

HANNINGTON PARISH COUNCIL

DRAFT Minutes of the meeting held on Tuesday 9th May 2017 at 7.00 pm; Hannington Village Hall

1. Appointment of Chairman and Order of Business at Annual Meeting (Compliance with Standing Order 2.j)

The Clerk presented a copy of Standing Order 2 annotated to show those elements that were relevant to the *'annual meeting of the Council to be held in May'*. The extract is reproduced as Appendix A to these Minutes. The Appendix also records the individual DECISIONS taken by the Parish Council at the meeting 9th May 2017 with regards each of the elements. **In particular, the Chairman, Simon Taylor, was re-elected as Chairman for the forthcoming year.**

2. Apologies for absence & declarations of interest

Apologies were received from Borough Councillors Donald Sherlock and Ken Rhatigan.

There were three residents present.

3. Minutes of 21st February 2017 Meeting

The DRAFT Minutes had been circulated in advance of the meeting. They were agreed, unamended, and signed by the Chairman.

4. Minutes of 28th February 2017 Meeting ... called to discuss Footpath FP7106a - Bertha's Lane.

The DRAFT Minutes had been circulated in advance of the meeting. They were agreed, unamended, and signed by the Chairman.

5. Matters Arising (not covered elsewhere on the agenda)

5.a The meeting reviewed the Actions from the two meetings held in February, and concluded that ALL were addressed elsewhere on the Agenda or would be added to the Actions List.

ACTION: Clerk

5.b The Action List from the December and prior meetings was reviewed in detail. All items were reviewed as to their status, and the Clerk was authorised to amend it accordingly and to include outstanding Items from the February meetings (Appendix B)

ACTION: Clerk

6. DRAFT Minutes of Annual Parish Meeting 20th April 2017.

The Clerk reminded the meeting that this item is for 'Information only'. Approval of the Minutes is the responsibility of the Annual Parish Meeting to be held in 2018. However, the issue regarding **'Noticeboards... do we need them?'** was relevant for discussion at the Parish Council meeting. The Parish Council meeting accepted the general consensus from the Annual Parish Meeting, and noted that:-

- with modern technology e.g. emails and websites etc, if the Noticeboards did not exist, the Parish Council would probably consider there was only a case for having two. This would be at the Village Green and at White Lane, where there was evidence of 'public use' i.e. by walkers, cyclists, visitors, horse riders etc.
- an 'audit' of the 'state of repair' had shown that generally the FIVE noticeboards were in a reasonable condition. ALL required a 'rub down and varnish'. Most would benefit from the 'internal pin boards' being replaced. The free standing noticeboard at North Oakley was unstable, as was the Village Green.
- there was limited evidence of usage with the exception of the Village Green.
- KEYS: it had been suggested at the Annual parish Meeting that this was partly because the keys were missing and therefore there wasn't access. However, a subsequent visit to the sites by the Clerk had confirmed there were keys 'on the top' of the noticeboards at Ibworth and Plantation Farm. An email to residents asking that keys were 'replaced' had not generated any improvement!

- Michaels Field Management Committee had indicated at the Feb Council meeting that they would like to have a Noticeboard... if the Parish Council had one spare.

The Council AGREED:-

- i. The Clerk to seek feedback from residents on potentially removing one or more of the noticeboards at Ibworth, Plantation Farm and North Oakley. This feedback will be sought by utilising the 'News' facility on the website asking for replies directly to the parish Clerk. At the same time the Clerk will inform residents of, and encourage them to sign up to, the automatic email alerts for 'Events', 'News', and 'Planning' items; in addition mentioning the use of the Contact webpage to send emails to the new parish Clerk email address.
- ii. Depending on the feedback, a decision would be made on:-
 - a. which one might be made available to MFMC; should they want it. MFMC would have to manage the removal and erection;
 - b. which of the noticeboards would then be 'renovated' or 'removed'? Pat Sarsfield-Hall had volunteered at the Annual Parish Meeting to take the lead on this work;
 - c. following directly from the above, the Clerk would purchase replacement keys and 'chains' to fix them to the noticeboards;
 - d. the Parish Council agreed, later in the meeting, to provisionally allocate £200 towards the cost of the renovation and purchase of keys etc.

