

Minutes of Nether Wallop Parish Council Meeting held at 7.30 pm

on Monday 11th May 2020 via Zoom online meeting.

- 4854 Present online:** Cllrs Souter, Carpenter, James, Cotterell, Whitaker, Sangster.
- 4855 In Attendance:** Mrs G Foster, Parish Clerk, TVBC Cllr I Jeffrey and 1 member of the public.
- 4856 Election Of Chairman:** It was **Proposed:** Cllr Souter, **Seconded:** Cllr Whitaker, **Resolved:** Unanimously, that Cllr Cotterell be elected as Chairman.
- 4857 Acceptance of the Declaration of Office:** Cllr Cotterell signed the declaration on camera and this was witnessed by all present. The original would be filed and a copy sent to TVBC. **Action: Clerk.** The meeting then commenced to be chaired by the new chairman.
- 4858 Election of Vice-Chair:** It was **Resolved:** Unanimously, that Cllr Carpenter be elected as Vice-Chair.
- 4859 Apologies for absence:** None had been received.
- 4860 Declarations of Interests, changes in Register of Interests, Requests for dispensations:** All Councillors confirmed that they had no changes to declare.
- 4861 To receive a reports from HCC Cllr A Gibson and TVBC Cllr I Jeffrey:** Cllr Jeffrey referred Councillors to the recent MidTest Matters issue no. 10. It reported a lot of information regarding the Waste Collection service returning to normal. The collections sites had opened that day and queues were thought to be reasonable. TVBC had been running on a skeleton staff with gaps in frontline personnel being filled from other departments in the council. TVBC had exceeded the Affordable Housing Target for the year. Information regarding Financial support during the pandemic was available from the Community Engagement Officer for Mid-Test Ward, Imogen Colley.
- 4862 To approve the Minutes of the previous meetings: 09th March and 1st May 2020:** Both sets of minutes were approved and it was **Resolved:** Unanimously, that the Chairman would sign the paper copies at his earliest opportunity. **Action: Clerk.**
- 4863 To approve payments made until year end 31st March 2020.** The following payments that had been made up until 31st March 2020 were unanimously approved.

Counterparty	Cost	Net	VAT	Total
Business Stream	Water at Village Hall	64.12	0.00	64.12
Feria Urbanism	Consultancy NDP	2,658.65	531.73	3,190.38
Gail Foster	March Salary	156.72	0.00	156.72
HMRC	PAYE	319.20	0.00	319.20
Moviola	March Film night	80.23	15.52	95.80
Mr J Lister	Strimming Ditches & Hedges	450.00	0.00	450.00
Richard Osmond	Marquee storage 2019/20	540.00	108.00	648.00
Sparkles	Village Hall Cleaning	87.00	17.40	104.40
TVBC	Dog Bin emptying	200.00	40.00	240.00
Unity Trust Bank	Bank Charges	18.00	0.00	18.00
		4,541.72	712.65	5,254.37

It was noted that the following receipts had been received prior to the financial year end:

Receipts	Net	VAT	Total
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Chairman: **Date:**

Football pitch hire	50.00	0.00	50.00
Tennis month	72.92	14.58	87.50
Tennis private hires	64.50	0.00	64.50
Village Hall Private hire	20.00	0.00	20.00
Movie night March	141.06	0.00	141.06
Quiz night	24.00	0.00	24.00
Hall hire – Dancing	16.00	0.00	16.00
	388.48	14.58	403.06

4864 To approve the accounts for last financial year 2019/2020: Councillors had been provided with a selection of reports and all were available on the website. The following was noted:

- a) Bank Reconciliation – bank accounts as at year end showed: £22,914.83 and £26.55 was held by the VGWG as petty cash.
- b) Trial Balance and Balance Sheet had been reported.
- c) Payments and Receipts – Complete lists for the entire financial year from the cash book and petty cash had been reported.
- d) Budget report - Full council – An overall surplus of £1,668 was noted. This was due to some funds being moved into Earmarked Reserves.
- e) Budget report - Village Hall – An overall cost to council of £1,311 was noted.
- f) Total Income and Expenditure Income = £33,428 expenditure £30,394
- g) To note the Earmarked Reserves as at Financial Year End.
 - i. Village Green Development fund - £1,484.95
 - ii. Village Fund (May Fayre) - £1,610.56
 - iii. Village Design Statement - £ 393.50
 - iv. NDP Grant - £ 52.66
 - v. Defibrillator Fund - £ 331.65

Total £3,873.32
- h) Complete Year Accounts - Net Assets of £22,629.21 were noted as at 31st March 2020.

