

## HANNINGTON PARISH COUNCIL

### DRAFT Minutes of the meeting held on Tuesday 20<sup>th</sup> March 2018 at 7.00 pm; Hannington Village Hall (This meeting was postponed from Tuesday 27<sup>th</sup> February 2018)

**Present:** Cllr Simon Taylor (Chairman), Robert Finlayson, Cllr Janusz Hertz, Cllr Oliver Larminie and  
**Also present:** County Cllr Rhydian Vaughan, Borough Cllr Donald Sherlock, two members of the public, and Chris Pottinger (Clerk).

The Chairman opened the meeting by welcoming the County Cllr, Borough Cllr and the members of the public, and asking if there were any particular items they had come for. As a result, the two agenda items regarding village green were brought forward on the Agenda.

#### 1. Apologies for Absence and declarations of interest.

The meeting was informed by the Clerk that he had received an apology from Cllr Clare Kinnear. There were no declarations of interest from Cllrs.

#### 2. Minutes of Council Meeting 12<sup>th</sup> December 2017.

The DRAFT Minutes had been circulated in advance of the meeting. The Clerk advised the meeting that he had not been informed of any proposed corrections or amendments.

**COUNCIL AGREED** the Minutes as circulated. The final page (13) of the Minutes was signed by the Chairman and all consecutively numbered pages (1-12 ) were initialed, in accordance with Schedule 12, para 41(2) of the Local Government Act 1972, which states, "*the minutes of the proceedings of meetings of a local authority may be recorded on loose leaves consecutively numbered, the minutes of the proceedings of any meeting being signed, and each leaf comprising those minutes being initialed, at the same or next suitable meeting of the authority, by the person presiding thereat, and any minute purporting to be so signed shall be received in evidence without further proof.*" Pages 14 -23 inclusive were Appendices to the Minutes and were not initialed.

#### 3. Matters Arising (not covered elsewhere on the agenda)

The list of Outstanding Items from the meetings up to and including December 2017 was reviewed in detail, and in particular as to their current status. The Clerk was authorised to amend the list accordingly and to include any new actions arising from the December 2017 meeting.

##### **ACTION: Clerk**

In reviewing the list of Outstanding Items, the Council concluded that ALL issues were adequately updated in the review or were dealt with elsewhere on the Agenda, with the exception of:-

- a. Work by the Clerk to bring together in a single document the three risk registers, and,
- b. Construction of 'Standard Licence' document for the use of the village green.

#### 4. **Broadband:**

Cllr Hertz informed the meeting that as at 19<sup>th</sup> March, the latest update from the Hampshire Superfast Broadband Team was as follows,

*"By reference to Cllr Hertz's email to Cllrs. dated 13<sup>th</sup> March 2018. Tangible works will commence from the 14th May – 25th May 2018 to install the prerequisite fibre street cabinet 'Kingsclere 8' near Moonpenny Cottage at the North end of the village. This will require the street closure of Summer Down Lane – details of the intended BT works can be found at <https://roadworks.org/?104869204>*

*The close proximity of the location of 'Kingsclere 8' is very likely to provide superfast broadband services well in excess of 24Mbps download speeds to most of Hannington Village. This assumes that the fibre delivery option for broadband is taken up by the user."*

Cllr Hertz said that he was still waiting for detailed information as to which post codes would be covered by this initiative, and from testing, what line speeds those residents can expect. From the information as to 'who is in' he will be able to identify 'who is out' and further work can proceed on what alternative solutions may exist for them to also benefit from Faster Broadband Speeds. [See Minute 4 of the Council Minutes 26<sup>th</sup> September].

**ACTION: Cllr Hertz** to continue to liaise with HCC Superfast Broadband Team, and to inform the residents (through the Clerk) of any developments.

## 5. Correspondence

5.a HALC e-updates. The Clerk confirmed that all issues that were of potential concern to the Parish Council had been circulated to Cllrs as the e-updates had been received.

**NO ACTION REQUIRED**

The Council also noted receipt of the following three items of correspondence

5.b HCC Parish Council meeting 1<sup>st</sup> March (Clerk):

The meeting was deferred due to bad weather.

**NO ACTION REQUIRED**

5.c. Hannington Village Association 21<sup>st</sup> November (Cllr Finlayson).

Cllr Finlayson advised that work was continuing to seek funding for the repair and upgrading of the car park.

**NO ACTION REQUIRED**

5.d Battles Over - 100 year Commemoration of the end of WW1... BEACON (Cllr Kinnear).

The Clerk advised the meeting that Cllr Kinnear had been liaising with Tim May on the potential for the event to be staged at Cottington Hill, though there were potential issues with parking. Cllr Finlayson said that Michaels Field might be a suitable alternative as it was close to the village, had parking facilities and, with the new pavilion had facilities for refreshments and toilets.

**ACTION: Cllr Kinnear** to liaise with Tim May in April.

5.e Local Government Boundary Commission – BDBC Review (Cllr Sherlock)

Cllr Sherlock informed the meeting that the two key proposals were that:-

- i. the number of Cllrs would be reduced from 60 to 54, and,
- ii. in order to have each 'electoral area/Ward' with have similar populations across the Borough and have have three Cllrs per Ward... Hannington would stay with Kingsclere but would include Baughurst.

