

Worldham Parish Council
Minutes of Meeting held on 5th May 2021, 8pm
Via Zoom Conference Call

Present Cllr W Brock (Chair), Cllr R Twining, Cllr C Sole, Cllr R Bagnell

Also present Pamela Hibbins, Clerk to Parish Council, Cllr K Carter

6 members of the public

22.23 Election of Chair of the Council for 2021/2022

The current Chair, Cllr W Brock, opened the meeting to ask for proposals for a new chair. Cllr W Brock was proposed and all voted in favour.

Proposed: Cllr R Twining. Seconded: Cllr C Sole

Cllr Brock signed the Chairman's Declaration of Office which was witnessed by the council via Zoom.

22.24 Election of Vice Chair of the Council for 2020/2021

It was RESOLVED that Cllr B Bagnell was elected as Vice-Chair to the Parish Council for 2021/2022.

Proposed: Cllr W Blake. Seconded: Cllr R Twining. All in favour

22.25 Chairman's Announcements

22.26 Apologies for absence – Cllr D Ashcroft

22.27 Declarations of Interest – Cllr B Bagnell declared an interest in item 18 the Proposal of Diversion of part of Footpath 36. Cllr W Brock declared an interest in planning application SDNP/21/01570/CND Manor Farm Little Wood Lane West Worldham Alton GU34 3BD

22.28 Approval of Minutes

It was **RESOLVED** to approve the minutes of the Parish Council Meeting held on 7th April 2021

Proposed: Cllr W Brock Seconded: Cllr R Twining

Action: Clerk

22.29 District Councillor's Report

District Councillor Cllr Ken Carter was in attendance and reported the following changes to EHDC planning committee:-

- i) Due to new central planning legislation, any challenges to officers recommendations are now particularly hard to challenge and must be done from sound planning concerns only.
- ii) Three members of planning committee, Cllr Graham Hill, Cllr Malcolm Johnson and Cllr Ken Carter have stood down from planning due to political imbalance of representatives from all parties and await to see the post election results. Cllr D Ashcroft remains on the Planning Committee, and Cllr Ken Carter retains his Joint Human Resources Committee seat.

Cllr W Brock asked for clarification of the purpose of the changes to planning. Cllr K Carter confirmed that this was to tighten up the planning process and leave less room for interpretation, therefore making guidance clearer and creating clear guidance for planning officers and others.

22.30 Public questions: – the Chairman adjourned the meeting to hear public questions

It was confirmed that the annual parish council meeting tonight was combined with the monthly parish council meeting.

A member of the public asked if there was an update on the planning application 59174 Land at Junction of Cakers Lane and Clays Lane, East Worldham, Alton Change of use from an agricultural field to dog exercise field/canine enrichment centre (Sui Generis), and installation of Field shelter, boundary fence, parking/waiting areas. It was noted that the applicant had left additional comments as part of their application. Comments have now closed and currently awaiting decision from EHDC to be made.

Meeting reconvened

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22.31 Councillors agreed to lead on the following:

- Village Hall Cllr C Sole
- Parish Plan Cllr W Brock
- Planning All councillors and Cllr R Twining (advisory on policy)
- Playground Cllr B Bagnell

Proposed: Cllr R Twining, Seconded: Cllr C Sole

Action: Clerk

22.32 Appoint councillors as representatives to any outside bodies and agree reporting terms to Council

Councillors agreed on the following parish representatives:

- Footpaths Officer Nicky Twining
- Jalsa Salana Representative Terry Blake
- Neighbourhood Watch Co-ordinator Kate Denyer
- Speedwatch Co-ordinator Nicky Twining

Proposed: Cllr W Brock, Seconded: Cllr C Sole

Action: Clerk

22.33 Review of Council's Procedures

It was **AGREED** to update the standing orders as follows and to then adopt; -

- 3 M - A meeting shall not exceed a period of 2 hours unless the members resolve to extend the meeting by no more than 30 minutes.

Amended to 2.5 hours

Proposed: Cllr R Twining, Seconded Cllr W Brock

Action: Clerk

Financial Regulations

It was **AGREED** to adopt the current Financial Regulations noting that they allow for online banking.

Proposed: Cllr R Twining, Seconded Cllr W Brock

Action: Clerk

Code of Conduct

An updated Code of Conduct based on the EHDC adopted code was considered but it was **AGREED** to re-adopt the current code of conduct for Worldham Parish Council as there was more detail.

Proposed: Cllr R Twining, Seconded Cllr W Brock

Action: Clerk

Village Hall remuneration (Admin and cleaner)

Councillors agreed no remuneration was needed this year as Jill and Kish Sharma and Mike Walker waived the remuneration last year and are happy to do so again.

