

Worldham Parish Council
Minutes of Meeting held on 4th November 2020, 8pm
Via Zoom Conference Call

Present Cllr W Brock (Chair), Cllr R Bagnell, Cllr R Twining, Cllr T Blake
Also present Pamela Hibbins, Clerk to Parish Council, Cllr D Ashcroft and Cllr K Carter
2 members of the public

21.15 **Apologies for absence** – Cll C Sole, Cllr K Malin

21.16 **Declarations of Interests** – none

21.17 It was **RESOLVED** to approve the minutes of the Parish Council Meeting held on 7th October 2020
Proposed: Cllr B Bagnell. Seconded: Cllr T Blake.

District Councilor's Report

District Councillor Ken Carter was in attendance and reported; East Hampshire District Council has welcomed Cllr Elaine Woodard as its Climate Champion and will act as ambassador for the environment, Cllr Ferris Cowper has resigned and there will be an election for Grayshott ward, to take place next year, David Brown, Head of Legal Services has left the Council.

21.18 **Public Questions** - – the Chairman adjourned the meeting to hear public questions.

A member of the public raised concerns over clearing of the common land on land adjacent to Green Street, East Worldham.

Meeting reconvened

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

Bank Balance as below

Current Account as 28/09/2020: £18,870.45
Instant Access Account (quarterly statements as 29/09/2020) : £12,573.12
Worldham Community Benefit Fund (quarterly statements as 01/06/2020): £10,674.43
Less cheques o/s £2991.21
TOTAL £39,126.79

Receipts ledger balance £39,126.79

To note the online banking with Unity bank is now operational from 28th October and a full transfer of Worldham Parish Council's current account has been made. The Instant access account and the Worldham Community Benefit Fund accounts are still with TSB due to interest received on these accounts are higher. To note if the old bank receives payments or requests for payments it will be automatically redirected to the new bank for 3 years after the switch date, this will be in compliance with applicable laws (for example relating to fraud, money laundering etc), so in certain circumstances it may not be permitted to do so.

It was noted that the funding for Village Hall window improvement (from Environmental Improvements money) has been awarded. Awaiting bank statement to confirm money received.
Action: Clerk

21.20 **Payment Schedule:**
It was **RESOLVED** to approve the following for payments.

Proposed: Cllr R Twining. Seconded: Cllr W Brock.

	Payee	Description	Net	VAT	Total
02/11/20	P Hibbins - Clerk	Salary October 020	£451.46	£0.00	£451.46
02/11/20	HMRC	TAX October 20	£108.20	£0.00	£108.20
02/11/20	P Hibbins - Clerk	Stamps & land registry for 3 horseshoes community asset application	£12.12	£0.00	£12.12
02/11/20	PKF Littlejohn LLP	External Audit 2019/2020	£200.00	£40.00	£240.00
02/11/20	Kish Sharma	Reflective road line marking paint, Covid materials	£55.37	£8.66	£64.03
			£827.15	£48.66	£875.81

21.21 Notice of Conclusion of Audit 2019/2020: The Conclusion of Audit had been received with no matters for attention and the relevant notices are on the parish noticeboards and the website.

In response to the comment “Other matters not affecting our opinion which we draw to the attention of the authority:

- The Internal Auditor has not provided an explanation as to why the response to Objective L is not consistent with the information provided in Section 1, Assertion 4 and the prior year external auditor report.

The internal auditor has provided the following response.

“To provide sufficient assurance to answer 'yes' would have required the Internal Auditor to check both the parish website and noticeboards throughout the 30 day period which is not practical nor possible in many cases.

It was therefore not possible to cover this test.

If there had been issues with the public rights period, they should and would have been raised by electors.”

21.22 Draft Budget 2021/2022: (Appendix 1)

The Clerk presented a draft budget for the next financial year. The Council recognised that due to financial uncertainty of the current year that they would like to propose no increase in the precept this year and acknowledged that this is likely to result in an overspend for the year. The overspend to be met by the general reserves. Numbers to be finalised and signed off at December/January meeting ready for precept deadline.

Proposed: Cllr W Brock, Seconded: Cllr T Blake

Action: Clerk

21.23 Direct Debit for energy and water providers

It was **AGREED** to set up pay as you go for Castle Water providers, and **REJECT** the request from the Clerk to set up a direct debit. This was to ensure more accurate payments as per a meter reading.

Proposed: Cllr W Brock Seconded: Cllr B Bagnell

Action: Clerk

21.24 Planning Applications

Update on previous application

SLP – EIA026 Southampton to London Pipeline - update on the Secretary of State's (SoS) decision to grant development consent for the project.

Cllr W Brock provided an update to show that there are a few extra surveys needed. Fisher German agent to meet with Will end of month and should then be able to update on timescales, likely to be spring, some delays due to Covid-19 and noted it is unlikely that work will start until late 2021 early 2022.

21.25 SDNPA S106 Applications:

It was **RESOLVED** to appoint Quote A, A Cottrells Window Services to fit and replace the window in the gentlemen's toilet in the village Hall for approx. cost of £500.

