

## DRAFT - Hannington Parish Council, Hampshire – Minutes of Meeting

**Date and time of Meeting:** 7.00pm, Tuesday 14<sup>th</sup> February 2023.

**Present:** Chair, Alex Lowrie (AL),  
Cllr. Simon Taylor (ST),  
Cllr. Jon Whitfield (JW)  
Borough Cllr. Stuart Frost (from 7.23pm). (SF)

**Apologies:** Cllr. Jo Keogh (JK)  
County Cllr: Rhydian Vaughan (RV)

**Clerk:** (Acting Clerk) - Sue Wright (SJW)  
*\*see notes below at 3.*

**Members of the Public:** None in attendance.

### **1. Welcome by the Chair, apologies for absences and declarations of interest.**

Meeting opened at 7.03pm – attendance and apologies given, as noted above. No declarations of interest were made. (All).

### **2. Announcement: Cllr. Oliver Larminie.**

AL confirmed the sad news of Cllr. Oliver Larminie's tragic passing. On behalf of Hannington Parish Council (HPC), all present wished to convey their sincere condolences to the Larminie family. Cllr Larminie was a popular and hard-working Councillor, and he will be sorely missed. *Noted: arrangements regarding the vacant seat to be deferred until the forthcoming local elections in May (see notes at 8.d, below).*

### **3. Introduction/appointment of Sue Wright as (acting/interim) Parish Clerk.**

SJW, a resident of Hannington village, was introduced to members of HPC. AL is advised that the existing clerk intends to relinquish her duties. AL will seek to formalise arrangements with the outgoing Clerk, as quickly as possible. SJW has agreed to assist as clerk and her formal appointment will be confirmed in due course. In terms of immediate activity: SJW will focus on updating the public website, uploading missing records and will work through the remaining actions identified in the 2021 audit. *(See further at 8. below).*

### **4. Draft minutes for approval.**

The minutes of the HPC meeting held on 11 October 2022, were approved.

*Action: SJW to upload to the website.*

### **5. Matters arising and not appearing elsewhere on the agenda.**

Nothing tabled.

### **6. Borough Councillor's report.**

SF was welcomed to the meeting (7.23pm onwards) and confirmed he intended to stand for re-election in the forthcoming local elections (May 2023) and that he would welcome the opportunity to serve Hannington Parish (HP) for a further term, as our Borough Councillor.

SF reported, in detail, the work he has been focusing on over the last year including:

- His role as Chair of the Economic, Planning & Housing Committee – which focuses on bringing the BDBC's Local Development Scheme and related plans, up to date.
- SF reported that BDBC Cabinet had passed a motion to halt 'Reg 18' which relates to a review and consultation of specific LDS plans, including those relating to housing development in the Borough. As a result of presumptions under the *National Planning*

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*Policy Framework* (NPPF), BDBC are coming under increasing pressure to pick up the ‘under-building’ and failure of neighbouring authorities to meet their housing development targets – a presumption which the Borough wishes to resist. They are currently awaiting central government direction.

- Local, proposed developments which SF has been objecting to on behalf of residents, (partly because of the above – but also because of the perceived unsuitability of the proposed locations and lack of new infrastructure), include the 200, new-home development proposed for Porch Farm in Kingsclere (A339/Newbury Road) and the 120 new-home development proposed for Yew Tree Farm, located to the east of Kingsclere. A further 40-50 homes are proposed for the A339 route close to Headley (near the Magic Kingdom) – which are being kept under review.
- SF also reported he continues to be busy with ward-based work in the community, including matters relating to social housing, including incidents of black mould, and liaising with landlords to ensure rectification, (including two cases within Hannington Parish).
- Other matters relating to the waste collection service (bins), grass cutting and playground facilities within his ward, also feature regularly in his work.
- JW asked SF to comment on whether any other large-scale developments had been proposed for the Borough, in particular; in areas with the potential to impact HP; SF confirmed he was unaware of any, other than those already referenced above. SF did reference that an application for a care home in Kingsclere, (on land identified for housing) – had been successfully defeated and that a Community Interest Co, had been successful in respect of a site located in Swan Street, Kingsclere.
- SF also confirmed the news that the BDBC Council Tax precept will not be increasing for the new tax year, but that other elements including those for County and the Police, are expected to rise.

