

**MINUTES OF MEETING OF EAST WOODHAY PARISH COUNCIL**  
**29 June 2020**  
**HELD VIRTUALLY USING ZOOM.APP**  
**18.30**

**Chairman:** Cllr James Mitchell (Chair)

**Present:** Councillors Mr P Hurst, Mr M Rand, Mrs S Cooper, Mr P Jarvis, Mr J Morris, Mr B Lambert, Mr A Watson, Mrs K Titcomb

**In Attendance:** Cllr Sanders, Mr G Dick, One Parishioner

**Clerk:** Amy White

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**Item 1: Apologies**

**23/20** No apologies received.

**Item 2: Declarations of Interest**

**24/20** None.

**Item 3: Minutes of last meeting**

**25/20** The minutes of the meeting held on 18 May 2020 were verbally agreed, accepted as a true record and digitally signed by the Chairman.

**Item 4: Matters Arising from 18 May 2020 Meeting**

**26/20**

Item	Action	Owner
<b>08/20</b>	Cllrs Jarvis and Cooper to respond to planning application 19/02660/PIP on behalf of EWPC. <b>Actioned.</b>	<b>Cllrs Jarvis and Cooper</b>
<b>09/20</b>	Cllr Titcomb to contact BDBC Tree Officer to find out if chestnut trees along Church Road are subject to TPOS, and to contact HCC Highways regarding Health and Safety. <b>Actioned- see Planning update, item 6.</b>	<b>Cllr Titcomb</b>
<b>12/20</b>	Cllr Morris to contact Cllr Thacker and/or HCC ranger Gemma Clinch to ensure signposts are correctly placed to inform walkers of continued closure of path 26. <b>Not actioned.</b>	<b>Cllr Morris</b>

**Item 5: Co-option of Councillor to vacant position**

**27/20** Mr G Dick was formally co-opted to the vacant position on the council. The Clerk has digitally received both his acceptance of office and Declaration of Pecuniary Interests.

**Item 6: Planning**

**28/20** Cllr Titcomb gave a verbal update on the most recent planning meetings (01 June and 29 June 2020) and associated planning applications. The minutes of planning meetings can be viewed on:

<http://www.eastwoodhay-pc.gov.uk/community/east-woodhay-parish-council-12776/minutes1/>

**29/20** Chestnut Trees along Church Road, Hollington Farm: It was agreed to wait for the HCC letter to request for the owner to take action on the trees before taking any action as a PC.

#### **Item 7: Neighbourhood Plan**

**30/20** Please see Cllr Hurst's report at the end of the minutes.

It was noted that the list of assets stated on BDBC Assets of Community Value Register was incorrect. The PC registered only two assets, Rampant Cat and Woolton Hill Church Hall. These two assets on the BDBC register will not be renewed, as they now will be covered by policies in the draft NP (see report).

#### **Item 8: Amenities including footpaths**

**31/20** Please see the Amenities Sub Committee Minutes on the website:

<http://www.eastwoodhay-pc.gov.uk/community/east-woodhay-parish-council-12776/local-spaces/>

Cllr Rand confirmed that the Amenities sub-committee will now meet more regularly. Minutes and Agendas will be available on the website as per the rules of the Transparency Code.

Cllr Rand confirmed that Premier Grounds will continue the work remaining on the maintenance contract for 20/21.

Ideas for S106 monies to be used for recreational purposes will be brought to the next meeting.

The LIF decision for the Parish Field path should be made in September.

**32/20** Ball Hill phone box: During the Coronavirus lockdown some parishioners have made use of the Ball Hill phone box's recent addition of shelves and created a book swap. It was discussed whether this was something the PC should manage, or to give the opportunity to the Parish to utilise.

**Action:** The Clerk will contact some Ball Hill residents to ask if anyone would be interested in managing the Phone Box and its use for the Parish.

**33/20** A discussion was held on the future use of the Parish Field. Cllr Sanders reminded the PC that it was a sensible idea to have a long-term view on the Parish and its assets. As such, this specific discussion point will be held at the July meeting.

**34/20 Footpaths:** Cllr Morris reported the wobbly stile on footpath 40 is still in a poor state.

#### **Item 9: Parish Field**

This was covered by the Amenities Minutes.