7. Broadband:

Cllr Hertz reported that Hannington was specifically discussed at the 3rd May BT/HCC programme meeting.

"... BT Openreach has put forward a projected timescale for the installation of Kingsclere R1 which will serve Hannington.

"Work may start in the area between January and March 2018 but I don't expect services to be live before Q1 - April to June 2018. Obviously we will push BT to bring services on stream as quickly as possible (BT is not paid until the cabinet goes live) but I would rather give realistic timeframes, hence the 3 month leeway."

Source: Glenn Peacey, HCC Superfast Broadband. 4th May '17.Update

The technical 'solution' now being undertaken is to provide a fibre optic link from Hannington Mast to a 'box', probably sited on the mini triangle at the north end of the village. The fibre optic line will come across country and may require five(?) telegraph poles. Cllr Hertz advised the meeting that the above solution would mean that residents in Hannington Village would be able to receive 'Superfast Broadband' by the middle of next year. The actual speed for each home would depend on a range of factors, primarily the distance they are from the 'box'. However, we are talking about speeds of up to 24Mbps. As far Cllrs Hertz knows, this is the only such solution being delivered by the HCC Superfast Broadband Programme.

The Council noted what a major development this would be for the village and thanked Cllr Hertz for all his efforts over the last three years in 'persuading' the Hampshire Superfast Broadband Programme to find a solution for Hannington.

Cllr Hertz advised that this solution was limited to those living within the 'village' at did not apply to the four 'satellites' of Ibworth, North Oakley, White Lane and Plantation Farm.

8. Transparency Code

8.a Progress on Hannington PC website incl structure, functionality and database.

The Clerk informed the meeting that the HPC website had gone 'live' on 1st April 2017, as planned. Substantial data had been loaded and the website was operational, and available on the Internet. Cllr Hertz had been working hard with Hugo Fox, the website provider, on developing functionality. Some of his suggestions had already been taken on board, to the benefit of all users of the service, and others were still in 'development stage'.

The feedback at the Annual Parish Meeting had been positive, and the Council congratulated the Clerk and Cllr Hertz on the production of a very comprehensive and easy-to-use website.

The Clerk advised that whilst the residents had been informed of the existence of the new website and were now being actively advised to go there to access information such as the Council Agenda and supporting papers, and documents re Closing Accounts 2016-17 etc, there was still functionality in the website such as signing up for notification of 'Planning Applications', 'Events', 'News' etc, and the ability to contact the Clerk directly using the newly created email address clerk.hannington.pc.hants@gmail.com.

ACTION: Clerk and Cllr Hertz to work on how best to encourage residents to 'sign up' to these facilities (see also first bullet point at para 6 above).

8.b Further anticipated expenditure in year

The Clerk informed the meeting that all of the previously agreed Clerk's technology equipment i.e. laptop, printer and offline data storage with the associated MS Office and Norton Security software had been purchased, is operational. The agenda papers and ALL Hannington PC data for the last five years had been loaded on the laptop, and were to be used at the Council meeting. Unfortunately, the Village Hall does not have WiFi, so the laptop cannot access the Hannington website. Cllr Kinnear asked if her 'dongle' would be of use.

Cllr Hertz required reimbursement for the last item 'off-line back up disc storage'. No further expenditure is anticipated in the year. Note that the Norton Security software is on an annual license renewal and provision for this needs to be included in the 2017-18 Budget.

AGREED: payment of cheque number 370 £74.99 (incl £12.50 VAT).

The Clerk advised that whilst all this year's data files and many of those for 2016-17 had been loaded, further work was necessary to load historical records.

ACTION: It was agreed that the Clerk should initially concentrate on loading data for the last two years.

The Clerk would then undertake an 'audit of compliance' with regards the website fulfilling the requirements under the Transparency Code for Smaller Authorities, and submit it to the Council for approval.

AGREED: on satisfactorily demonstrating the Council was now compliant with the Transparency Code, the Council would release to the Clerk the grant received of £323.40 provided by the Transparency Code in 2016-17 for the staff costs in loading the data etc.