Proposed: Cllr W Brock, Seconded: Cllr R Twining

Action: Clerk

22.34 Grants

Churchyards Councillors resolved that the donations to the churchyards for 2021-2022 are:

- East Worldham - £400
- West Worldham - £100
- Hartley Mauditt - £100

The donations are for the upkeep of the burial grounds in the respective churchyards. It was **AGREED** that to pay from general reserves as no grant budget for 2021/2022

The Chair wanted to thank the fisherman at Hartley Mauditt who maintained the church and churchyard there.

Proposed: Cllr R Twining. Seconded: Cllr B Bagnell .

Action: Clerk

22.35 Meeting dates for 2021/2022

Meeting dates were agreed up to the Annual Meeting in 2021 (Appendix 1).

Proposed: Cllr C Sole. Seconded: Cllr W Brock.

22.36 Financial Report: The Clerk advised that the bank balances are as follows:

4th Quarter Receipts & Payments Reconciliation Final (Appendix 2)

Bank Balance as below

Current Account as 31/03/2021 = **£6,186.66**

Instant Access Account (quarterly statements as 31/03/2021) : **£22,613.23**

Worldham Community Benefit Fund (quarterly statements as 03/01/2021): **£9,876.43**

Less cheques o/s **£33.60**

TOTAL £38,642.72

Receipts ledger balance £38,642.72

It was noted that all end of financial year bank statements have now been received and the updated 4th quarter figures have now been finalised as above. Figures reported in the April 2021 meeting was an early report only.

22.37 Payment Schedule:

It was **RESOLVED** to approve the following payments:

Proposed: Cllr Brock. Seconded: Cllr Twining

PAYMENTS TO BE MADE

	Payee	Description	Net	VAT	Total
29/04/21	P Hibbins - Clerk	Salary April 2021 (new hourly rate 12.88 - Agree March 2021 minute 21.86)	£573.13	£0.00	£573.13
29/04/21	HMRC	Tax April 2021	£3.00	£0.00	£3.00
29/04/21	Do the Numbers Ltd	Annual Internal Audit	£200.00	£0.00	£200.00
29/04/02	Community HeartBeat	Annual Defibrillator Support (to be paid from WCBF)	£165.00	£33.00	£198.00
			£0.00	£0.00	£0.00
			£0.00	£0.00	£0.00
			£941.13	£33.00	£974.13

PAYMENTS RECEIVED

	Payor	Description	Net	VAT	Total
NONE			£0.00	£0.00	£0.00
			£0.00	£0.00	£0.00

22.38 Internal Audit Report:

The report from Do The Numbers Ltd was noted by councillors and the following actions were agreed:

- i) It was **AGREED** to not currently apply for a debit card as substantial expenses unlikely to occur often. To review if expenses continue to be high.
- ii) It was **AGREED** to look into a Parish Council owned laptop for 2022/2021 budget and to review at a future meeting.

Proposed: Cllr W Brock, Seconded: Cllr B Bagnell

Action: Clerk

22.39 Annual Return and Governance Statements 2020/2021:

- i) The Annual Internal Audit Report signed by the Internal Auditor was noted.
- ii) The Council considered responses to the Annual Governance Statements in Section 1 and it was duly approved by all councillors and signed by the Chairman, Cllr W Brock, and by the Clerk.

- iii) The Accounting Statements contained in Section 2, prepared and signed by the RFO, were duly approved by all councillors and signed by the Chairman, Cllr W Brock
- iv) It was confirmed that the period for the exercise of public rights would be Monday 14th June to Friday 23rd July 2021. The Clerk would arrange the necessary publication of these dates.

Proposed: Cllr B Bagnell, Seconded: Cllr W Brock.

Action: Clerk

22.40 Planning applications

Update on previous applications (Appendix 3)

SDNP/21/01069/FUL Oaklands Farm Green Street East Worldham Bordon GU34 3AU

Planning Application for the installation of external louvers associated with the provision of new plant and equipment

Deadline 14th May 2021

It was **AGREED NO OBJECTION**

Proposed: Cllr B Bagnell, Seconded: Cllr C Sole

Action: Clerk

Chair stood down and Vice Chair chaired the meeting

SDNP/21/01570/CND Manor Farm Little Wood Lane West Worldham Alton GU34 3BD

Variation of condition 2 of 22142/006 to change the wording to 'The development hereby permitted shall be used for general baking and catering and for uses ancillary and in connection with the Manor Farm business.

Deadline 6th May 2021

It was **AGREED NO OBJECTION**

Proposed: Cllr B Bagnell, Seconded: Cllr C Sole

Action: Clerk

Chair rejoined the meeting

22.41 Proposal of Diversion of part of Footpath 36

It was **AGREED NO OBJECTION** on the proposed diversion but to note as per the original planning that the land beyond the on hedge is not within the settlement policy boundary and should remain as a paddock and not a domestic garden.

22.42 Village Hall electrics

Three price plans from two suppliers were considered. It was **AGREED** to continue with SSE Southern Electric on their renewal price plan, which was the cheapest plan at the live rates quoted.