Cllr James advised she had checked through the entries in the accounting software and was happy with the figures. It was **Resolved:** Unanimously, to accept the Accounts as presented. Arrangements would be made for the Chairman's signature. **Action: Clerk.**

4865 To approve payments made during April 2020 and those to be made in May 2020 and sign the bank reconciliation: The following payments that had been made up until 30th April 2020 were considered.

Counterparty	Cost	Net	VAT	Total
BT	Phone & Broadband March	41.99	8.40	50.39
Gail Foster	Salary & Expenses April	640.64	0.00	640.64
HMRC	PAYE	59.60	0.00	59.60
SSE	Electricity	823.77	89.73	913.50
		1,566.00	98.13	1,664.13

4866 The payments that would be made until 28th May 2020 were also considered.

Counterparty	Cost	Net	VAT	Total
BT	Phone & Broadband April	41.99	8.40	50.39
Gail Foster	Salary & Expenses April	652.43	2.40	654.83
GFC Garden Services	Gardener April 2020	72.00	0.00	72.00
HALC	Membership 2020/21	324.35	0.00	324.35
HMRC	PAYE	59.80	0.00	59.80
Tim Light	Audit for 2019/20	175.00	0.00	175.00
		1,325.57	10.80	1,336.37

4867 It was **Resolved:** Unanimously, to accept that all payments be made. **Action: Clerk.**

4868 Bank balances of £20,514.25 and £29,372.78 were noted and the Bank Reconciliation was approved. This would be signed as soon as possible. **Action: Cllr Cotterell and Clerk.**

Signed as a true and accurate record of the meeting

Chairman: **Date:**

- 4869 To receive the Internal Auditor's Report after inspection and to agree if any actions are required.** The auditor had made only one recommendation in his report. He advised to replace the Village Green Working Group's Petty Cash with invoices raised by Clerk and expenses to be paid by Bank Transfer against receipts. Councillors discussed the reasoning behind the request and noted that volunteers would just need to email photos of the receipts to the Clerk and advise details for the Sales invoices to be raised. It was felt that it would be unwise to not follow the advice of the auditor and was **Resolved:** Unanimously, that this recommendation be accepted and the Village Green Working Group would be advised. **Action: Cllr Carpenter.**
- 4870 To approve and complete the Annual Governance and Accountability Return:** The Annual Internal Audit Report as signed by the auditor was noted.
- 4871** The Annual Governance Statement was read, and approved and Councillors **Resolved:** Unanimously to tick "yes" to boxes 1-8 and "N/A" to box 9.
- 4872** The Accounting Statements were considered and it was **Resolved:** Unanimously, to approve them.
- 4873** The Clerk had suggested dates of 13th May – 24th June for the exercise of Public Rights as there was no requirement for the common period this year. **Resolved:** Unanimously, to approve the dates.
- 4874** All papers requiring the signature of the Chairman would be collated and signed as soon as the Clerk could arrange with the Chairman. **Action: Cllr Cotterell & Clerk**
- 4875 To receive and note the minutes from the WPH committee.** The minutes from the meeting on 14th January had been circulated in draft form and councillors confirmed they had been read. Councillors noted that minute no. 11 stated that the Over Wallop Clerk, Richard Waterman would take over the Treasurer and Secretary roles. Councillors acknowledged that the constitution stated that the Treasurer should be a Councillor from Over Wallop. This would be raised at the next meeting.
- 4876** Councillors also noted the NDP Steering Group's minutes of 24th February.
- 4877 To consider recommendations made by any NWPC committee:** No recommendations had been received from either the NDP Steering Group or the Wallops Parish Hall Management Committee.
- 4878 Review of delegation arrangements to committees, sub-committees, contractors, staff and other local authorities:** A schedule of suggestions had been compiled and the following were **Resolved:** Unanimously, to be implemented. **Action: Clerk**
- 4879** WPHMC – no action.
- 4880** NDP Steering Group – no action
- 4881** Contractor for mowing playing fields – Obtain two other quotes and request a copy of a Risk Assessment for the works and a copy of the contractors Public Liability Insurance.
- 4882** Contractor for Strimming round playing field trees – Write a Risk Assessment and Consider Public Liability Insurance.
- 4883** Groundsman – Write a Risk Assessment, request copy of Public Insurance.
- 4884** Clerk – the Scheme of Delegation was approved on 1st May 2020 and did not need to be reviewed.
- 4885** Footpaths officer – Reapproval of the delegation.
- 4886** Local Authorities – There were no delegations to TVBC or HCC, only service contracts.
- 4887 Review of the Terms of Reference for Committees:** The TOR for the Steering Group were considered with seven suggested minor amendments which were all **Resolved:** Unanimously, to be adopted. **Action: Clerk.**
- 4888** The Constitution of the Wallops Parish Hall Management Committee was also reviewed and the following was noted:
- a) All references to Annual Parish Meeting should be replaced by Annual Meeting. Extraordinary General Meetings should be replaced with Extraordinary Meeting.
 - b) It was agreed at the meeting of 18th June 2019 (minute no. 19/20 8.4) that the publication of minutes would be effected within 30 days of the meeting.
 - c) The Constitution on the website has not been amended, and as at 6th May 2020 the draft minutes of the January 2020 meeting are not published.
- 4889** These points would be raised at the next WPH Management Committee meeting. **Action: Cllr Cotterell.**