9. Correspondence

9. a HALC e-updates (Clerk)

The Clerk confirmed that all relevant correspondence had been circulated to Cllrs in advance of the meeting.

10. Public Observations: None

11. County Councillors Report: None

12. Borough Councillors Report: None

13. Planning Application

Hannington Farm, Summer Down Lane, Hannington RG26 5TZ; Erection of a dwelling for ancillary annexe accommodation 17/01451/FUL

Mr and Mrs Sarsfield-Hall informed the Council that, on the advice of a BDBC Planning Officer, they had withdrawn their previous planning application and had submitted, this, an amended application.

DECISION:

"Following a meeting of the Parish Council on 9th May 2017 the Hannington Parish Council has resolved to support Application 17/01451/FUL Hannington Farm Summer Down Lane Hannington RG26 5TZ - Erection of a dwelling for ancillary annexe accommodation.

This decision is taken on the grounds of planning policies EP4 (a) and EP4 (d) of the current Local Plan. The building is to be erected on the site of the former "Wellhouse" and hence is sited on "previously developed land". The building will allow the "continuing sustainability of the business". Small farms are an increasingly rare enterprise and the annexe is required to allow the business to continue as the Farmer passes over control to his children."

ACTION: the above decision to be sent by the Chairman to the BDBC Planning Department.

14. Roads, Footpaths & Bridleways Officer's report

14.a Update on Lengthman's Scheme (Cllr Hertz):

(i) schedule of works undertaken in 2016/17 has been confined to the clearing of undergrowth and dead trees and branches along the left hand side of Berthas Lane looking North, including the cutting of the ivy stems around the trunks of trees along the 166 metre stretch; as recommended by the BDBC Arboreal

Consultant. The effort to complete the work was over two days with hired machinery for three men to complete the task.

(ii) Schedule of work for 2017/18

Hannington PC has had confirmation from Pamber PC that it is part of the Lengthsman Scheme for 2017/18 with funding of £1,000 for the year.

- a. Later in the year the B&DBC Arboreal Consultant is to inspect the trees in Berthas Lane for 'safety' once the ivy that was cut back in 2016-17 dies back.
- b. There is an indicative, half a day task with a brush cutter to clear the low level undergrowth along Berthas Lane.
- c. There is the potential repair of 4 items of footpath furniture previously reported to the February 21st Council meeting.

Report Creation Date 05/01/2017		Hampshire County Council							
Countyside Service, . . .		Issue Inventory Report							
Admin Group: Basingstoke and Deane Borough									
Admin Area: Hannington									
Issue Code	Log Date	Type	Link Code	Link Type	Grid Reference	DescriptionSQL	Priority	Status	
17359	05/12/2016	Signage/Waymarking	105/739/2	Path/Link	SU54525702	Waymark post needed at bridleway junction.	Signage	Job Issued	
17395	08/12/2016	Signage/Waymarking	105/7103a/2	Path/Link	SU53065481	Waymarker post uprooted (on south side of hedge)	Signage	Job Issued	
17396	08/12/2016	Signage/Fingerpost	105/7103a/2	Path/Link	SU53065483	Two-way fingerpost leaning badly	Signage	Job Issued	
17482	21/12/2016	Signage/Waymarking	105/14	Furniture	SU53415401	Waymark post broken down	Signage	Job Issued	
Admin Area Total								4	
Admin Group Total								4	
Report Total								4	

14.b Footpath 7106a: (Cllr Hertz):

- i. Repair to base and SGS (Special meeting of HPC 28th February); the final consensus was that the costs to repair the track would not be sufficient to create a permanent surface that the farm vehicles would not ruin within the first couple of years. Subsequent to the meeting, further research into the provision of a permanent concrete surface gave an indicative cost of £12,000 for 96 cubic metres of specialist fibre reinforced concrete. This, simply, confirms the high cost of any long-term solution.
Cllr Kinnear informed the meeting that work on the car park at Michaels Field had produced two piles of hard core that could be used to fill the potholes.
- ii. Work to hedges and trees (see 12.a.i); Completed - *see 14.a) i. above.*
- iii. Change of Footpath designation to Bridleway: This work will utilise the new Hannington Parish website to gain documentary support required by HCC for the designation change.
ACTION: Clerk/Cllr Hertz

14.c Footpaths: cutting schedule 2017/18 (Cllr Kinnear)

Hannington PC's Cutting Schedule for 2017/18 has been submitted to Countryside Services. However, the HCC Countryside Services website still displays the 2016 Cutting Schedule. The new 'Cutting List' for 2017 has not been published yet. Countryside Services are awaiting their new website later this month at which time the 2017 Cutting List will be published.