### **7. County Councillor’s report.**

A written report was received and circulated prior to the meeting, in lieu of RV attending. Topics of note include the ongoing work by county to repair potholes and the challenges presented by lack of resource and the quality of some repairs, (which have required repeat work), on the A339, in particular. No questions were raised.

### **8. Policy review**

#### ***a. To review progress with internal audit recommendations***

Responses to the findings of the internal audit have been summarised in the Action Plan (AP) circulated with this meeting’s agenda. As summarised in the AP:

- R1 - is complete.
- R2 and R3 are under review and will be progressed by the clerk (once formally appointed).
- R4 – AGAR requirements: JW has prepared the financial reports for Q1, Q2 and Q3 of the HPC financial year (which runs for the period 01 April 22 through to 30 March 2023), and a tracking report for Q4 is up to date as of today’s date. Reports approved.
- R5 – all invoices are approved and signed, together with bank reconciliations.
- R6 – VAT reclaim – to be discussed at the next HPC meeting in March, by which time the new clerk should also be on the payroll. AL reported that he had contacted Chris Hall regarding a suitable portal for processing a simple VAT claim. It is anticipated that

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the additional advice needed to complete this action will be provided in a follow-up call w/Chris Hall.

▪ *Action: AL to set up next call with Chris to progress this item. SJW to assist as needed.*

- R7 – (Management of Risk) – to be deferred to the next meeting in March (see date below).
- R8 – Completed. AL has spoken to insurer and reviewed the few assets we have on the register, which includes the new flagpole.
- R9 – Completed (see agenda item 9a, below).
- R10 – in hand and will be determined once the formalities concerning the appointment of the new clerk, are concluded.
- R11. (Asset Register) – to be deferred to the next meeting in March (see date below).

### **b. Website Update- items outstanding for upload:**

- AGAR certificate of Exemption
- Internal Audit Report & Next steps (inc response)
- Governance Statement
- Accounting Statement
- 2021-2022 Accounts

All agreed that the website requires housekeeping; a variety of documents require uploading and various pages of the website need updating. SJW has now been granted access – and will begin the tasks noted above. *Action: SJW to begin work on website asap.*

### **c. Sign-off: participation in the Lengthsman Scheme**

By way of re-cap: the above scheme is administered by the lead parish (Pamber) and permits the allocation of funds to minor parishes. HPC participation was previously discussed in an earlier meeting and our application to be included in this year's scheme; has already been approved and submitted.

*Action: AL to update the contact details held by Pamber for HPC, to avoid any emails or other correspondence being sent to the outgoing clerk's address.*

### **d. Engagement with the Parish regarding Councillor positions and forthcoming elections in May.**

- AL: Elections are set for the 4<sup>th</sup> May 2023. BDBC Democratic Services have already engaged with HPC and have provided a flier containing information for would-be candidates.
- SJW, in her capacity as author/distributor of the 'Hannington Weekly List' (a weekly newsletter sent by email to the residents of Hannington, Ibworth & North Oakley), has already included a note about the forthcoming elections and a plea for candidates. The BDBC flier was also circulated.
- AL noted that we would only need to hold elections, if the vacant positions are contested but that it was vital we avoid a situation where we have *no candidates*; a scenario which risks BDBC assuming more control or the parish losing its status.
- To date, members are aware of two potential candidates who may be interested.
- ST confirmed that he would not be standing again.
- All agreed that a comprehensive communication plan was needed.
- The Parish Clerk's email address needs to be restored asap (or an alternative identified) – so that would be candidates do not mistakenly contact the outgoing clerk.
- Agreed: Out of respect for Cllr Larminie's family: further efforts to publicise the elections and recruit new candidates would be delayed until after his funeral.

