



Shalden Parish Council

Minutes of the meeting of Shalden Parish Council held in the Village Hall on Wednesday 26th September 2018 at 8.00 pm.

Present: Andrew Shirvell (Chairman), Rosemary Hartgill, Tony Jenkins and Martin Nonhebel.
Also in attendance: Rob Wood (Clerk)

1. Apologies: None received

2. Public Session: Michael Jackson and Afandi Darlington were in attendance, but had no comment.

3. Minutes: The minutes of the meeting held on Wednesday 25th July 2018 were reviewed and agreed as a true record and were signed by the Chairman.

4. Matters arising:

a. Clerk contacted the Information Commissioner's Office (ICO) to enquire whether the Parish Council needed to register on their database. They informed the Clerk that this was necessary and this has been done.

b. The thanks of the Parish Council were passed onto David Warwick for his work organising fibre broadband to be installed in the village.

c. Clerk contacted Helen Dudley, the local footpath warden regarding correspondence about FP#1 and 6 after seeking advice from the Chairman. Essentially as the issues raised had been directed to the HCC the issues were out of the Parish Council's hands. The Clerk suggested that in future, the best route would be to approach the Parish Council in the first instance.

5a. Correspondence:

- i. EHDC Community Forum; the Clerk reported that there were a number of groups and charities that might be of help to people living in the Parish and that details of these should be shared on the website once built.

5b. Planning:

- i. 33980/003: May Cottage, Southwood Road. Variation of condition 4: change of wood burner to chimney. Council had no comment on this application.

6. Finance update:

- i. The Clerk presented the Councillors with the Income and Expenditure for the year to date and a projection of spending for the remainder of the current financial year for their inspection. The current account balance was £7792.35 after the receipt of the second precept payment for the year. The reserve account balance was £2061.76.
- ii. During the period between July and September meetings, it was found that the Septic Tank at the Recreation Ground had become unusable (see item 7a). An estimate for its replacement was £4469.47 from DC Andrews, who it had been decided by the Council was their preferred contractor for these works. In addition, investigation work on this issue and renewal of the pipework had already cost £2133.41 and as discussed

in the last meeting, it had been agreed to install thermostatic low energy heaters at a cost of £546. In total, all of the required works would cost £7148.88, of which £1320 would be recoverable VAT. The Clerk shared this information electronically or in person with the Parish Council in a virtual meeting (see appendix A), where they unanimously agreed that with the help of grants that the work could just be afforded and should go ahead. The alternative essentially would have been that the Pavilion would be unusable. The Clerk applied for councillor grants from Cllr Glynis Watts (EHDC, £500) and Cllr Mark Kemp-Gee (HCC, £1000) both of which were granted. The Clerk has also applied for a grant of £750 from the Hampshire Playing Fields Association and has approached the Village Hall Committee via R. Hartgill for assistance. The outcome of these are not yet known.

- iii. The Clerk noted that at this time of year, three donations were usually made (CAB, Shalden PCC and to the Villager) totalling £620. The Clerk questioned whether this was appropriate this year given the current financial situation. This was discussed by the Council, who decided that they would ideally like to continue to make these donations as they are representative of all people in the village. It was agreed that this would be delayed until the next Parish Council meeting so that the true financial position could be established.

7. Recreation Ground:

a. Pavilion essential works. The Chairman summarised the events surrounding the Pavilion over the last two months regarding the septic tank. Briefly, after investigation work in August David Andrews found that the Septic Tank which had been fitted some time ago was now unusable. The tank itself was full of debris, the connecting pipework had been installed with no inspection hatch on a right angled bend and so the pipe itself was blocked at that point. It was rodded at some length after an inspection hatch had been added, and was found to be completely blocked. The Chairman and Clerk attended and this was demonstrated to them – the rod was not able to penetrate the tank itself. It was decided that the issue was the debris in the tank itself and as access to clear it was not possible, that the most cost effective route would be to install a new Septic Tank.

b. Alton FC: The Clerk reported that the football club had signed the agreement for the current season and had agreed to pay an extra £5 per game towards the marking of the pitch by Alton TC. The football club have been very flexible and helpful around the issues that we have had with the Pavilion. They have played their first matches at the Recreation Ground, which went well. The club seem to be very pleased to have the use of our facility. M. Nonhebel suggested that if all went well this year perhaps a longer term agreement could be discussed with AFC and also that this might help with budgeting in terms of being able to project income from this asset.

8. Discuss Parish Council Policies: Each document was shared with the Councillors in advance of the meeting.

a. Equality and diversity policy: it was unanimously agreed that this policy be adopted.

b. Health and Safety Policy: this was adopted by unanimous agreement. The Clerk noted that a risk assessment for the activities of the Parish Council needed to be prepared.

c. Safeguarding policy: this was adopted by unanimous agreement.