14.d Update on matters discussed with HCC Highways Dept. (Cllr Hertz):

- i. Over the last 2 months, Highways department has been actively repairing Rectory Lane leading from Hannington Village to the A339.
- ii. All the identified 'High' priority issues including moving the HGV sign down to the beginning of Meadham Lane have been completed, and so, **no 'live' discussions are current.**
- iii. The Salt Bin outside the Vine & Craven cottages, opposite to 1-4 Oakley Road, was successfully moved to its final acceptable position on the 20th April by members of the Vine & Craven Hunt.

15. Finance & Audit

15.a **Final Accounts 2016/17**: Copies of ALL the Agenda Items 15.a (i) through to (vi) were circulated in advance of the meeting and were posted on the HPC website "Financials; 2016-17: Final Accounts and Audit Reports".

(i) Response to Internal Auditors on actions taken re their recommendations 2015/16 Accounts.

As part of the audit of Accounts 2016-17, the internal auditors require a statement from the Clerk on the actions the Parish Council has taken with regards to their recommendations following the audit of the 2015-16 Accounts. The report demonstrated clearly how three of the recommendations had been met in full:-

- R1 and R2 regarding updating its Standing Orders for the new NALC Model documents, and
- R4 regarding an annual review of its risk assessments. Whilst the Council still do not agree that this was not complied with in 2015-16, they confirm that the review process has been built into the 'Annual Cycle of Business' at its February meeting.

Whilst the Clerk/Council did NOT agree with the auditor's recommendation R3 "*a suitably designed rubber stamp should be acquired and be affixed to each invoice/payment document evidencing the effective review and approval for payment*". The Clerk/Council have complied with both the spirit of the recommendation and the implementation of appropriate 'actions' by requiring that ALL invoices are 'certified' by the Clerk (as valid and appropriate payments) and 'authorised' by TWO Cllrs as being agreed for payment.

AGREED: the Clerk should issue the report unamended to the internal auditors.

(ii) Financial Statement as at 31st March 2016

The spreadsheet representing the Final Accounts 2016-17 showed in detail against each of the 'subjective headings' egg Parish Precept (receipts) and Clerk salary (payments):-

- * the final figure for the year,
- * how they were incurred across the three previous periods (April/Sept), (Oct/Dec), and (Jan/March), and
- * the variance between the final figure and the Revised Budget 2016-17.

The cash at bank 31st March 2017 was £6,438.01. After taking into account cheques drawn but not yet cashed, the Operating Fund stood at £6,205.54, of which £1,000 was earmarked to the 'Provision for Repairs and maintenance of Unadopted Roads', leaving an adjusted balance at the yearend of £5,205.54.

AGREED: the statement was agreed by Council and signed by the Chairman

(iii) Cash Book 2016/17

The above Financial Statement was supported by scanned copies of the two pages of the Cash Book. This shows ALL the transactions in the year.

AGREED: the Cash Book was agreed by Council and signed by the Chairman.

(iv) Fixed Assets Register as at 31st March 2017

The Fixed Asset Register showed an 'Adjusted Asset Value' of £14,252 as at 31st March 2017. This compared with the £18,694 as at 31st March 2016. The reduction of £4,442 (Council Minute Sept 2016 19.b) resulted from the writing off of all the Councils seats, with the exception of the new one at White Lane (Council Minute Sept 19.b.i) and the writing off of the Bus Shelter (Council Minute Sept 2016 19.b.ii). A new section 'Operating Assets' was included to record the purchases in the year of IT equipment for the Clerk, namely DELL laptop (£1,445) and HP Office Jet printer (£125)

AGREED: the Fixed Asset Register was agreed by Council and signed by the Chairman.