**Item 10: Finance Update**

**35/20** Please see Cllr Mitchell's report at the end of the minutes.

**36/20 Audit:** The Clerk circulated the internal audit feedback to the PC before the meeting. Both the Clerk and Cllr Mitchell have discussed the feedback and the Clerk will make the necessary adjustments to improve EWPC's transparency.

The Council approved Section 2 of the AGAR form to send to the external auditors.

The Clerk will formally set out the period for exercise of public rights to view the EWPC accounts as from 07 July 2020 to 08 August 2020. This information will be placed on the website.

**37/20** The Clerk presented the following accounts for payment:

Name/ Company	Invoice No	VAT No.	Amount Excl VAT	Vat	Total
Clerk Salary					£680.19
Litter Warden Salary					£377.84
Litter Warden Expenses					£35.00
HMRC PAYE Month 3 (less £9.86 unallocated payments on HMRC account)					£67.59
Cllr Mitchell Expenses (Chairman's Allowance)	10113		£34.00		£34.00
Tony Fish Landscapes (boardwalk repair)			£108.00	£0.00	£108.00
Cybertronix Annual CCTV support	1081	614765237	£1,250.00	£250.00	£1,500.00
Premier Grounds Garden Maintenance bridge removal (rec ground)	557	235348801	£150.00	£30.00	£180.00
Premier Grounds Garden Maintenance WHRG hedge trimming	559	235348801	£1,020.00	£204.00	£1,224.00
				<b>Total VAT</b>	<b>Total Online</b>
				£484.00	£4,206.62

These were digitally approved by Cllrs Mitchell and Hurst, witnessed via email by Cllr Titcomb.

**Item 11: Highways**

**38/20** This position will be filled in the interim by Cllr Dick.

**Item 12: Utilities**

**40/20** Nothing to report this month.

**Item 13: Police Update**

**41/20** Please see Cllr Hurst's report at the end of the minutes.

Cllr Hurst will investigate the lack of police updates. It was discussed whether the PC should focus attention on specific danger areas on the Parish highways- the Woolton Hill road near the sports club has long been an area of concern for residents and Cllr Hurst will address this issue with Kendal Gordon of the sports club.

**Action:** Cllr Hurst to make contact with new PCSO.

**Item 14: Grant application from St Thomas' PCC**

**42/20** The Clerk circulated the papers associated with the grant application before the meeting. The PC discussed the application. Cllr Mitchell proposed to award a grant of £500. Cllr Titcomb seconded the proposal. Five Councillors voted to support the award, five Councillors voted not to support the award. With the vote tied, Cllr Mitchell had the deciding vote as Chairman and so it was decided to award the PCC £500 towards their project.

**Action:** Clerk to inform PCC of the grant award.

**Item 15: S106 monies/LIF requests**

**43/20** Already covered in Amenities minutes and Item 8.

**Item 16: Cllr update on proposed federation of WH infant and junior schools**

**44/20** Please see Cllr Hurst's report at the end of the minutes.

**Item 17: Members' Reports**

**45/20** Cllr Sanders reported on the Hampshire Hospital consultation:

<https://www.hampshiretogether.nhs.uk/>

He encouraged the formation of a focus group as the decision on a new hospital will affect residents in the Parish.

**Action:** Clerk to advertise the hospital consultation.

**Item 18: Playgrounds to reopen on 04/07 20**

**46/20** The Clerk has been informed that the Woolton Hill and Heath End playgrounds will both be reopened on 04 July 2020. BDBC will safety-inspect all playground sites in the borough on 02 and 03 July prior to reopening.

**Item 19: Items to carry forward to next meeting**

**47/20** Cllr information held in Spectrum, EWPC Trade Street Rental Review

***The next meeting will be held virtually on Monday 27<sup>th</sup> July using Zoom. Please contact the Clerk for details of how to join the meeting.***

### **Actions 29/06/20**

<b>Item</b>	<b>Action</b>	<b>Owner</b>
<b>32/20</b>	The Clerk will contact some Ball Hill residents to ask if anyone would be interested in managing the Phone Box and its use for the Parish	<b>Clerk</b>
<b>41/20</b>	Cllr Hurst to make contact with new PCSO	<b>Cllr Hurst</b>
<b>42/20</b>	Clerk to inform PCC of the grant award.	<b>Clerk</b>
<b>45/20</b>	Clerk to advertise the hospital consultation	<b>Clerk</b>

### **Councillor Reports June 2020**

#### **Item 7: Neighbourhood Plan report, Cllr Hurst**

##### **Proposed federation of Woolton Hill junior and infant schools.**

To understand if there are any implications from the proposed merger between the two schools on the NP, Councillor Hurst attended one of the Zoom question and answer sessions (23rd June) with a number of the governors from the schools and parents.