**NO ACTION REQUIRED**

5.f S.E. Water's Resources Management Plan (WRMP) 2020 and 2080.. consultation

Council had 'No comment'.

**NO ACTION REQUIRED**

5.g Warm Hubs Scheme –possible Parish initiative

Council supported the initiative in principle, and awaited further information as to the involvement of residents.

**NO ACTION REQUIRED**

## 6. Village Green.

At the meeting of the Parish Council 26<sup>th</sup> September the following three actions for the Clerk were agreed:-

- a. to remove the flint stones, [the Clerk sent an email 27<sup>th</sup> November to Hannington Farm asking for these flint stones to be removed, and to provide an estimate for the erection of ten posts.]

- b. to ask residents to ask guests not to park so that vehicles will **NOT** have to go on the village green to pass [email sent to residents] and
- c. to seek clarification from BDBC regarding the need for their agreement to 'damage the surface of the village green' prior to making a decision with regards the installation of posts, and if it is necessary, to seek approval/permission from BDBC to either or both of putting up 'No Parking' notices and putting in 'telegraph pole posts'. [see email reply below from BDBC Planning Department in response to question raised by Clerk].

Update as at 20<sup>th</sup> March:

The flint stones have been removed (in response to concerns raised regarding health and safety), posts (shortened telegraph poles) continued to be knocked over, and further damage was reported to the village green particularly on the south side and on the corners. The Council had received a complaint by a resident on the "*disgraceful condition of the village green*". This complaint was supported with the provision of a few photographs.

The Council considered that, given the very wet and wintery conditions over the last few weeks it is surprising that the edges of the green are not in a much worse condition. The surface of the Village Green is understood to be a '*clay cap*' which does not drain water very well, and accounted for it originally being two ponds. One would have expected some standing water in parts at this time of year as exemplified in one of the photos.

The only practical aid to avoid vehicles 'cutting the corner' is moving the wooden posts closer to the edge of the green, however, that leaves the HPC open to criticism or even legal censure in the event of a vehicle being damaged when negotiating the corner.

The Council reaffirmed they were against any form of fencing or posts around the village green; as it is currently an 'open space' amenity and should remain so... also noting that any form of post etc. presents a potential health and safety hazard to both traffic and individuals.

Pat Sarsfield-Hall advised that there is compacted flint a few feet below the surface that makes digging the posts any deeper than at present. Also, if the posts were dug deeper and were more solid, they could cause damage to a car and its passengers... leading to a potential claim.

Any hard surface laid at the problem areas will only encouraged vehicles to cut corners and incur more expensive maintenance costs over time – laying any hard surface is likely to be illegal in any case as it reduces the green amenity in size.

**The Council concluded that:**

\* whatever is installed as a 'defence' against traffic will eventually be broken and incur repair and maintenance costs; which in the current economic climate the parish can ill afford. To 'strengthen the defences' further might itself generate problems. The Council concluded that at present it had the 'correct balance' with the siting, positioning and standard of posts being used.

\* it is in fact the norm at this time of year, traffic wear and tear is to be expected and has seen little change since the 'new' road surface had been laid.

**AGREED that:-**

i. Rolling the green over time, in drier conditions, will remove the tyre marks eventually. The 'minor' areas affected be left to dry out then be flattened and be reseeded with grass at the appropriate time,

and,

ii. Pat Sarsfield-Hall continues to undertake necessary repairs and replacements to any damaged 'posts'.

## 7. Public Observations

All points raised by members of the public have been recorded and addressed in the respective paragraphs of the Minutes.

## 8. County Councillors Report (Cllr Rhydian Vaughan)

Cllr Vaughan outlined the excellent support work from HCC Highways (Stuart Jarvis and his teams), the 100 farmers contracted by HCC Highways to help clear the roads from the snow, and local residents for their efforts. He said that HCC Highways had estimated there were £1m of potholes to be dealt with, and the 'pot hole 'gang busters' were fully employed. These costs were a major burden on the Highways budget.

Council Tax was increased for m2018/19 by just under 6%, with 3% being earmarked to help meet the increasing costs of the elderly and frail. He said that, on average it costs £8k per annum to provide the support services to people once they attain the age of 80. He said the Government's method of assessing and assigning funds to County Councils was inequitable with some Counties receiving the equivalent of £558 per elderly person whilst Hampshire received only around £100 per person.

The Parish Council **NOTED** the report, and was grateful to County Cllr Vaughan for taking the time and effort to attend the meeting and outline the above issues.

## 9. Borough Councillors Report

Cllr Sherlock provided an update on the proposed revision of Ward boundaries, with the potential for three, rather than two, Borough Councillors from May 2019 [see para 5.e above].

He announced the contract for the development of Manydown had been awarded to Urban and Civic, and the Borough Council had agreed the £300m development of a new Leisure Centre... privately funded.

## 10. Planning Applications

### a.i. Rose Cottage Planning Application 17/03634/FUL

The decision of the Borough Council's Development Control Committee on 7<sup>th</sup> March 2018 to approve the above planning application had been circulated by the Clerk to residents by email 8<sup>th</sup> March.