(v) Annual Return: Section 1 - Annual Governance Statement

The statement begins with the statement " We acknowledge as the members e.g. Hannington Parish Council our responsibility for ensuring there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief with respect to the accounting statements for the year ended 31st March 2017, that..." The statement then identifies 8 criteria and requires the Council to 'agree' YES or NO to those criteria. The form also includes a brief explanation as to what 'YES' means. More detailed guidance was issued at the year end and circulated to Councillors so they were better placed to reach a decision.

AGREED: the contents of the Annual Governance Statement 2016/17 was agreed and signed by the Chairman.

(vi) Annual Return: Section 2 – Accounting statements

The statement is an analysis of the Final Accounts 2016/17 grouped to highlight specific elements as 'controls' such as Precepts (£5,397) separated from Other Receipts (£3,605), and Staff Costs (£3,032) separated from Loan Interest/capital Repayments (NIL) and All Other Payments (£5,835), plus the value of Fixed Assets (£14,252 see 15.a.iv above). This statement was supported by a restructured version of the Financial Statement spreadsheet (see 15.a.ii).

AGREED: the Accounting Statement 2016/17 was agreed by Council and signed by the Chairman.

15.b **Revised Budget 2017/18 Financial Update and invoices for approval (Clerk)**

In advance of the meeting, the Clerk had prepared and circulated, including posting it on the Hannington PC website, a report that provided a Revised Budget 2107/18 and a Medium Term Three Year Financial Strategy 2107-2020 amended for:-

- i. the **ACTUAL cash balance 31st March 2017** now standing at £6,206 (as per the Final Accounts 2016-17 – see 15.a.ii above),
- ii. the decision taken at the December 2016 meeting regarding a resources strategy based on the **Precept** requests for the three years 2017-2020 i.e. an increase from £5,397 to £6,703,
- iii. the decisions taken at the 21st February meeting to include three allowances: £500 in each of 2016/17 and 2017/18 for **repairs to FP7106a** (subsequently amended to only TWO years... see (iv) below); £1,500 in each of 2017/18, 2018/19 and 2019/20 for **'as yet unknown items of one-off expenditure'**, and £700 to be transferred in each of the three years from the General Fund to the specific Provision for the Repairs and Maintenance of Unadopted Roads,
- iv.** noting the subsequent decisions at the 28th February meeting with regard to FP7106a, Berthas Lane... and therefore changing the 21st Feb decision by retaining £500 in each of only the first TWO years for **'general repairs to footpaths'** rather than the THREE years,
- v.** two other material changes to the Budget being an increase of £377 in the **VAT recoverable in 2017/18** due to the expenditure incurred on the purchase of IT equipment i.e. an increase from £445 to £822 (actual), and £400 further costs (staff costs and minor IT equipment) to be incurred in 2017/18 on finalizing the **creation and implementation of the Hannington PC website**; in compliance with the Transparency Code, and
- vi. two further potential issues potentially affecting the Budget 2017/18. The suggested **cessation of the annual donation of £250 to churchyard**. This amount had been retained in the financial statements attached as no decision had yet been made by the Parish Council, and, an estimate of £200 in 2017/18 for the **repair and maintenance of the Parish Council noticeboards**. This issue was discussed at the Annual Parish Meeting in April and so the MTFS include this provision. See Minute 6 above, for the decision of the Parish Council.

With the exception of 'the cessation of the annual grant to PCC for the maintenance of the churchyard' (vi above), the Clerk reported that implications of the above are that the yearend cash positions would be as follows:-

	31 March 2017	31 March 2018	31 March 2019	31 March 2020
Cash balance	6206	6907	7386	7864
Less Provision for Unadopted Roads	1000	1700	2400	3100
General Fund	5206	5207	4986	4764

DECISION: The Parish Council APPROVED the Revised Budget 2017/18 and the accompanying Medium Term Three Year Financial Strategy, as presented by the Clerk, with the exception of the annual provision to the PCC of £250 towards the cost of maintaining the churchyard which was to cease immediately.

15.c. Invoices for approval

For purposes of audit, ALL payments made must be recorded in the Minutes. The Council meeting 21st February 2017 was informed of and approved the payments; cheque numbers 357 up to and including cheque number 365 "£1,733.94 reimbursement to Clerk for the purchase of the laptop".