No impact could be seen from the proposal at this stage, but it gave good insight into some of the dynamics impacting the schools. The following is the summary of feedback from the meeting:

##### **Proposal**

A joint working party has been established to consult parents and the local community on the proposals to federate the two schools.

- The proposal is a federation/ partnership between the schools.
- It is not an amalgamation/ merger between the schools.
- It was stressed each school will maintain its own distinctive character and keep a separate identity and maintain autonomy from each other.
- In particular the infant school will retain its Church of England spiritual ethos.
- The schools will remain supported by both HCC and the Church.

##### **Mechanics of the proposal**

- It is proposed to have one head teacher and to move to a single set of governors.
- The PTAs will remain separate, reflecting the need to maintain distinctive characters.
- The funding of the schools will remain separate and the governors felt it would be unethical to move money between the schools.
- Some admin costs will be shared
- No change in buildings or facilities

A key discussion point is how to keep the cultures of the two schools separate long term with one head and one set of governors - is there a risk they will merge over time. The governors highlighted it was their responsibility to maintain the separate identities.

### **The Drivers**

- It has become increasingly difficult for the schools to retain and attract head teachers.
- This lack of retention of longer term leadership is challenging the continuity of education within the schools.
- At the heart of this is the declining numbers of children at both schools driven by the following factors....

- decline in birth rate (and this is modelled to continue)
- of this smaller child population, more are going to Independent schools - driven by more aggressive marketing from these schools and wealthier parents moving into the area.
- people sending their children to other schools outside the area.

This decline in numbers makes it increasingly hard to attract and retain good head teachers to the schools. In turn this makes it difficult to maintain continuity of educational leadership and starts to threaten the longer term viability of the schools unless action is taken. It is felt the viability of both schools is important to the continued dynamism of the local community.

Along with the federation of the schools, the governors are proposing to advertise outside the local area to try and attract more children. This will likely increase traffic to the schools.

### **The Recommendation**

It is believed that the federation of the schools will create a more substantial role to attract and retain a high quality head teacher to lead and enhance the continuity of education in the schools. This in turn will maintain the viability of both schools.

The working party will complete consultation on the 17th July. They have involved HCC and the Church all through the discussion and they are empowered to make the final decision.

### **Assets of Community Value**

A note was received from BDBC to the inform the PC that the following will cease to be listed on the Assets of Community Value register from 23 July 2020, as the 5 year listing period will have elapsed.....

Rampant Cat Public House

The Furze Bush Inn

Woolton Hill Church Hall

Woolton Hill Post Office

Woolton Hill Sports Hall

It is proposed to let the assets above lapse from the register. As highlighted in the PC minutes of April 2020 ((NP report) these assets will be included within the proposed NP policies for community facilities and green spaces.

It is possible to define Assets of Community Value in an NP. The PC agreed not to do this moving forward, but to define policies within the NP that protect these facilities.

The focus therefore within the NP, is on the protection that can be given by categorising areas valued by the community as community facilities and / or Local Green Space and putting in place policies that protect these assets for parishioners. Classifying these assets as such in the NP, gives an extra layer of protection to these areas against any future proposed development. For example designation as Local Green Space, has the same level of protection as green belt status.

Therefore, within the draft NP there are no defined Assets of Community Value.

### **BDBC Defined Legal Consultees.**

In the May NP report it was highlighted that to move forward to consultation BDBC needed to provide their list of statutory consultees. This has been delayed through present pressures in the council and we have been notified it will be released in the coming weeks. This is a key list that supports the team to plan and prepare to move to consultation, as the present release of lockdown becomes clearer.