Dear residents,

Last night's Development Control Cttee approved, by a majority decision, the latest planning application for Rose Cottage (17/03634/FUL). The planning application was for "*Erection of three bedroom dwelling with garage and store on land adjacent to Rose cottage using existing access (Amended scheme to that already approved under 15/02902/FUL) to allow the inclusion of two dormer wondows and three conservation roof-lights, and alterations to fenestration of qarage to include three conservation roof-lights*)

As can be seen, the planning application also sought and gained retrospective approval for amendments made in the construction of the garage (see element of the planning application that I have underlined).

The decision of the Parish Council to Object to the planning application was presented to the Committee by the Parish Council Chairman, Cllr Simon Taylor.

I have, this afternoon [8<sup>th</sup> March], received the above formal announcement from BDBC of the decision and the conditions that apply [copy attached to email].

Chris Pottinger

Clerk, Hannington Parish Council

The Chairman of the Parish Council attended the meeting to present the case against the application. A copy of the statement is attached as Appendix A, and is therefore formally recorded as part of the Council Minutes.

### **NO ACTION REQUIRED**

#### 10.a.ii Status of 'green burial' site

This item was included in the agenda following a request from a resident.

The Council were informed by Cllr Sherlock that a decision had not been made as further information was required including the issue raised by the Parish Council regarding the impact on the access road of traffic going to and from any 'burial'.

Due to the number of public Comments, any decision would need to be taken by the Development Control Committee.

### **NO ACTION REQUIRED**

## **11. Roads, Footpaths & Bridleways Officer's Report**

#### 11.a. Update on Lengthsman's Scheme 2017/18 and funding 2018/19

Cllr Hertz informed the meeting that Leonie Browne, Pamber Parish Council, has confirmed that any unspent Lengthsman Grant for 2017/18 will be retained on Hannington PC's behalf i.e. it will not be lost. There is a requirement that at least 25% be spent on maintaining Rights of Way. Leonie has reported that HPC's intent is to perform works on Bertha's Lane depending upon the outcome of Frank Wright's (BDBC arboreal consultant) inspection of the trees along the lane. As at 6<sup>th</sup> March Frank had not had the opportunity to carry out the inspection. However, work is needed to clear away broken trees and branches along Bertha's Lane which will be scheduled as soon as the weather allows, and after the current seasonal wild flowering.

The decision to continue with the Parish Lengthsman Scheme for the 2018/19 financial year has been confirmed by HCC Cllr Humby at the grant rate of £1,000. The associated Lengthsman Contract has been signed by the HPC Clerk, and returned to the Lead Parish Clerk, Leonie Browne.

**ACTION: Clerk** to email residents asking them to notify him of any works they would like to see carried out during the coming year.

#### 11.b. ROW Vegetation Priority Cutting List for 2018

The cutting list has been confirmed by Cllr Kinnear earlier in the year to the HCC Countryside Services team. However, the HantsWeb Priority Cutting List for 2018 has not been updated as at 18th March.

**ACTION: Cllr Hertz/Cllr Kinnear** to check for update to website.

### 11.c. HCC Highways

Cllr Hertz informed the meeting that the second stage activity to install a permanent drainage system at the flood area on Hannington Road, North Oakley has been completed. Due to the works, the road was closed between 8th – 12th January '18. HCC Highways have installed a new drainage system and associated underground pipework that allows excess water to be rapidly drained away from the road into the drainage ditch. In addition to a much larger drain, several grips have been created to aid in routing excess water into the drainage ditch. The drainage ditch is located in the field owned by North Oakley Farms and is maintained by the farm.

**Important Reminder:** Thoroughfare between Hannington Village and the A339 (Rectory Lane).

Cllr Hertz informed the meeting that as at 6<sup>th</sup> December 2017 Steve Pellatt, HCC Highways Manager North, has managed to get the road added to the **provisional** summer 2019 Surface Dressing Programme (SD) as part of Operation Resilience work. Nothing is guaranteed until funding allocations are set... *that is around late autumn 2018 when the following year's SD programme starts to firm up.*

Current contacts are Tom Griffiths and Derek Osborne currently lead the SD programme but there is no guarantee that they will be doing that role in 2018.

**ACTION: Clerk** enquires through the HCC Highways website as to the status at that time (Autumn 2018).

### 11.d Snow Plan 2017-18 and lessons learnt for 2018-19

Following the onslaught from the 'Beast from the East', the Clerk emailed residents asking them for information that would help to inform and improve the Snow plan for the coming year. Many of the replies praised the work of a number of individuals, 'heroes', who went way beyond what could reasonably have been expected of them. There were sterling efforts by the 'local farmers' trying to keep the roads clear of snow, cars were pulled out of drifts by residents with 4 x 4s and tractors, residents who couldn't get to appointments were given lifts, and six stranded people were put up for the night in two homes and by The Vine.

**ACTION:** Clerk to pull together the information provided to him and compile a 'Thank You' list on behalf of the residents and Council,

The main thrust of the issues raised centred on 'communication'. There was praise for the prompt and efficient way that information from HCC Highways and our County Cllr, with regards to the major roads were channelled through the Clerk to residents by way of the 'Hannington email network' managed by Barbara McMurchy... even when thousands of miles away! But this was balanced by comments that there was less information on the up-to-date status of the local roads into and out of Hannington and its satellites of Ibworth, Plantation Farm, North Oakley and White Lane.