The Clerk reported that three further payments had been made in 2016/17 and had been recorded in the Final Accounts. The two items of expenditure for the IT platform had been agreed by Council in advance and were included in the Minutes of the meeting 21st February 2017. The three payments were:-

- i. reimbursement to Cllr Hertz of £278.98 for the purchase of IT software to support the Clerk's new IT platform (cheque number 366 dated 4th March 2017),
- ii. reimbursement to the Clerk of £38.99 for the purchase of printer cartridges (cheque number 367 dated 28th March 2017), and
- iii. reimbursement to the Clerk of £149.98 for the purchase of the new printer to support the new IT platform (cheque number 368 dated 28th March).

DECISION: Noted and approved

The Clerk informed the Council that he had two payments for approval. They were:-

- iv. payment of £191 to HALC for the TWO annual subscriptions HALC (£169) and NALC (£22) (cheque number 369 dated 9th May 2017), and
- v. reimbursement to Cllr Hertz of £74.99 for the purchase of off-line disc storage to support the new IT platform. This was the final piece of the jigsaw with regards this initiative. (cheque number 370 dated 9th May 2017).

15.d Bank reconciliation statements.

The bank reconciliation as at 31st March 2017 formed part of the Final Accounts 2016/17 – Financial Statement. This recorded actual cash per bank £6,438.01

LESS cheques drawn not yet presented		
Cheque nos 364	£43.50	
367	£38.99	
368	£149.98	<u>£232.47</u>
General Fund Balance as at 31 st March		<u>£6,205.54</u>

The Clerk reported that as at 9th May 2017 the bank balance stood at £10,777.01 being

- the bank balance as at 31st March 2017 £6,438.01 (as above)
 - LESS cheque number 364 presented 11th April £43.50
 - PLUS first instalment of Precept, and grants from BDBC 2nd May £4,382.50
- £10,777.01

DECISION: noted the level of the General Fund cash balance of £10,777.01 as at 9th May 2017.

15.e Wellhead

The meeting was informed that the Wellhead needed repainting, and that this should be done during the summer this year. Mr Sarsfield-Hall had volunteered to 'oversee the work'. The Council thanked him for his kind offer.

DECISION: The Clerk is to include a £400 provision in the Budget 2017-18 for the potential cost.

ACTION: Clerk to modify the two financial statements for these two decisions.

15.f **Access to Public Sector/Service Grants.**

The Clerk confirmed that he had made no progress since the last meeting in February on identifying the potential grants and financial support from HCC.

ACTION: Cllr Hertz volunteered to follow this up.

16. Governance Matters

16.a **Approval of timetable for reviews of documents**

A draft timetable 'Annual cycle of Business' was circulated in advance of the meeting. The aim is to ensure key Reports are presented to Council at the appropriate time of the year, and to spread the 'governance and scrutiny' elements across the year to enable them to have sufficient time on the Agenda for discussion and review.

AGREED; to adopt the Annual Cycle of Business.

16.b **Health & Safety/Risk Management** (Standing Item)

Cllr Hertz drew attention to the outstanding issues raised with regards the Village Green e.g. flint stones, and asked the Clerk to undertake a risk assessment accordingly.

ACTION: Clerk.

17. Appointment of new Councillor – by co-option.

The Clerk informed the Parish Council that following the resignation with effect from 10th May, he would formally notify residents of the vacancy via Barbaramail, would place the required Notice of Vacancy on each of the five noticeboards, post the vacancy on the Hannington PC website, and notify the BDBC Returning Officer.

ACTION: Clerk

18. Appointment of new Clerk

The Clerk informed the meeting that following a change in circumstances and a subsequent discussion with the Chairman, he would like to continue as Clerk should the Parish Council wish.

DECISION: Agreed.

19. Dates of Next Parish Council Meetings:

AGREED: Tuesday 12th Sept 2017; Tuesday 12th Dec 2017

ACTION: Clerk to find a suitable alternative date for the 'February' meeting.

*A copy of these Minutes will be posted on the HPC website. Items marked * have already been posted on the website <https://www.hugofox.com/community/hannington-parish-council-hampshire-7641/about-us>*