

Minutes of Nether Wallop Parish Council Monthly Meeting held at 6:45 pm.

on Monday 10th July 2023 in the Village Hall, Nether Wallop.

- 6765 Present at the meeting:** Cllrs Whitaker, Graves, Carpenter and Bedford, HCC Cllr Ian Jeffrey and TVBC Cllr Stuart MacDonald.
- 6766 In Attendance:** Mrs L Armstrong, Parish Clerk, and 3 members of the public.
- 6767 Welcome:** The Chairman opened the meeting and welcomed everyone.
- 6768 Apologies for absence:** Cllr James had sent her apologies.
- 6769 Declarations of Interests for items on the agenda, changes in Register of Interests, Requests for dispensations.** There are none.
- 6770 To receive reports from HCC & TVBC – Cllr Jeffrey & Cllr MacDonald**
- £22.5 Million available over 3yrs has been allocated for pothole repairs in Hampshire.
 - Reminder about Connect 4 Communities – see report from Borough council.
 - Connect 2 Support is avail until 23/7/23 for those in the community who require help.
 - Traffic calming will be surveyed again in September.
 - Cllr Bedford enquired as to how far in advance the re-surfacing gets prioritised.
Cllr Drew to find out and report back, as the worst pieces of road had not been done first.
 - Cllr MacDonald spoke of resilience planning – Over Wallop regulation 16 – an end is in sight and should be completed shortly.
 - Cllr MacDonald also stated the importance of the entire village supporting the traffic calming, Cllr Graves to action. (see below Cllr report)
 - NAK is aware that NWPC would like to be top of the queue in October.
 - NWPC asked for guidance on replacing trees that are being felled, Cllrs Drew and MacDonald to report back.
 - The Clerk is to complete and submit the application for the SSE grant for the back-up battery for the solar panels in the village hall.
- 6771 Points from the floor - None**
- 6772 To approve the minutes** of the previous NWPC meeting on 12 June – All approved.
- 6773 Review of letter from Internal Auditor and allocate responsibilities –As per pg10 of the internal audit report:** See reports below. For full audit report please see our website.
- 6774 Cllr reports :**
- Playground & Playing fields-** Fence has been removed and stored for use once new playground has been installed. Simon Tilling to advise Clerk if any extra fence is left over, which can be re-purposed for entrance to the village. There have been complaints of the seat in the shelter being too short. Cllr Carpenter to investigate modification of the seat with Simon Tilling.
- Cllr Graves had a discussion with Alan from Broughton Football club, about the football field rental costs. Girls football not getting much support. Cllr Graves to send proposal to Alan, as he was to meet with the football committee on 13/7 to discuss and hopefully get an agreement

drawn up. It was asked if the football players could use the exercise equipment, and it was agreed as long as the village residents get full access when needed.

-It was noted that NWPC do not want the Andover football club to feel ousted with the new Broughton agreement, and PG is to check on their commitments.

- Some signs are to be made, laminated and put up on both the exercise equipment and the Zipline, stating safety ages/weights.

-enquiries are to be made with Liz, regarding plans for the proposed pavilion café.

Village Green – Thanks are to be extended to Viv for the great job done on the sleeper repair on the bridge.

Highways & Traffic Calming – Cllr Bedford reported that Over Wallop and Nether Wallop are to join forces on the need for 20mph traffic slowing. . Cllr Graves is to send an email out via the NW Pump to ask for assistance from all residents to mind their speed when driving in the village, and to report back on any feedback.

Footpaths & Lengthsman – See Iain James' report attached hereto. Cllr Graves added that if anything needed to be done in the absence of Mr James he will arrange it.

Parish Hall – Nothing to report.

Progress on Speed Indication Devices -The Village Green Fair is to take place on 26/8/23. The Clerk is to arrange a stall for the Parish Council to take questions on the traffic calming issue, from those residents attending.

-It was raised that the green speed signs may need to be licensed. The Clerk is to enquire whether the license is required, and if one license could cover all signs.