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Chairman: Date:

- 4890 **Appointment of any new committees in accordance with Standing Order 4:** No formal requests had been received for the creation of a new committee and councillors agreed there was no need.
- 4891 **To review and if appropriate adopt the Standing Orders:** Councillors had reviewed the NALC Standard Template for Standing Orders versus the NWPC version from 2019. It was noted that a few minor amendments might be made to some sections. It was **Resolved:** Unanimously, that sections 3, 4, 5, 9, 15, 18, 20 be amended and NALC version sections 7 and 8 be inserted and the Standing Orders recirculated and published on the website. **Action: Clerk.**
- 4892 NALC would be written to and given the Council's opinion of some ambiguous wording in their template. **Action: Clerk.**
- 4893 **To review and if appropriate adopt the Financial Regulations:** Councillors had reviewed the Financial Regulations and it was agreed that a substantial rewrite was required due to the fact that the council had moved away from paying invoices by cheques and were instead paying by Bank Transfer. Cllr James stated that she believed it was important that a bank reconciliation was presented at each meeting (as was currently the practice) and that this requirement should be added to the Financial Regulations. It was **Resolved:** Unanimously, that a revised version would be prepared and reviewed at the next meeting. **Action: Clerk.**
- 4894 **Review of representation on, or work with external bodies and arrangements for reporting back.** The Clerk had provided a list of all Contractors and Service providers along with their contact details and the person responsible for liaising with them. This was noted and no amendments were thought necessary.
- 4895 **Review of inventory of land and assets including buildings and office equipment:** A copy of the Asset Register had been provided and was available to view on the website. It was unanimously approved.
- 4896 **Confirmation of arrangements for insurance cover in respect of all insured risks:** A table showing the types of insurance held by the council, along with the insurers name, policy no., expiry date and premium amount had been circulated and was available to view on the website. It was unanimously approved.
- 4897 **Review of the council's and/or staff subscriptions to other bodies:** It was **Resolved:** Unanimously, to continue subscriptions to the following organisations: HALC (Hampshire Association of Local Councils), ICO (Information Commissioner's Office), CPRE (Campaign to Protect Rural England), Zoom (Online Meeting Software Monthly Licence) **Action: Clerk**
- 4898 **Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council:** A schedule of dates had been suggested and these were unanimously agreed. The dates would be uploaded to the Parish Council website. **Action: Clerk.**
- 4899 It was noted that virtual meetings had imposed a useful discipline in the running of the meetings. The government had provided that meetings could be held virtually until May 2021, but it was hoped by several councillors that face to face meetings could be resumed before then.
- 4900 **To note the reasons why the Annual Parish meeting is cancelled for 2020.** The Clerk had provided some notes on why the Annual Parish Meeting could not go ahead. This was noted by all.
- 4901 **To receive Reports from Councillors:**
- a) **Highways** – Cllr Cotterell reported that notices had been received regarding imminent surface dressing that was being undertaken by HCC. Although traffic had dramatically reduced due to the lockdown, people were still driving at exceptional speeds in certain areas. The biggest noticeable difference due to lockdown was the improved air quality. An email had been received from a resident interested in improving safety and cycling. A draft reply would be circulated prior to sending. **Action: Cllr Souter and Cllr Cotterell.**
 - b) **Playing Fields** – Cllr Sangster advised that more people were using the playing fields as a result of the "Stay at Home" requirements. This had resulted with more dog mess being left on the grass. The signs asking for dog-walkers to pick up after their dogs were still visible and the dog bin was being emptied every week.