### **Item 10: Finance Update, Cllr Mitchell**

#### **1. SUMMARY**

- Bank Accounts £70,301 (Current £30,301, Redwoods £40k)
- a. INCOME STATEMENT
  - £17,053 50% of precept received
  - £4,534 Litter warden grant received
  - £489 VAT reclaimed
- b. EXPENSE STATEMENT EXECUTIVE SUMMARY (following list not conclusive)
  - Normal monthly expenses
  - £1,476 Insurance premium (same as last year)
  - £1,250 CCTV
  - £1,020 Hedge cutting and ditch management
  - £607 HALC Affiliation
  - £324 Footpaths – materials and labour for 3x Hollington FP gates
  - £240 Audit fees
  - £150 WH recreation ground bridge removal
  - £108 Boardwalk repair
- c. CAPITAL STATEMENT EXECUTIVE SUMMARY
  - Ring Fenced S106 from 2019/20 for spend on Orchard £9,837

## 2. FISCAL YEAR TO DATE TRANSACTIONS BY MONTH

EAST WOODHAY PARISH COUNCIL															
Receipts and Payments - 2020/21															
RECEIPTS	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	BUDGET	% of Budget
Precept	£ 17,053.50												£ 17,053.50	£ 30,082.86	57%
Double Taxation													£ -	£ -	#DIV/0!
Litter Warden Grant		£ 4,534.40											£ 4,534.40	£ 4,534.40	100%
Rental Income													£ -	£ 601.00	0%
CTS Grant													£ -	£ -	#DIV/0!
S106 Monies													£ -	£ -	#DIV/0!
Other													£ -	£ -	#DIV/0!
VAT Recovered	£ 489.09												£ 489.09	£ -	#DIV/0!
Bank Interest													£ -	£ -	#VALUE!
	£ 17,542.59	£ 4,534.40	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 22,076.99	£ 35,218	63%
PAYMENTS	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	BUDGET	% of Budget
Clerk's salary	£ 753.53	£ 377.27	£ 680.19										£ 1,810.99	£ 9,114.03	20%
Clerk's expenses	£ 11.99												£ 11.99	£ 274.86	4%
Litter Warden Salary	£ 339.30	£ 391.41	£ 377.84										£ 1,108.55	£ 4,185.60	26%
Litter Warden Exps	£ 60.00	£ 35.00	£ 35.00										£ 130.00	£ 750.00	17%
Admin (Inc Courses)													£ -	£ 800.00	0%
Insurance	£ 1,318.15												£ 1,318.15	£ 1,350.00	98%
Audit		£ 240.00											£ 240.00	£ 450.00	53%
Subscriptions		£ 607.31											£ 607.31	£ 695.64	87%
Grass Cutting													£ -	£ 1,224.00	0%
Misc Maintenance			£ 150.00										£ 150.00	£ 2,200.00	7%
Annual Maint Agmt			£ 1,020.00										£ 1,020.00	£ 2,886.60	35%
Footpaths	£ 324.00	£ 242.00	£ 108.00										£ 674.00	£ 4,000.00	17%
Highways													£ -	£ 1,000.00	0%
CCTV			£ 1,250.00										£ 1,250.00	£ 1,978.80	63%
Grants & Sec 137													£ -	£ 1,500.00	0%
Chairmans Allowance			£ 34.00										£ 34.00	£ 250.00	14%
Neighbourhood Plan													£ -	£ 2,500.00	0%
VAT	£ 223.97	£ 131.21	£ 484.00										£ 839.18	£ 1,387.03	61%
PAYE	£ 4.11	£ 390.37	£ 67.59										£ 462.07	£ 400.00	116%
Grant Refund													£ -	£ -	#DIV/0!
Other	£ 32.79												£ 32.79	£ -	#DIV/0!
	£ 3,002.26	£ 2,414.57	£ 4,206.62	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 9,623.45	£ 36,947	26%
Printed : 26/06/2020															

## 3. Forecast for remainder of Financial Year

3 months. No meaningful forecast yet.