22.43 Lengthsman Scheme

It was **RESOLVED** to cancel the Lengthsman visit for May as there were no current priority jobs and to save the credit for later in the year.

22.44 Councillor vacancies

It was **RESOLVED, three votes to one**, to defer this item to a future meeting in order that councillors have the opportunity for a conversation with all candidates prior to voting as it was noted that some candidates were known to the council and some candidates were not.

22.45 To note any reports or updates from Councillors or the Clerk regarding meetings attended or issues raised by residents

None

22.46 Any other business

22.47 Date of next meeting;

The Chair advised that the next Parish Council meeting will be held on Wednesday 3rd June 2021 8.00pm via Zoom as an advisory meeting for the council with the Clerk (under delegated powers) due to the regulations allowing local authorities to hold meetings remotely ending on the 6th May 2021.

22.48 The Chair closed the meeting at **10pm**.

Signed:

Date:

Appendix 1: Meeting Dates 2020/2021 Worldham Parish Council

The Parish Council meets once a month, usually on the 1st Wednesday of the month.

Wednesday 5 th May 2021	Annual Meeting
Wednesday 2 nd June 2021	Full Council Meeting
Wednesday 7 th July 2021	Full Council Meeting
Wednesday 4 th August 2021	Full Council Meeting
Wednesday 1 st September 2021	Full Council Meeting
Wednesday 6 th October 2021	Full Council Meeting
Wednesday 3 rd November 2021	Full Council Meeting
Wednesday 1 st December 2021	Full Council Meeting
Wednesday 5 ^h January 2022	Full Council Meeting
Wednesday 2 nd February 2022	Full Council Meeting
Wednesday 2 nd March 2022	Full Council Meeting
Wednesday 6 th April 2022	Full Council Meeting
TBC May 2022	Annual Parish Meeting
Wednesday 4 th May 2022	Annual Meeting

Worldham Parish Council
Minutes of Meeting held on 5th May 2021, 8pm
Via Zoom Conference Call

Appendix2
4th Quarter Receipts & Payments Reconciliation

WORLDHAM PARISH COUNCIL
4th QUARTER ENDED 31 MARCH 2021

Annual Budget	Actual-v- Budget		£	
			Q4	
Figures shown exclusive of VAT				
<u>RECEIPTS</u>				
12268	12268	Precept	-	
65	91	Bank Interest	24.22	
0	1382	VAT repayment	-	
900	120	Village Hall	120.00	Lower income generated due to Covid restrictions
0	4	Wayleave	4.00	
0	4766	S106	-	(=V.Hall £540, Retrospective benches £1307, Retrospective gateways £2919)
4410	4499	Worldham Community Benefit Fund	-	
0	10000	Other income	198.00	Defibrillator transfer (From WCBF into current account as paid out of wrong account)
17643	33130	TOTAL RECEIPTS	346.22	
<u>PAYMENTS</u>				
7100	6716	Net Salaries & Allowances (Jan-March 2021)	1,678.98	
0	0	Pension Contributions (e'ers & e'ees)	-	
120	0	Travel costs	-	Decreased mileage due to Covid and Clerk not charging for additional trips as no more than

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				the once a month I would have travelled for meetings
30	20	Chair's Allowance		-
350	58	Stamps & Stationery		-
	113	Equipment Purchase		-
50	0	Section 137		-
1000	474	Repairs & maintenance		-
1200	1798	Village Hall Electricity	409.31	Meter reading - credit expected
50	49	Village Hall Water Rates		-
120	51	Inspections/Septic tank		-
330	623	Subscriptions & Fees	75.56	Includes Zoom, domain fees and new banking fees
240	440	Audit fees		External budget costs was not in 2019/2020 budget
700	600	Grant allocation		-
	1538	S106	280.00	SDNPA funds awarded - Bench and picnic table for playground and window for Village Hall.
150	150	Grass cutting		-
1000	1944	Playground maintenance	67.50	NB - Covid 19 clean £350 (annual/seasonal clean to be considered in 2020/2021 budget). Repairs for multiplay unit
500	155	Training		-
500	0	Election Costs		-
1200	1377	Insurance		-
0	987	VAT on payments	89.96	
		Worldham Community Benefit Fund		
	798		300.00	
14,640	17891			
TOTAL PAYMENTS				2,901.31

BALANCE BROUGHT FORWARD AS AT 31/12/2020
ADD Total Receipts as above

41197.81
346.22

LESS Total payments (as above)	<u>2,901.31</u>
Balance Carried forward	
31/03/2021	<u>38,642.72</u>

Current Account Balance	6,186.66	
Less: Cheques drawn but not debited as at 31.03.21 nos.	33.60	
Deposit Account Balance	22,613.23	
Worldham Community Benefit Fund	<u>9,876.43</u>	
		<u>38,642.72</u>

Signed: P Hibbins
Responsible Finance Officer for Worldham Parish Council

Date: 14/04/2021