In an attempt to ascertain which of the farmers are responsible for which areas/roads and if/how communication might be improved if there were a 'central point of contact' between the farmers, residents, and HCC Highways, the Clerk has been in email communication with HCC Highways. If such a network was established, it might then be possible to use the 'Hannington email network' (administered by Barbara Mc Murchy) and the Hannington PC website (administered by the Clerk) to communicate information. Attached at APPENDIX B is a copy of the email correspondence at the time of the Parish Council meeting 20<sup>th</sup> March.

**ACTION: Clerk** to continue liaison with HCC Highways and discuss options with Barbara McMurchy.

## 12. Governance

### 12.a Impact of new General Data Protection Regulations wef May 2018

In addition to the introductory report prepared by the Clerk for the December meeting, Cllr Hertz had undertaken further more detailed investigation of the technical implications of compliance and had circulated a paper in advance of that meeting. Cllr Hertz's paper was reproduced as Appendix D to the December 2017 meeting.

In December, the Council made the following four decisions:-

- a. **The** Council to review the twelve steps outlined by the Information Commissioner's Officer (Appendix A to the Clerk's report in December), and to assess relevance and actions to be taken by May 2018, and to report back to the next meeting in February (subsequently changed to 20<sup>th</sup> March],
- b. The Council to improve its Awareness of what the GDPR means in practical terms and how it can demonstrate that it has acted 'reasonably' (if that is considered to be a 'defence?'),
- c. HALC have arranged a series of four training seminars between November and March (see Appendix B to the Clerk's report in December). **The Clerk/DPO AND Cllr Hertz to attend one of the HALC training courses.** The rationale for the latter attendee is that many of the key components of compliance with GDPR relate directly to the appropriateness of HPC's IT data storage/access and IT communications security, and,
- d. The Clerk/DPO AND Cllr Hertz to investigate further the actions that could/should be taken to ensure compliance as far as is reasonably possible and financially justifiable in the current circumstances e.g. **to investigate compliance by the HPC contractors such as HALC, and to investigate the requirements/potential suppliers and costs of obtaining a secure internet storage facility, and communication between Cllrs/Clerk using a secure network.**

### Update reported to Council in March:

The HALC training courses have been oversubscribed and new courses have had to be arranged. Cllr Hertz and the Clerk are to attend the 'Overview' training course on Tuesday 27<sup>th</sup> March. The cost of attendance is £80 plus VAT. Unfortunately, the timing of the training course means it was not possible to provide feedback to the Council at the meeting on 20<sup>th</sup> March. This feedback would have helped to address the actions at (a) and (b) above.

Cllr Hertz has been progressing the technical elements identified in Decision (d) above. He informed the meeting that:-

\* the new Hannington Parish Council domain name '*hannington-hants-pc.gov.uk*' to be used for email and the website has been registered with the Jisc via the Registrar Hampshire County Council.

\* Six Online 365 Microsoft email licenses (one each for the five Cllrs and one for the Clerk) have been purchased under the MPSA Government pricing scheme from Softbox Ltd - the company is used by HCC. However, technical problems have been encountered in 'associating' the new domain name with the email licenses. Microsoft are currently investigating this issue – Case Number 6557616.

\* Until this issue is resolved the license purchase of the Cryoserver and associated setup of 'journalising' all parish council emails (hannington-hants-pc.gov.uk) to comply with GDPR cannot progress.

\* GDPR requires that both the data 'Controller' and 'Processor' is GDPR compliant – to that end HPC issued enquiries to HALC and Hugo Fox with regard to their readiness compliance.

The 4<sup>th</sup> January 2018 response from the HALC which holds Hannington Parish Council data was,

*" We are working internally on our own systems to ensure compliance but we are not yet at a stage yet when we can confirm this is in place, although we are working towards compliance by the May deadline. We have a similar relationship (to the one you describe with HCC) with Eastleigh Borough Council for hosting our emails and also data storage for example, so we are in a similar position of waiting for confirmation of compliance from our own suppliers in some areas."*

The 12<sup>th</sup> and 13<sup>th</sup> March response from Hugo Fox our Hannington Parish website supplier was,

*"We've been looking at GDPR over the last few weeks, and we've produced a guide to the forthcoming changes, which you can view by [clicking here](#)."* Or <https://www.hugofox.com/gdpr>

And in response to Cllr Hertz's additional detailed query,

*"We are currently working on changes to the text regarding planning tracker and email alerts to comply with GDPR, and we hope to add these to HugoFox very soon"*

## 12.b Health & Safety Issues (Standing Item):

### i. Dead badger

A parishioner reported to Cllr Hertz that a dead badger was found on the road leading out of the village to the A339 and had reported it to BDBC but nothing had been done with regard to removal of the carcass. Given that the dead badger is a potential Tuberculosis (TB) health hazard to the public (15% of badgers are infected with bovine TB), Cllr Hertz visited the site on the 14<sup>th</sup> March to confirm that the badger was still there. Cllr Hertz has since reported the location of the badger corpse at 51.309852, -1.211545 <https://goo.gl/smjLFv> <http://maps.google.com/maps?q=51.309852,-1.211545> to BDBC, and has asked for its immediate removal – report reference number 1815804.

Update: as of 27<sup>th</sup> March... the dead badger is no longer there!

