:** Cllr Jeffrey congratulated the Chairman on her new appointment. A summary of the MidTest Matters newsletter no.23 which had been sent that day was heard. A copy of the newsletter is available to read on the [website](#). TVBC Cllr Jeffrey left the meeting at 19:27.
- 5626 Points from the Floor:** A member of the public congratulated the Chairman and said he thought she would be very capable in her new role.
- 5627 To note the NDP Steering Group meeting of 26th April was cancelled:** Cllr Souter explained that the meeting had been cancelled due to last minute apologies which had meant the meeting would not be quorate. It was disappointing, as considerable work on the NDP has been done by some individuals during April, but the Steering group were unable to discuss and therefore have nothing to report to the Parish Council this month.
- 5628 To consider planning applications and agree comments to be sent to Borough Council:** The following applications were considered, and comments as below were unanimously **RESOLVED:**
- 5629** 21/00691/FULLN – Walnote, Five Bells Lane – **No Comment**
- 5630** 21/01102/FULLN - Hatchetts Barn Farley Street – **No Objection**
- 5631** 21/01184/PDRN - Notification for Prior Approval under Class R - Change of use of an agricultural building to commercial office space and other flexible commercial space – **No Comment**
- 5632** 21/01116/FULLN - The Lodge, Farley Street – **No Comment**
- 5633** 21/01115/FULLN - The Gables Heathman Street – **No Objection, but concerns that a chimney spark arrestor may be required and concerns over potential overlooking of neighbours.**
- 5634** TVN.07118/4 - New Farm Hollom Down Road – **Cllr Cotterell declared he knew the applicant well, but had no pecuniary interest in the application. - No Comment**
- 5635** The comments would be forwarded to the Borough Council. **Action: Clerk.**

**5636 To approve the Minutes of the previous Full Council meeting on 12th April 2021:** The minutes had been circulated and posted online. It was **RESOLVED:** Unanimously, that the draft be approved. The Chairman would sign the paper copies at her earliest opportunity. **Action: Clerk.**

**5637 To approve the accounts for the last financial year 2020/2021:** The following reports had been posted online and were available for councillors to view in the council dropbox. Bank Reconciliation as at 31<sup>st</sup> March 2021 showing £54,543.28, Trial Balance, Balance Sheet showing reserves of £53,031, Creditors £1,619 and Debtors £106. Statutory Income and Expenditure, Full Budget Report, Village Hall Budget Report, Total Income and Expenditure, Earmarked Reserves as at Year End of £15,592.82, Annual Return printout and Year End Accounts Report which had been compiled manually to show comparisons to previous years although this was not strictly necessary. It was **RESOLVED:** Unanimously, to approve the accounts as presented. Cllrs noted how much work had been done to provide the reports and the Clerk was thanked for her efforts.

**5638 To approve the 2021/22 Bank Reconciliation, Trial Balance, Payments and Receipts, Budgets reports as available on the website:** All reports had been filed in the council's dropbox and posted on the website prior to the meeting. It was **RESOLVED:** Unanimously, that payments be approved as below.

Counterparty	Cost	Net	VAT	Total Amount
Octopus Energy	Electricity	125.57	6.28	<b>131.85</b>
Came & Co.	Insurance NWPC	638.04	0.00	<b>638.04</b>
Came & Co.	Insurance NWNVHT	951.41	0.00	<b>951.41</b>
Southern Fire Protection	Monthly Subs Feb+Mar	34.00	6.80	<b>40.80</b>
Fleet Line Markers	Pitch Marking Paint	180.05	36.01	<b>216.06</b>
Business Stream	Water	53.38	0.00	<b>53.38</b>
Reliance Appliance Testing	PAT test in Village Hall	44.00	0.00	<b>44.00</b>
Tangley Parish Council	Speedwatch equipment	1,000.00	0.00	<b>1,000.00</b>
Gail Foster	Salary and Expenses	1,028.86	0.00	<b>1,028.86</b>
Standard Life	Pension conts EE+ER	92.59	0.00	<b>92.59</b>
HMRC	Tax and NI	87.54	0.00	<b>87.54</b>
<b>Totals</b>		<b>4,235.44</b>	<b>49.09</b>	<b>4,284.53</b>

Receipts that had been received were noted as below:

Counterparty	Description	Net	VAT	Total Amount
Anne Scott	Tennis bulk bookings	40.00	0.00	<b>40.00</b>
Ben Sangster	Tennis Single booking	2.50	0.50	<b>3.00</b>
TVBC	Precept	21,832.50	0.00	<b>21,832.50</b>
Chris Webb	Tennis bulk bookings	60.00	0.00	<b>60.00</b>
Carrie Askey-Wood	Tennis bulk bookings	40.00	0.00	<b>40.00</b>
Pam Quick	Tennis bulk bookings	40.00	0.00	<b>40.00</b>
J Middleditch	Donation in memory of Hugh Fraser-Richards	40.00	0.00	<b>40.00</b>
M Hanbury	Tennis bulk bookings	60.00	0.00	<b>60.00</b>
O Stead	Tennis Bulk booking	60.00	0.00	<b>60.00</b>
HMRC	Q4 VAT return	89.58	0.00	<b>89.58</b>
Andover Royals	Football bulk booking	100.00	0.00	<b>100.00</b>
Queen Charlotte FC	Football single booking	25.00	5.00	<b>30.00</b>
<b>Totals</b>		<b>22,389.58</b>	<b>5.50</b>	<b>22,395.08</b>

**5639** The Bank Reconciliation would be signed as soon as possible. **Action: Cllr Whitaker and Clerk.**

**5640 To complete and approve the Annual Governance and Accountability Return:** Councillors had been provided with the Internal Auditor's written report after the audit which had been completed on the 27<sup>th</sup> April. Additionally, the Internal Audit Report from page 3 of the AGAR had been filled in by the auditor. Both reports were noted and approved by Council who were pleased to see that no recommendations had been made and that the accounts were in good order.

**5641** The Annual Governance Statement (section 1 of AGAR) was read out by the Chairman. It was **RESOLVED:** Unanimously, that boxes 1-8 should be ticked to show agreement with the statements. Box 9 was not applicable. The statement was approved for signature. **Action: Chairman & Clerk.**

- 5642** The Accounting Statements (section 2 of AGAR) was provided on screen and councillors had been able to check the figures stated versus the accounting reports provided for the previous year. The Clerk had signed the original copy and it was **RESOLVED**: Unanimously, that the Chairman should sign the form. **Action: Chairman & Clerk.**
- 5643** The dates for the exercise of Public Rights were approved to be 3<sup>rd</sup> June 2021 to 14<sup>th</sup> July 2021. The notice would be published on the website and on the Council's noticeboard. **Action: Clerk.**
- 5644** The External Audit requirements would be checked, and relevant documents sent to PKF Littlejohn. **Action: Clerk.**
- 5645** **To consider recommendations made by any NWPC committee:** No recommendations had been received.
- 5646** **Review of delegation arrangements to committees, sub-committees, contractors, staff and other local authorities:** An addition had been suggested for the scheme of Delegation and it was **RESOLVED**: Unanimously, that it be approved and the policy updated. **Action: Clerk.**
- 5647** Another attempt to recruit a footpaths officer via an advert in the Parish Magazine would be made. **Action: Clerk.**
- 5648** Outstanding Risk Assessments would be prioritised. **Action: All.**
- 5649** **Review of the terms of reference for committees:** The Terms of Reference for the NDP Steering Group and the Wallops Parish Hall Joint committee were reviewed and no amendments were required.
- 5650** **Appointment of members to existing committees and to review councillors responsibilities:** a schedule showing the responsibilities of each councillor was discussed at length. A revised list would be circulated and published and the Nether Wallop New Village Hall Trust would be advised of the Trustee change. **Action: Clerk.**
- 5651** **Appointment of any new committees in accordance with Standing Order 4:** The Clerk had not received any suggestions for appointments of committees and had suggested that Working Groups be formed if required to cut down on unnecessary administration. This was unanimously agreed.
- 5652** **Review of representation on, or work with external bodies and arrangements for reporting back:** The list of contracts had been supplied and it was agreed that no changes were required.
- 5653** **To review and if appropriate adopt the Standing Orders:** The current Standing Orders had been reviewed and two amendments had been suggested by the Clerk. These were unanimously approved. The document would be amended and published. **Action: Clerk.**
- 5654** **To review and if appropriate adopt the Financial regs:** The Previously adopted version of the Financial Regulations had been reviewed and no changes were thought necessary. The document was re-adopted as of May 2021. **Action: Clerk.**
- 5655** **Review of inventory of land and assets including buildings and office equipment:** The Asset Register was reviewed and unanimously approved. A tidier version of the list would be made during the next year. **Action: Clerk.**
- 5656** **Confirmation of arrangements for insurance cover in respect of all insured risks:** The Clerk had updated the schedule showing the insurance policy details for review. This was noted by all. Copies of the public liability certificates would be displayed at the Village Hall and in the Clerk's office. **Action: Clerk.**
- 5657** **Review of the council's and/or staff subscriptions to other bodies:** A schedule of subscriptions had been provided. It was **RESOLVED**: Unanimously, to resubscribe to Hampshire Association of Local Councils (HALC) - £335.89, Campaign to Protect Rural England (CPRE) - £36.00, Information Commissioners Office (ICO) - £35.00, Society of Local Council Clerks (SLCC) - £166.00, Zoom Virtual meeting hosting £11.99 per month for as long as the council could legally use the facility.
- 5658** **Review of the council's policies and procedures:** A rough list of policies that the Clerk had been trying to implement over the last year was reviewed. It had been formed from suggestions made on the CiLCA course and

from SLCC. Time had not allowed much progress to be made and the Clerk had suggested that a Working Group be formed to complete the process. It was **RESOLVED**: that a councillor would assist. **Action: Cllr Roberts.**