9. Website build: The website will be built using HugoFox, who are a free provider for Parish Councils. The proposed name is 'www.shaldenpc.org'. The Clerk suggested that the website be built in two phases. Firstly, the core should be built solely covering the activities of the Parish Council. This is planned to be completed in draft form by the next Parish Council meeting. Secondly, the Clerk will approach local groups as appropriate to see if they would like to add a section to the site. This will be done once the main site has been completed.

10. AOB: None.

Appendix A

This is an email sent to Parish Council on 29th August except for R. Hartgill, who was given a paper copy on the same day. All Councilors except for D. Orme replied and all gave permission for the proposed spending agreeing that the works should go ahead.

'Dear Andrew, Martin, Tony and David,

I am writing to update you on a significant issue that we have at the Pavilion at the Recreation Ground. After the last Parish Council meeting, David Andrews team visited and replaced the pipework at the Pavilion as agreed. The cost of this work was £685 plus VAT (£822) as at the last meeting. Whilst David was there, I asked him if he would be able to have a look at the Septic tank, as when the Beehive used it, there was an issue that indicated that there might be a blockage in the system. This seems to have been a persistent problem over a number of years, the Beehive told me that they have had this problem every time they have used the Pavilion over many years. Also, we know that something odd happened last year when the tank was emptied - we were never charged and Mike never got a reason why. David's team visited the following week and after a significant amount of investigation work, which had to be done (a mini excavator was hired) where the pipework leading from the Pavilion to the tank was exposed, there were found to be no inspection hatches to rod from, and there were also two sharp bends in the pipework where there might easily be a blockage. So two inspection hatches were put in, and the pipe all of the way from the Pavilion to the tank was found to be full of water and waste. A new pipe was laid and it was then found that the entrance to the Septic tank was completely blocked, and could not be moved. Looking into the tank, there is quite a lot of rubble/rubbish inside, which appears to be blocking it. David Andrews assessment is that it is now unusable and I am afraid requires replacing - please see his notes on this and quote attached. I am currently waiting for the invoice for the investigation work that was done, but for the purposes of this I have estimated £1000 for that work which I hope will be a significant overestimate. The cost that David has given us is £3725 plus VAT (£4469) to replace the Septic tank. I have allowed an approximate total of £7000 for all of the works that we had hoped to do (renewal of pipework, septic tank investigation work, replacement of septic tank and ideally installation of two electric heaters and a thermostat). I am still waiting on the final figures from David Andrews and Larry George is putting a quote together for the heaters, so I will have a more accurate figure in the next week or so. I think that without the heaters, it's going to cost a lot of money in my time just looking after the Pavilion each week, so if it could be afforded, they will quickly pay for themselves.

I'm sorry that all of this has been going on, what seemed to be a small job two weeks ago quickly became a big one, which needed to be done in order to make the Pavilion usable I thought. So the current situation is that the Parish Council have two choices; either install a new Septic tank at a large expense and make the needed improvements to keep the Pavilion usable and able to bring in an income, or leave it as is and write the pavilion off as unusable and therefore lose out on any potential income from the recreation ground.

Over the last week, I have been looking into grants to help with the cost of this work should you decide to go ahead. So far, I have got £500 offered by Glynis Watts (Martin I think that you emailed her about the Pavilion and defibrillator - perhaps this would be the greater need?) and £1000 from Mark Kemp-Gee. These funds would be quick to access. I have also applied for a grant that would cover 10% of the total cost from Hampshire Playing Fields Association, we should hear about that in a couple of weeks. I have attached the application, as I thought you might be interested. I have put in the HPFA grant as we can always withdraw it if you decide not to go ahead and they have a meeting to discuss grants imminently.

I have attached a projection of this years accounts, which I hope shows both our current position and where I think we will be at the end of the financial year. If you could please have a look at this and let me know what your thoughts are, that would be much appreciated. If there is a clear opinion either way, I think we can proceed, but if you would like to discuss this as a Council, please let me know and I will arrange a meeting.

To summarise, accounts wise, we currently have £4926 in the current account and £2062 in reserve. Allowing for £7000 of work not and not including the potential £2200 of funding we hope to have, the end of year balance will be £3722 in the current account and £2200 in reserve. So essentially I think that we have the funds available (with the £1500 guaranteed grants) now to put in the new Septic tank, but we can leave the heaters until the other work is complete and see how much funding we get in. We also could delay my April pay next year until the precept comes in if we need to to give a little more leeway. It's also worth bearing in mind that the costs for the work include around £1100 of VAT, which we should be able to claim back next year.

It's also worth bearing in mind that Alton FC are hoping to play their first match the Recreation ground on the 8th of September. I will look into using a Portaloo as a temporary measure if you decide to make repairs.

Please let me know if you have any questions and feel free to phone myself or Andrew to discuss. Just to make you aware, I will visit Rosemary tomorrow to let her know what's been happening. I will look forward to hearing your opinions on what you think the best way forward is. If you have any problems opening the documents, please let me know and I'll drop round a paper copy.

Kind regards,
Rob.'