### ii. Dog Fouling

Further complaints have been made to the Clerk by residents that dog fouling continues to be a problem on the village green. He was informed the 'culprits' are 'local'. The Council has sought guidance before, and has been informed that the Borough Council's Regulations apply to all public spaces within the Borough and therefore include the Hannington Village Green. Breach of the regulations is subject to a fixed fine of £?? . Council officials and Cllrs do NOT have authority to impose the fine, only approved designated Borough Council officers.

The Council debated the pros and cons of having an approach that 'named and shamed' the parties involved, and concluded unanimously that they did not want to 'tread' this route.

**DECISION:** Clerk to inform residents via the Hannington email network, Hannington website, and by posters on the Village Green Noticeboard that this behaviour is not acceptable, particularly by

the dogs of Hannington resident's, and residents are to be encouraged to notify BDBC ??? of incidents so that they can take the appropriate action.

### iii. Sheep attacks by dogs

The Council is aware that we are in the 'lambing' season and now, more than at any other time of the year, dogs must be kept on leads so that they do not cause trauma or, in extremis, attack the sheep. There has already been one reported incident by a local farmer.

**ACTION: Clerk** to re-issue the previous statement via the Hannington email network, and posting on the Hannington website to advise that any dog that is seen to be harassing sheep may lawfully be shot by the farmer.

## **13. Finance and Audit**

### 13.a Revised Budget/Projected outturn 2017/18

The Clerk had circulated a full report in advance of the meeting, and posted it on the HPC website, outlining the Financial Position as at 16<sup>th</sup> March 2018.

The Clerk reported that:-

- i. Payments made since December: Since the meeting in December 2017, the Council had only approved (by email correspondence) one further payment. That payment was for the repainting of the Wellhead at a cost of £174 (cheque number 385).
- ii. One-off payment provisions: In constructing the Budget 2017/18, the Council had made some provisions for 'one-off items' of originally £1,100 reduced to £500 in December; repair to the Wellhead £400; and repairs to footpaths £500. As previously reported, the costs to the Wellhead were less than provided for (releasing £226). There has been no expenditure in the year on footpaths thereby releasing the full £500. The provision of £1,100 for 'one-off items' has been used to fund the cost of meeting the General Data Protection Regulations (GDPR) that come into force in May 2018. The costs estimated at £500 (excl VAT) cover JISC domain name £80 (excl VAT), 6 x email licences £164pa (excl VAT), Cryoserver licence £216pa (excl VAT) plus a possible HCC admin fee of £40 thereby releasing around £600.
- iii. New ongoing financial commitments with effect from 2018/19: The above activity regarding compliance with GDPR results in new annual financial commitments from 2018/19 on licence fees etc that will need to be built into the Budget 2018/19 and the Three Year Medium Term Financial Strategy. In addition, following on from last year's purchase of a dedicated laptop for the Clerk, there is an annual fee of £20.83 (excl VAT) for the Norton antivirus software.

**ACTION: Clerk** to accommodate and identify these ongoing costs, and add a new Budget line in subsequent Budgets and Financial Statements for the ongoing running costs of 'Information Technology'.

- iv. **AGREED: The Council** approved the following payments totaling £1,174.46 :-
  - £24.99 (incl VAT) reimbursement to Cllr Hertz for the costs of the Norton antivirus software (cheque number 386),
  - £196.99 (incl VAT) reimbursement to Cllr Hertz for the costs of SBL provision of 6 x email licences (cheque number 387),
  - £25 Hannington Village Hall for hire in December and March (cheque number 388)
  - £765.50 to Clerk/HMRC for the fourth quarter salary (cheque numbers 389 and 390)
  - £65.98 (incl VAT) reimbursement to Clerk for expenses ink printer cartridges (cheque number 391), and,

- £96.00 (incl VAT) to HALC for attendance of Clerk and Cllr Hertz at GDPR training session (cheque number 392)
- v. **COUNCIL NOTED** further planned expenditure before 31<sup>st</sup> March 2018, totaling an estimated £542.26:-
- £177.06 (incl VAT to Basingstoke Glass Compnay for replacement of two reinforced glass panels on the noticeboard at White Lane (subsequently issued 22 March cheque number 393)
  - £106.00 to HCC for the JISC domain name (£96 incl VAT) plus their admin costs (say £10)
  - £259.20 (incl VAT) Cryoserver licence
- vi. BOTH the above projected payments, that are detailed in (iv) and (v) totals £1,716.72. A figure of £1,700.72 had been reported to Council in App A to the report; but that excluded the £16 VAT on training.

### **FINANCIAL OVERVIEW and PROJECTED CASH BALANCE AS AT 31<sup>st</sup> MARCH 2018**

- vii. The financial statement attached at Appendix A provided the details of all Receipts and Payments made to 16<sup>th</sup> March PLUS the further payments planned to be made between 16<sup>th</sup> March and 31<sup>st</sup> March 2018 (iv) and (v) above. The projected cash balance also presumed that all cheques drawn would be cashed by 31<sup>st</sup> March 2018.
- viii. The structure of the financial statement prepared by the Clerk is somewhat convoluted. This is because the Government's Auditors require Councils to present their Year End figures in a particular analysis/format i.e they require separation of Precepts from Income and similarly Clerk Salary from Other Expenditure. The financial statement presented by the Clerk therefore attempts to meet both the Standard Format of Accounts and also the Government's structure... using the same base figures!!
- ix. In summary, the Financial Statement showed:-