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- c) **Village Green** - Cllr Carpenter advised that the cutting rota had been restarted but only three people had come forward volunteering to cut the grass. Cllr Carpenter advised that Mr John Duckworth who had been very active in the Village Green Working Group had sadly passed away. The council wished to publicly acknowledge their appreciation for the good works he had carried out. **Action: Clerk.**
- d) **Village Hall** – Cllr Souter reported that the Hall had been closed since the end of March in line with Government requirements. Throughout the financial year it had been used and enjoyed by most of the village for events such as Coffee Mornings, Film nights, Bridge nights, Quiz nights, Dance classes and Funerals and Christenings and lots of Private Hires. A new oak sign had been affixed outside the Hall, and a new oak noticeboard had been recently erected. Favourable comments had been received about both and photos of both would be added to the website. **Action: Cllr Souter and Clerk.** The financial effect of the lockdown would not be known for some time, but it was suggested that any required maintenance should take place while the hall was not being used. The gardener would still be required. The original builders would be contacted to see if they were able to freshen the paint and repair any chips. **Action: Cllr Souter.** It was emphasised that the running of the Hall was handled by the Parish Council under a Memorandum Of Understanding (MOU) between the council and the owners of the Hall, the Nether Wallop New Village Hall Trust. A grant from TVBC had been applied for by the Parish Council due to the closing of the Hall and £10,000 had been received to cover loss of earnings.
- e) **Footpaths** – The Footpaths Officer had sent a full report prior to the meeting. Test Valley Borough Council's environmental team had responded extremely quickly to any reports of fly tipping and were very proactive in tracing the originator of the fly tipping. A contract had been received that day for the lengthsman scheme which would need to be signed. **Resolved:** Unanimously, that the contract be agreed and signed. **Action: Cllr Cotterell and Clerk.** It was noted that the schedule of tasks did not include work to Rights of Way, and this would need to be added. **Action: Clerk.**
- f) **NDP (Neighbourhood Development Plan)** – A report was awaited from the consultant. It would be circulated once received. **Action: Clerk.**
- g) **Wallops Parish Hall** – Cllr Souter reported that after the election in May 2019, there had been meetings in June, October, and January 2020. The meeting scheduled for 31st March had been cancelled due to the pandemic. Cllrs Cotterell and Souter would contact the Chair of Over Wallop Parish Council prior to the next meeting. **Action: Cllrs Cotterell & Souter.**