6775 Consideration of the following Planning Applications-

The following comments were made-

23/01618/TREEN – Place Farm House – Poplar- No Comment

23/01536/DDCA – Winton House – Ash trees- No Comment

23/01531/DDCA – Winton Coach House – Ash tree-No Comment

23/01509/DDCA – Winton Coach House – Ash tree-No Comment

23/01714/DDCA – Winton House- Sorbus Tree-No Comment

23/01397/FULLN – Berry Court Farm-Agricultural Bldg-No Comment

22/03350/FULLN – Land opposite Haydown Farm- No Comment

6776 Discussion on Nether Wallop NDP – David Angwin is incorporating the changes that were requested by Sarah Hughes from TVBC.

6777 To approve Bank Reconciliation, Payments, Receipts, & Budget as available on the website. (12th June 2023 – 10th July 2023): All reports had been posted on the Council's website prior to the meeting, and have been agreed to. The rebate has been applied for by the Chair. **It was RESOLVED: Unanimously, to approve all the financial reports including the payments and receipts as below.**

JULY TRANSACTIONS**OPENING BALANCE****£ 135,263.37****Expenditure**

| Trans No | From Whom | Purpose | Cost |
|-----------------|-----------------------|------------------------------------|------------------------|
| 44 | Octopus Electricity | Electricity -Pavilion | £34.31 |
| 45 | Octopus Electricity | Electricity -Hall | £42.60 |
| 46 | V Blandford | Petrol. Mower. VG | £30.04 |
| 47 | Iain James | Fuel. Strimmer | £8.65 |
| 48 | Hants Assoc Local C | Training for Councillors | £235.20 |
| 49 | K Barnes | Playground checks | £76.80 |
| 50 | Mrs B Hunt | RFO salary | £390.00 |
| 51 | Lesley Armstrong | Clerk Salary | £857.50 |
| 52 | TVBC | Non Domestic rates Hall | £16.80 |
| 53 | Chris Welford | Juggler @ Picnic 8/5/23 | £260.00 |
| 54 | Mulberry & Co | Internal Auditors | £216.00 |
| 55 | Sarah W/ Robert Dyas | Picnic Table | £424.94 |
| 56 | Moviola | Film Night 14/6 | £102.20 |
| 57 | Salisbury Garden Mach | Service/Repair Ride on mower | £423.93 |
| 58 | Jules Maintenance | Fixing new Picnic Table and Fixing | £95.31 |
| 59 | Business Stream | Water Rates | £327.54 |
| 60 | Anthony Whitaker | Batteries Hall | £1.99 |
| 61 | Bank Charges | | £18.00 |
| | | | <u>£3561.81</u> |

Income

| | | |
|----|-----------------|-----------------------|
| 62 | Hall Bookings | £250.00 |
| 63 | Tennis Bookings | £4.00 |
| 64 | Marquee Hire | £240.00 |
| 65 | Football | £60.00 |
| | | <u>£554.00</u> |

CLOSING BALANCE**£132255.56**

- 6778 Progress on New Playground** - The quotations were all received and comparisons made by the working group. It was unanimously agreed that due to the superior wooden structure, the Kompan playground equipment was preferred. It was unanimously agreed that their quotation would be accepted. Cllr Whitaker is to notify Kompan of our acceptance of their quote and arrange for a start date of the refurb.
- 6779 To discuss the Park Inspection** – Kevin Barnes had submitted reports for 19th and 26th June. The Zipwire service was done the day after his last report, therefore will be included in his next report.
- 6780 Update on Lloyd’s bank account**– All signatories had now been submitted and once keypads and PIN numbers had been received money was to be transferred into a savings account.
- 6781 Correspondence received**- Nothing received.