- 5659 Review of the council's expenditure incurred under section 137 or GPC:** Two payments (specifically grants) had been made under section 137 Expenditure and these were noted. The council are not eligible for the General Power of Competence as not enough councillors had been elected rather than co-opted.
- 5660 Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council:** A list of dates until May 2022 was reviewed and provisionally agreed. The next meeting could not be held via Zoom and was therefore scheduled for 14<sup>th</sup> June, on the Village Green, weather permitting. After this, the meeting would recommence in the Village Hall. If legislation and facilities permitted, the meetings would be available for the public to attend via Zoom, however it was noted that all councillors were required to attend in person. The dates would be published on the website. **Action: Clerk.**
- 5661 To note the reasons why the Annual Parish meeting has been delayed for 2021:** Councillors recalled that this had been discussed in the January 2021 meeting (minute 5397), when council had agreed to delay the meeting until large amounts of the public could gather in the Village Hall safely. A date would be considered later in the year.
- 5662 To note Councillors written reports / update / approve any cost implications:**
- 5663 Safe Travel WG** – Cllr Whitaker advised that the Speedwatch Equipment will be obtained from Tangle PC in the next week and a meeting had been set up for the new members of the Speedwatch team on 19<sup>th</sup> May at 6pm in the WPH carpark.
- 5664 Playing Fields and Playground** – The Padlock had gone missing from the Playground, this would be replaced. **Action: Clerk.**
- 5665** The playground had been used by several children and signs and barrier tape would need to be replaced. **Action: Clerk and Cllr Sangster.**
- 5666** The grass had been cut on 8<sup>th</sup> April, but not since then. A portion of the playing fields would not be cut for “No Mow May”. The pitches were being regularly used by the football and touch rugby teams in the past month. The Tennis Courts had seen some increase in use since the booking calendar had been made available on the website.
- 5667** Cllr Graves had noticed that the cricket shed door had warped and asked if any repairs should be made. This would be checked. **Action: Cllr Sangster.**
- 5668 Village Green** – A short report had been received from the Village Green Working Group Chairman. It was noted that the mowing of the green now took just over an hour as a result of the new mower being used. Thanks were again noted to the resident who had donated the funds for purchase. A molecatcher had been employed and two moles had been caught. Quotes are being sought for a digger for routine clearing of the ditch.
- 5669** The two willows on the green may need topping for safety reasons. An assessment by the Tree Officer should be undertaken to see if expert advice was required. **Action: Cllr Souter.**
- 5670** The grass would be fertilized later in the year which would required the public and pets to keep off the grass. This would be publicised on the village pump and on signs in situ, in due course.
- 5671 Village Hall** – The PAT testing had been completed and an item which had failed the testing would be returned to its owner. The cleaning and gardening have been maintained. The hall will be used as a polling station as usual on Thursday 6<sup>th</sup> May.
- 5672 Footpaths** – The lengthsman has been tasked with strimming Spring Pond RB37 and Wallop Drove RB36 to RB35. Someone had cleared footpath no. 17, which the council were very grateful for.
- 5673 Wallops Parish Hall** – There was nothing to report as no meetings had been held.
- 5674 To note the Clerk's Report and correspondence received:** The fire extinguishers in the Village Hall had been inspected on 14<sup>th</sup> April. Two new volunteers had offered to help with footpath clearances. Correspondence had been received regarding No Mow May, and Cllr Sangster had replied to both enquiries.
- 5675** A resident who had been working on arranging community Broadband and forwarded information to the council. Further investigation would be undertaken, and a proposal for the June agenda would be written. **Action: Clerk.**
- 5676** The notice for the playing fields would be purchased at the slightly higher price. **Action: Clerk.**
- 5677 Matters raised by councillors for noting or adding to the next month's agenda:** None.

**5678** Points from the floor. None.

**5679** Date of next monthly meeting: Monday 14<sup>th</sup> June 2021 at 7.15 pm on the Village Green.

**5680** The Chairman closed the meeting at 21.11 hrs.

**THESE ARE DRAFT MINUTES PRODUCED FOR REVIEW BY THE PARISH COUNCILLORS  
PRIOR TO BEING APPROVED AT THE NEXT PARISH MEETING OF THE PARISH COUNCIL**

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