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*Action: SJW (when appropriate), to resend election material as part of the Hannington Weekly List and to also locate a weblink for the BDBC flier, which is better read on-screen. SJW/AL to contact BDBC Democratic Services for advice on a communication plan. AL to resolve Parish Clerk email.*

**e. *Snow plan.***

Agreed to defer further discussion on this topic, to the March meeting (see below for date).

**f. *IT & Security – email addresses***

Transferring access to the Clerk's email address together with obtaining the HPC laptop and any other material the outgoing clerk may have in their possession; is part of the process mentioned above to conclude the outgoing clerk's service and appoint a new clerk. AL reported that these matters are in hand – and it is hoped they will be completed, shortly.

**9. Finance**

**a. *Discussion & Agreement of the draft budget 2023.***

AL introduced the draft budget. Following discussion of each budget-item; All agreed that the proposed budget covered all likely expenditure for the forthcoming year – and that the contingency provided, was adequate. It was felt that the provision for repairs to and around the village green may need to be increased slightly, depending on the quotes which are received (and the work ultimately required) and that there may be an opportunity to minimise the IT budget, pending return of the laptop from the outgoing clerk. Members agreed to review further and pending any minor edits; the budget should be tabled for approval at the next meeting in March.

**b. *Submission of the precept request***

AL confirmed that this had been submitted and sent on 30 January 2023 and is expected to be formally approved. Upon the advice of BDBC – the amount of precept payment requested, was kept at the same level for 2022. It is usually paid twice yearly in March and September.

**c. *Quarterly sign-off: 2023 accounts v budget.***

JW confirmed that the Quarterly Cash Book (QCB) for Q3 had already been circulated and approved by email. All invoices received also individually approved and initialled, for record. The QCB for Q1 and Q2 have also been approved and initialled for record. No other requests for payments have been received. Two expected items of expenditure have not been received and remain outstanding: a request for payment of HALC subs and an amount for the Playground Inspections.

**d. *Bank accounts - additional signatory***

AL confirmed that the application to add JW as an additional signatory to the bank account was ready and would be submitted to the bank asap.

**e. *Annual review of asset register***

AL commented that there had been no change to the asset register, other than the addition of the flagpole, an addition of which Members are aware. Agreed to defer further discussion to the next meeting in March.

**f. *Payments for approval - Insurance payment to BHIB***

A recent payment request from our insurance provider (BHIB), has already been approved. Nothing else to report.

**10. Highways, footpaths and bridleways**

**a. *Update on Highways matters.***

It is noted in the County Cllr's report that matters relating to potholes, dominate the highways agenda. ST commented that the quality of the repair made to the large pothole at the junction of the A339 and Summerdown Lane had been poor and at best, temporary – as it was already showing signs of deterioration. SF commented he understood County are aware and that repairs on this stretch of the A339, are ongoing.

**b. *Update on footpaths and bridleways.***

No matters have been reported.

**11. Open spaces.**

**a. Village green (Hannington Farm/Jon's corner) – damage to verge.**

All noted the ongoing damage to the corners of the village green and the multiple ideas previously considered to help prevent further damage. The placement of stones or additional posts is not an entirely effective solution, as when tried in the past; these had simply been driven over. Agreed: further investigation into options available would continue and it was noted that repairs to the green would be made, in any event, when the weather improves.

**12. Planning.**

The members noted they were unaware of any new planning applications for the village.

**13. King's Coronation celebrations.**

**a. *Village based events***

All: no awareness of any events being planned for the village.

**b. *Risk Assessment***

AL: A model risk assessment document has been received from BDBC. SF commented that there may be a BDBC grant available to parish councils wishing to host coronation events – something to consider should any interest be forthcoming.

**14. Police matters**

No report provided.

SF commented that he was aware the police had recently attended and were dealing with, several hate-related crimes in and around the Kingsclere area. *Action: SJW to identify local community officer contact details and invite them to attend/submit a report to future HPC meetings.*

**15. AOB.**

No other matters were arising.

**16. Date of next meeting.**

**a. Proposed: Tuesday 7<sup>th</sup> March 2023 at 7.00pm.**

Agreed – subject to availability of the Village Hall. *Action: AL to confirm.*

End.