- 6782 **Increase of tennis court fees and remuneration for booking clerk.** – it was agreed that the tennis court fees would be increased from £2.50 per person/per hour to £3. And children’s fees from £1.20 to £1.50 per person/per hour.
- 6783 **Review of broadband fees** – The current fees being paid to BT are £33.85 on a contract which expires end of August. Virgin have offered a monthly cost of £26. The clerk is to negotiate a better rate of not more than £30 with BT failing which we will move to Virgin. Cllr Whitaker is to ask Viv Blandford if we require the television license to continue.
- 6784 **Matters raised by Councillors for next months meeting** -Cllr Carpenter raised a matter of a historical painting which is currently being stored and needs to be hung somewhere in the village Hall. Once the painting is received a decision will be made on where to hang it.
- 6785 **Points from the floor** - No points raised
- 6786 **Date of next monthly meeting: Monday 11th September 2023, at 6.45.**
6787 **The Chairman closed the meeting at 21:20 hrs.**

Signed as a true and accurate record of the meeting.

Chairman: Date:

INTERNAL CONTROL OBJECTIVE**YES NO NOT COVERED**

| | | | | |
|---|---|---|---|---|
| A | Appropriate accounting records have been properly kept throughout the financial year | ✓ | | |
| B | This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for | ✓ | | |
| C | This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these | ✓ | | |
| D | The precept or rates requirement resulted from an adequate budgetary process; Progress against the budget was regularly monitored; and reserves were appropriate. | ✓ | | |
| E | Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | ✓ | | |
| F | Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for. We do not carry Petty Cash. | | | ✓ |
| G | Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied. | ✓ | | |
| H | Asset and investments registers were complete and accurate and properly maintained. Our Asset register is up-to-date and correct. | | ✓ | |
| I | Periodic bank account reconciliations were properly carried out during the year. | ✓ | | |
| J | Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. | ✓ | | |
| K | If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered") Corrected | | | ✓ |
| L | The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements. Complied | | | ✓ |
| M | The authority, during the previous year (2021-22) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set). | ✓ | | |
| N | The authority has complied with the publication requirements for 2021/22 AGAR. | ✓ | | |
| O | Trust funds (including charitable) – The council met its responsibilities as a trustee. Complied | | | ✓ |

Interim Audit - Points Carried Forward

Audit Point Audit Findings Council comments on actions taken since interim visit:

GENERAL

There was an absence of any confirmation of control measures for the Wallops Parish Hall, which is operated jointly by the Parish Council and neighboring Over Wallop Parish Council.

I encourage both councils to review the guidance on joint arrangements contained within the Joint Practitioner's Guide.

-To be reviewed at next interim audit.

FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS

Clarification will need to be sought regarding the joint arrangements prior to the financial year-end, which will allow the council to ensure it follows the correct accounting practices within the Joint Committee arrangements included within the Joint Panel on Accountability and Governance (JPAG) Practitioner's Guide.

-To be reviewed at next interim audit.

FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS

It is recommended to establish common email addresses in the format
cllr.smith@netherwallop-
pc.gov.uk.

Updated JPAG guidance included in section B of this report.

-Assessed and emails will remain as is, due to being a small parish.

FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS

There are published terms of reference for the NDP Committee, but not all working groups appear to have published terms of reference.

This is recommended best practice, and makes clear that, for example, Working Groups have no powers to make decisions or spend money.

-To be reviewed at next interim audit.

FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS

I recommend the Financial Regulations and Scheme of Delegation are reviewed to ensure they align.

-To be reviewed at next interim audit.

RISK MANGEMENT AND INSURANCE

The inclusion of a standard risk matrix would enhance this document, and samples of this kind of fuller risk assessment process are widely available.

-To be reviewed at next interim audit.

INCOME

I encourage the council to develop a clear marquee hire policy, including booking and payment arrangements, to ensure that the possibility of hire is clear for all potential users.

-To be reviewed at next interim audit.

ASSETS AND INVESTMENTS

I remind Council that all assets should be listed and valued at cost/proxy cost, or where gifted/donated, given a nominal £1 value for the purpose of the asset register, and any corrections should be made prior to the final audit to obtain a positive sign-off for this internal control measure

-Updated asset register reviewed as part5 of the final audit.