- 4902 Matters raised by Councillors:** Cllr James advised that after 8 years serving as a Councillor, she felt it was time for her to step down and resign. She assured councillors that she had very much enjoyed the experience and working with all of them and would continue to help with the Resilience Plan for the Parish and would be available to help scrutinise the finances. Cllr Whitaker volunteered to take over the running of the pump email and a handover process would be agreed. **Action: Cllrs James & Whitaker.**
- 4903** Cllr Souter advised that Cllr Addison had resigned prior to the meeting and therefor there were now two seats available for new Councillors on the council.
- 4904** Cllr Cotterell expressed his thanks which were endorsed by all other councillors to both councillors James and Addison. Cllr James had been a tremendous font of knowledge regarding the Localism Act 2011 and Accounting procedures which had greatly benefited the council. Cllr Addison had made an enormous contribution in starting the Neighbourhood Development Plan which she was continuing to Chair as a member of the Public.
- 4905** TVBC would be advised about the resignations. **Action: Clerk.**
- 4906** Councillor Souter would begin a handover to Councillor Cotterell as the new Chairman, and the opportunity to review which documents needed to be kept or archived would be taken along with the Clerk. **Action: Cllrs Cotterell, Souter and Clerk.**
- 4907 Appointment of members to existing committees and councillors' responsibilities:** The appointment list for the prior year was reviewed and recent resignations taken into account. Following changes to appointments were **Resolved:**
- The WPH Management Committee would consist of Cllr Cotterell (as Vice-Chair per the constitution) along with Cllrs Souter, Whitaker and Sangster.
 - The NDP Advisory Committee Council representative would be Cllr Cotterell.
 - The Staffing WG would consist of Cllrs Souter, Whitaker and Sangster.
 - Resilience Plan Team Lead would be taken over by Cllr Souter.
 - Localism Act 2011 advisory would be shared between Cllr Cotterell and the Clerk.

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- f) Website running and updates would continue to be undertaken by the Clerk and Cllr Cotterell and now assisted by Cllr Sangster.
- 4908** Other existing committees and working groups would remain with the previous membership. The Footpaths Officer confirmed he was happy to continue in the role. All other non-councillor volunteer roles would be checked with the current member of the public to enquire if they were happy to continue. **Action: Clerk.**
- 4909** **To receive a list of Council Policies, agree additions and schedule the timetable for reviews:** A list of twenty policies that the Council might wish to consider had been provided. Review dates for the following were agreed:
a) **Trees** – Feb 2021
b) **Code of Conduct** – Jul 2020
c) **Scheme of Delegation** – April 2021
d) **Grievance & Disciplinary** – Feb 2021
- 4910** The rest of the policies would be allocated a review date by the Clerk who would diarise reviews. **Action: Clerk.**
- 4911** **To receive a list of Risk Assessments and decide on actions:** A list of Risk Assessments that the council required in order to comply with the insurance requirements had been circulated. It was agreed that the “Carols on the Green” would be reviewed in November 2020 and the Financial Risk Assessment which had last been reviewed in March 2020 would next be considered in Feb 2021. The “May Fair” RA would be considered in March 2021. These would be diarised. **Action: Clerk.**
- 4912** **The remaining list would be considered in the June 2020 meeting and prepared and circulated by Councillors prior to the meeting:**
a) Recreation Ground, Pavilion, Children’s Playground – **Action: Cllr Sangster**
b) Village Green, Village Green Mowing Team – **Action: Cllr Carpenter**
c) Village Hall - **Action: Cllr Souter**
d) Village Hall Gardener – **Action: Cllr Whitaker**
- 4913** A Risk Assessment template would be forwarded to all councillors. **Action: Clerk.**
- 4914** **To note the Clerk’s Report:** Councillors confirmed the following had been noted:
4915 The defibrillator training had been postponed until it can be held safely after the lockdown is relaxed.
4916 The estimate for the Bus Shelter repair is £316.84. Work has not yet been carried out.
4917 HCC have replied to request for updates on highways issues that have been reported. The response to the parking issue in Five Bells Lane has been publicised on the website.
4918 Police Commissioner has replied favourably to our grant application for £200 to run Zoom meetings for a year. The acceptance form will be filled in. **Action: Clerk.**
4919 An application for a business Grant for the Playing Fields has been sent to TVBC. No news yet.
4920 Applications to add Cllrs Whitaker and Sangster to the authorised signatories list at Unity Trust Bank have been made.
- 4921** **Points from the floor:** The footpaths officer asked if there was a template for Risk Assessments. A generic one would be created. **Action: Clerk.** It was raised that the planning tracker on the website hadn’t been working for a while and a new website solution might be required. It was also noted that focus had been on the speeding on the A343 (Salisbury to Andover road) however there had been instances of serious speeding on the A30 which had suffered 3 fatalities in 3 years. Any speed initiatives should also consider this stretch of road.
- 4922** Date of next monthly meeting: Monday 8th June 2020 at 7.30pm via Zoom.us
- 4923** The Chairman thanked all for attending and closed the meeting at 21.48 pm.

Signed as a true and accurate record of the meeting

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