• Precept Income	£6,703.00	
• Other Grants and VAT reclaimed	<u>£1,853.18</u>	
• TOTAL INCOME		<b>£8,556.18</b>

• Clerk Salaries	£3,062.00	
• Running Expenditure	<u>£2,061.73</u>	
• Total `Operating Expenditure	£5,123.73	
• Capital & one off Items	<u>£1,026.85</u>	
• TOTAL EXPENDITURE		<b>£6,150.58</b>
• NET SURPLUS IN YEAR		<b>£2,405.60</b>

Cash balance as at 1 <sup>st</sup> April 2017	<b>£6,205.54</b>
NET SURPLUS IN YEAR	<b>£2,405.60</b>
Predicted Cash Balance as at 31 <sup>st</sup> March 2018	<b>£8,611.14</b>

- x. Council were informed in December 2016, when setting the 2017/18 Budget, of the potential size of the cash balance as at 31<sup>st</sup> March 2018 could be in the region of £6,637, even after approving the increase of £700 to the Earmarked Reserve for the 'Unadopted Roads'; taking it to £1,700. At the December 2017 meeting, the Council agreed to three further 'Earmarked Reserves' totaling another £1,400. This would bring the Earmarked reserves up to £3,100, and reduce the General Reserve back down to nearer the agreed target level of £5,000.

## **EXPLANATION OF VARIANCES**

- xi. The financial analysis (Appendix A to the Clerk's report) presented to Council also showed the 'variances' between each of the budget lines i.e between the Revised Budget Sept 2017 and the Projected Year end position. This showed:-
- **There is NO VARIANCE** between the projected Receipts and Budgetted Receipts at £8,556.
  - **There is NO VARIANCE** between the projected Clerk salary and the Budget figure of £3,062.
  - **There is only a projected UNDERSPEND of £100** between the projected operational costs and the Budget figure of £5,224. This is almost entirely the underspend on the Clerk's expenses of £114.
  - **There is a £1,353 UNDERSPEND on the Capital and One-off Items of Expenditure.** The main factors being:-
    - £630 underspend: being the use of only £470 (plus VAT) on GDPR out of the provision of £1,100 for 'one-off items of expenditure'.
    - £500 underspend: being no planned spend in year on the repair of footpaths out of the provision of £500.
    - £226 underspend: being the planned use of only £174 plus VAT on replacement of glass and repair to Noticeboard at White Lane out of the £400 provision.
- xii. The previous financial report in December identified likely underspends in these areas, which enabled the Council to consider the creation of THREE additional 'Earmarked reserves'. The Projected cash balance as at 31<sup>st</sup> March 2018 was shown as £8,611.14. The financial statement showed that, after allowing for the all FOUR 'Earmarked Reserves', the predicted General Fund Balance as at 31<sup>st</sup> March 2018 would be £5,511.14. This was only £50 more than the year end cash balance projected in September 2017.

**COUNCIL NOTED** the financial position as presented by the Clerk and, in particular, the 'Variances' that were predicted for the year end.

## **Level of Earmarked Reserves and potential for one for the Wellhead?**

- xiii. The Clerk's report to Council explained that over the last few years the Council had commissioned two works to repair and maintain the Wellhead. The first was structural and for health and safety reasons. The second was to help to maintain the structure in a fit state. The Council was fortunate that it was able to meet BOTH these costs from within its annual budget and the levels of cash held in the General Reserve. The Clerk advised that this might not always be the case, and it had been suggested by Cllr Hertz that the Council should consider a further 'Earmarked Reserve' for the Repair and Maintenance of the Wellhead. The Clerk advised the Council that with a projected cash balance of £5,500 at

31<sup>st</sup> March 2018 compared with a target General Reserve of £5,000, the Council would have the resources to review the planned levels of contribution to the FOUR 'Earmarked reserves' already agreed to, and to consider the establishment of one for the Wellhead.

**COUNCIL AGREED** to review the levels of the FOUR Earmarked Reserves and to consider the establishment of a FIFTH Earmarked Reserve when the Final Accounts were considered.

### 13.b Draft Final Accounts 2017/18

Because of the large number of payments planned and the uncertainty of their receipt and processing, the Clerk informed the Council that it was not practical to produce a DRAFT Final Accounts 2017/18 at this stage.

### **COUNCIL NOTED**

#### Asset Register

There is a requirement that the assets of the Council will be inspected during each year and that the Asset Register will be amended for any new purchases or disposals.

The relevant element of the Corporate Governance Questionnaire was presented to Council as background, and is reproduced below.

The Council were informed that the only change in the current year was the previously approved reduction from five to two noticeboards. Routine repair and maintenance had been carried out in the year to maintain the Wellhead on the Village Green, but this had no impact on the asset valuations.