EAST WOODHAY PARISH COUNCIL														FORECAST	
Receipts and Payments - 2020/21															
RECEIPTS	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	BUDGET	% of Budget
Precept	£ 17,053.50					£ 15,041.43							£ 32,094.93	£ 30,082.86	107%
Double Taxation													£ -	£ -	#DIV/0!
Litter Warden Grant		£ 4,534.40											£ 4,534.40	£ 4,534.40	100%
Rental Income						£ 600.00		£ 1.00					£ 601.00	£ 601.00	100%
CTS Grant													£ -	£ -	#DIV/0!
S106 Monies													£ -	£ -	#DIV/0!
Other Grants													£ -	£ -	#DIV/0!
VAT Recovered	£ 489.09												£ 489.09	£ -	#DIV/0!
Bank Interest													£ -	£ -	#VALUE!
	£ 17,542.59	£ 4,534.40	£ -	£ -	£ -	£ 15,641.43	£ -	£ 1.00	£ -	£ -	£ -	£ -	£ 37,719.42	£ 35,218	107%
PAYMENTS	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	BUDGET	% of Budget
Clerk's salary	£ 753.53	£ 377.27	£ 680.19	£ 753.53	£ 753.53	£ 753.53	£ 753.53	£ 753.53	£ 753.53	£ 753.53	£ 753.53	£ 753.53	£ 8,592.76	£ 9,114.03	94%
Clerk's expenses	£ 11.99												£ 11.99	£ 274.86	4%
Litter Warden Salary	£ 339.30	£ 391.41	£ 377.84	£ 391.41	£ 391.41	£ 391.41	£ 391.41	£ 391.41	£ 391.41	£ 391.41	£ 391.41	£ 391.41	£ 4,631.24	£ 4,153.03	112%
Litter Warden Exps	£ 60.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 445.00	£ 750.00	59%
Admin (Inc Courses)								£ 800.00					£ 800.00	£ 800.00	100%
Insurance	£ 1,318.15												£ 1,318.15	£ 1,350.00	98%
Audit		£ 240.00											£ 240.00	£ 450.00	53%
Subscriptions		£ 607.31											£ 607.31	£ 695.64	87%
Grass Cutting							£ 1,224.00						£ 1,224.00	£ 1,224.00	100%
Misc Maintenance			£ 150.00				£ 2,200.00						£ 2,350.00	£ 2,200.00	107%
Annual Maint Agmt			£ 1,020.00				£ 2,886.00						£ 3,906.00	£ 2,886.60	135%
Footpaths	£ 324.00	£ 242.00	£ 108.00				£ 6,000.00						£ 6,674.00	£ 4,000.00	167%
Highways							£ 1,000.00						£ 1,000.00	£ 1,000.00	100%
CCTV			£ 1,250.00				£ 1,978.00						£ 3,228.00	£ 1,978.80	163%
Donations & Sec 137					£ 600.00			£ 400.00		£ 500.00			£ 1,500.00	£ 1,500.00	100%
Chairmans Allowance			£ 34.00						£ 250.00				£ 284.00	£ 250.00	114%
Neighbourhood Plan									£ 2,500.00				£ 2,500.00	£ 2,500.00	100%
VAT	£ 223.97	£ 131.21	£ 484.00										£ 839.18	£ 1,387.03	61%
PAYE	£ 4.11	£ 390.37	£ 67.59	£ 7.50	£ 7.50	£ 7.50	£ 186.30	£ 7.50	£ 9.16	£ 9.16	£ 9.16	£ 11.76	£ 717.61	£ 400.00	179%
Grant Refund													£ -	£ -	#DIV/0!
Other	£ 32.79												£ 9,837.00	£ 9,804.21	100%
	£ 3,002.26	£ 2,414.57	£ 4,206.62	£ 1,187.44	£ 1,787.44	£ 1,187.44	£ 17,454.24	£ 1,587.44	£ 3,939.10	£ 1,689.10	£ 1,189.10	£ 11,028.70	£ 50,673.45	£ 46,718	108%
Printed : 26/06/2020															

Item 13: Police Update, Cllr Hurst

Safety of road by Woolton Hill Sports Club

During the lockdown period there has been feedback from pedestrians and cyclists of not feeling safe along the road out of Woolton Hill, passing Woolton Hill Sports Club. There have been continued reports of cars speeding along this stretch of road and having near misses with pedestrians and cyclists. Safety along this road has been highlighted many times in previous years, but the increase in pedestrians and cyclists during lockdown has raised the issue again.

In particular concerns have been raised about the future safety of the road with the continued growth in membership of the Woolton Hill Sports Club, especially by children (and with the planned mini-court).

To help focus on the safety of this part of the road by the Sports Club, the Amenities Team will contact the Club and work with them to propose to improve the entrance area, utilising part of the LIF and S106 funding they have recently received.