<p>Has a physical examination / verification of the Councils stock of assets been undertaken recently? If so, when and by whom?</p> <p><b>An electronic copy of the decision of the Council to dispose of three noticeboards can be accessed directly on the Hannington website.....by</b></p> <p>URL '<a href="#">See: Hannington Parish Council, Hampshire website</a>'</p> <p><b>by going to the Agenda papers Sept 2017 Minute reference 15.b.</b></p> <p><b>A copy of the Asset Register is accessible through the website by accessing Risk Management and then Risk Register</b></p>	<p>YES.</p> <p><b>ALL Assets are in regular use and therefore scrutinized throughout the year.</b></p> <p>As a result there were two changes to the content of the Asset Register in Sept 2016 (Minute 19.b).</p> <p>A report was considered at the September 2017 meeting (Minute 15.b), where it was agreed that the three noticeboards at Ibworth, North Oakley and Cottington Hill were surplus to requirements. [These have been removed from the Asset Register.] Agreement was given for the noticeboard at North Oakley to be made available to Michaels Field should they want it. Some repair work is necessary to the remaining noticeboards at Hannington Village Green and at White Lane crossroads. The last new 'asset' was the purchase of IT equipment for the Clerk. These were included in the Asset Register in 2016-17 at cost.</p> <p>The latest version of the Asset Register will be reported to Council 20<sup>th</sup> March 2018, and will subsequently form part of the Final Accounts 2017/18</p>
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**COUNCIIL AGREED** the contents of the Asset Register, as shown at Appendix A to the report, and authorised the Chairman to sign it as part of the Final Accounts 2017/18 as there are NO planned purchases or disposals between 20<sup>th</sup> March and 31<sup>st</sup> March 2018. This process had been agreed with the Internal Auditor.

13.c New External Audit Arrangements

The Clerk had nothing to report on this item.

13.d. DRAFT Budget 2018/19 including Three Year Medium Term Financial Strategy 2018/19 to 2020/21

As reported in the minutes of the Revised Budget (agenda item 13.a) the General Fund balance at the 31<sup>st</sup> March 2018 was only £50 different to that projected in September (para xii), and there were projected changes required for ongoing annual costs due to the new IT purchases for GDPR. Otherwise there were no projected changes to the Budget 2018/19 reported and approved by Council in December 2017.

**NOTED.**

**14. Dates of Next Parish Council Meetings:**

**AGREED: Tuesday 8<sup>th</sup> May 2018**, Tuesday 4<sup>th</sup> September 2018 (to be confirmed), Tuesday 11<sup>th</sup> December 2018, and Tuesday 19<sup>th</sup> February 2019.

**15. Proposed date for Annual Parish Meeting:**

The meeting MUST be held between 1<sup>st</sup> March 2018 and 1<sup>st</sup> June 2018. It has previously been agreed by the Parish Council that it would be beneficial if the APM was held before the first meeting of the Parish Council. **Accordingly, Council AGREED to support the Annual parish Meeting be held on Tuesday 10<sup>th</sup> April 2018.**

*A copy of these Minutes will be posted on the HPC website.*

**Statement by Chairman, Cllr Simon Taylor, to BDBC Development Committee 7<sup>th</sup> March 2018:  
Rose Cottage 17/03634/FUL**

Good evening,

To put the latest planning application into context it is necessary to review how the current position has evolved.

In April 2015 an application was made for the 'Erection of a three bedroom dwelling. The plans showed bedrooms on the ground and first floors.

The Parish Council considered the application and registered its objections *that a two-storey development in this location will significantly alter the current rural street scene which surrounds the village green.*

The Development Control Committee REFUSED the application.

An application was made in August 2015, for a "two bedroom dwelling". The plans showed a two bedroom single storey dwelling. The applicant informed the Parish Council that "*the ridge height would be lower than that of Rose Cottage*".

Accordingly, the Parish Council decided not to raise any Objections to this application.

The Development Control Committee meeting approved the two bedroom application on 13 January 2016.

At this meeting Cllr Taylor asked, "what are the maximum ridge heights of the new build and of Rose Cottage?" The applicant's Agent replied – the maximum ridge heights are about 6.2m from the ground for the new build and about 6.9m from the ground for Rose Cottage.

But once the roof beams were in place it was clear that the ridge height of the new dwelling was noticeably higher than Rose Cottage – not the stated half a metre below it. The Parish Council lodged an 'alleged breach of building control with BDBC'.

There are many inconsistencies in statements about the comparative ridge heights:-

- from the applicant to the Parish Council,
- from the Agent to the Development Control Committee,
- in various website documents from the applicant's agent and BDBC
- the Street Scene drawing,
- the visible evidence of the new build.

Inconsistencies and confusion have continued with recent amendments to the yet-to-be completed building.

On 17<sup>th</sup> November 2017 an application was made for a "three bedroom dwelling... addition of first floor involving 2 dormer windows to the front elevation and front and rear roof lights." This was changed a week later with the omission of reference to a first floor – but supporting plans show a third bedroom, bath and study in the loft space.

The applicant then told residents that he is simply seeking dormer windows and roof lights and only to improve the appearance – also that the three bedroom description was an 'administrative error' that the BDBC had modified to: Erection of a TWO bedroom dwelling.....

However, BDBC has never issued this amendment and have confirmed the application is, and I quote, "Erection of three bedroom dwelling with garage and store on land adjacent to Rose Cottage using existing access (Amended scheme to that already approved under 15/02902/FUL to allow the inclusion of two dormer windows and three conservation roof-lights)".

At the Development Control Committee meeting that approved the original two bedroom application, Cllr Tucker asked *'is putting in dormer windows even feasible to the new design?'* The Agent said, *"No, it is not.....it is not technically possible because of the windows requested by the conservation officer..... There is no proposal to put in dormer windows in that elevation to the green"*

The residents, the Parish Council and the Committee have been misled on three key aspects; the relative ridge heights, the visual impact and the dormer windows.

The outcome of the application before you this evening, if approved, would be the construction of a two storey, three bedroom dwelling with dormer windows.

It is difficult to see the difference between this application and the original one that the Parish Council objected to, and the Borough Council quite rightly refused in 2015

I thank you for your time.

**SUGGESTION FOR CONSIDERATION: Lessons to be learnt from the Arctic Blast for the Hannington Snow Plan 2018-19?**

Chris Pottinger  
9<sup>th</sup> March 2018  
;Jarvis, Stuart (stuart.jarvis@hants.gov.uk)

Stuart,

Many thanks for your prompt reply. I look forward to receiving the more detailed reply from your colleagues. Would you mind raising the following proposal with them.

**Hannington Village has THREE main routes into the village proper. ALL THREE have stretches of road that have a history of becoming blocked and impassable whenever we have a heavy snowfall or very icy conditions.** A few years Hannington was cut off for days... and was the subject of TV review of problems in the rural community.

**SUGGESTION:**

**Is it possible for the farmers, who have authority from HCC Highways to clear the snow (I presume they are technically treated as sub-contractors) are issued with ROAD SIGNS they can erect and remove that show 'ROAD CLOSED - SNOW DRIFTS' or something similar. This would PREVENT cars, that would otherwise block the road and prevent the ongoing snow clearing, from venturing down the lane. I would suggest as a minimum we would need six road signs... one at each end of the three routes into Hannington.**

**BACKGROUND**

I have been informed that our farmers did a sterling job in trying to keep the roads open, with one local firm working till 11pm on the Thursday.

However, a problem we encountered was that drivers were trying to get out of the traffic hold up on the A339 by coming through Hannington. These were not 'locals' and would not have known they were going from 'the frying pan into the fire'!! One abandoned car was a taxi, that ended up almost completely covered!!

**This resulted in at least half a dozen abandoned cars...** the number may not be massive, compared with what HCC Highways had to deal with, but nevertheless **these abandoned cars then prevented the farmers from clearing the road of the snow drifts...** and locals with 4 x 4s were also stopped from getting back home.

At least four families were 'put up' overnight either by a farmer or at The Vine PH.

The problem for all concerned is that there are areas within Hannington Parish that do not have mobile 'phone reception. The 'trapped' drivers can then find them selves totally cut-off!!

Kind regards,

Chris, Clerk, Hannington Parish Council

Dear Mr Pottinger

## **Winter Services in Hampshire**

Thank you for your email dated 6 March 2018 regarding the deployment of farmers during periods of snow. Stuart Jarvis has asked that I respond on his behalf.

In response to your questions:

i: Hampshire Highways has contractual arrangements with circa 100 farmers throughout the county. Each farmer is allocated a Hampshire County Council snowplough for each route that they are given to service. This is coordinated throughout the year in advance of the winter season. The whole county is covered with farmer snowplough resource.

ii. & iii: Each farmer is provided with a plan of the roads within their designated area. The route plans show the priority one salt routes and the priority 2 salt routes.

In the event of a forecast snow event, the Highways Winter Service Team will contact the farmers to advise them to be prepared. The farmers are requested to self deploy when the snow in their area has settled to approx. 25mm. An instruction was given to them during the recent snow event to deal with the priority one routes and the priority two routes before going on to all other routes within their areas. For such a snow event that isn't countywide as the recent one, we can look to deploy resources from other parts of the county to specific areas.

Further to this, we can call on other plough resources to address specific hot spots anywhere in the county.

iv: Farmers are paid a small retainer payment to be available for operations. If they deploy, they are paid an hourly rate in accordance with the National Farmers Union (NFU) schedule of rates.

I trust that this information is helpful.

Yours sincerely,  
Mark Weal  
Winter Service Manager  
Hampshire  
Highways

**To:** Jarvis, Stuart

**Cc:** Vaughan, Cllr R

**Subject:** Re: Lessons to be learnt from the Arctic Blast for the Hannington Snow Plan 2018-19?

Stuart,

As you can see, I have been copied in to the email sent by Rhydian to you; with regards to the response from Jan Hertz.

The email from Jan was a response to my recent request to residents for 'feedback' following the Arctic Blast. My aim is to bring the responses from residents etc together and present them in a brief paper to the next Parish Council meeting on 20th March. From there I will see what our Next Steps should be to better prepare ourselves for the next 'blizzard'... and to... update the Hannington Snow Plan.

There may be issues on which we would welcome input, responses, action etc from HCC Highways. Would you be the best point of contact?

Whilst on this topic, one resident has said she thought local farmers were provided with snow clearing equipment to help keep the minor rural routes open. She also thought they received a payment for doing this work. Is either of these statements true? If so could we know:-

- i. which farmers have what equipment,
- ii. which routes they are expected to try to keep clear, or are they given carte blanche?
- iii. does anybody at HCC Highways co-ordinate this work or liaise with the farmers directly, and,
- iv. what, if anything, are they paid?

If you are not the best point of contact, could you forward this email to whoever it is, and let me know who I should liaise with.

KInd regards,

Chris Pottinger, Clerk, Hannington Parish Council