Proposed: Cllr T Blake. Seconded; Cllr B Bagnell

Action: Clerk

It was **AGREED** to submit the retrospective application of table and benches for the playground to SDNP for the S106 Open Space Funding monies.

Proposed: Cllr R Twining. Seconded; Cllr B Bagnell

Action: Clerk

The Parish Council considered a request for an S106 application to replace stiles and footpath signs along Footpath 25. It was **REJECTED** as the application would not use all of the funds available and in recognition that the footpath signs have now recently been replaced and replacements are no longer needed. It was **AGREED** to provide a retrospective application for the Village Gateways which was previously paid out of Worldham Community Benefit Fund money. It was noted there is potential for these replacement funds to be earmarked to repair middle stile on Footpath 25 and potential improvements on church lane outside St Mary's if it identified as Parish Council land.

Proposed Cllr R Twining, Seconded: Cllr B Bagnell

Action: Clerk

21.26 Common Land CI73 East Worldham – Update and discuss

The Parish Council noted activities on green street and potential breach of common land law. The Parish Council are happy to support the application of a Tree preservation Order (TPO).

Proposed: Cllr W Brock, Seconded: Cllr T Blake

Action: Cllr T Blake/Clerk

21.27 Village Hall Deeds

The copies of the conveyance of the Village Hall and subsequent minutes from 1948 were reviewed. It was **AGREED** to look into finalizing deeds and associated costs.

Proposed Cllr R Twining Seconded: Cllr T Blake

Action: Clerk

21.28 Christmas Message

To note that there are no current proposed Christmas events to cancel (due to Covid-19) but noted potential for future events.

21.29 Lengthsman

It was **RESOLVED** to prioritise the lengthsman tasks as follows:

- a) Clear moss on pavement from village hall to Three Horseshoes public house
- b) Clear out Culvert on Shelley's land

c) Tidy up of signs.

21.30 To note any reports or updates from Councillors or the Clerk regarding meetings attended or issues raised

None raised.

21.31 Date of next meeting

Meetings are normally held on the first Wednesday of each month, 8pm, at East Worldham Village. The next meeting to take place 2nd December 2020.

21.32 Items for next agenda

St Mary's car parking
Village Hall Deeds

21.33 The Chair closed the meeting at 10.20 pm.

Signed:.....

Date:

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Appendix 1: Draft Budget 2021/2022

<u>Opening balance current account 01/04/20</u>	4,507.90	
<u>Opening balance savings (Treasurer's) account 01/04/20</u>	12,522.40	<u>Historic General reserves (for the interest rate)</u>
<u>Opening balance WCBF 01/04/2020</u>	6,175.61	
	<u>23,205.91</u>	

2018/2019	2019/2020		2020/2021 (up to 31/09/2020)				2021/2022	2021/2022
Actual	Actual	-	Budget	Actual (up to 31/09/2020)	Under/Over Spent	Forecast	DRAFT Budget Scenario A (everything as discussed by working party + no change to precept) = Overspend	DRAFT Budget Scenario B (no change to precept, suggested cuts) = break even
		-						
		<u>INCOME</u>						
10,586	12,170	Precept	12,268	12,268	-	12,268	12,268	12,268
		Bank Interest						
49	124	VAT repayment	65	31		65	50	50
-	-	Village Hall	-	1,382		1,382	1,000	1,000
818	1,270	Wayleave	900	-		120	500	500
4	-	Grants	-	-		4	4	4
1,315	-	S106	-	-	-	-	-	-
3,745	5,969	Other income	-	-	-	4,766	-	-
1,499	150		-	10,000		10,000	1,000	1,000
				-	-			

	19,683	TOTAL INCOME	13,233	23,681	-	28,605	14,822	14,822
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EXPENDITURE

		ADMINISTRATION						
6,080	6,800	Net salaries & allowances	7,100	3,358	(3,742)	7,100	7,313	7,313
-	-	Penion Contributions (employer's & employee's)	-	-	-	-	-	-
-	18	Travel costs	120	-	(120)	120	120	120
-	-	Chair's Allowance	30	-	(30)	-	30	-
111	156	Stamps & Stationery	350	16	(334)	100	150	100
		Banking charges						
	-		-	-	-	30	100	100
	2,732	Equipment purchase						
5,901	-	Project costs	-	-	-	-	-	-
100	-	Section 137 payments	50	-	(50)	-	-	-
		VILLAGE HALL						
2,732	48	Repairs & maintenance Village Hall electricity	1,000	422	(578)	1,000	800	800
559	1,202	Village Hall water rates	1,200	1,030	(170)	1,600	1,200	1,200
62	24	Business rates	50	24	(26)	50	50	50
		Grass cutting (village hall)	150	-	-	150	155	155
		Renumeration (cleaners £372, £150 bookings)	-	-	-	-	522	-
66	101	Inspections/septic tank	120	51	(69)	120	70	70
		Subscriptions & fees						
187	330	Internal & External Audit fees	330	530	200	-	500	254
200	240	Professional fees	240	240	-	440	440	440
-	-		-	-	-	-	1,000	-

900	700	Grant allocation (churchyard maintenance) PLAYGROUND	700	600	(100)	600	600	-
833	1,126	Playground maintenace & inspection (Inspection £67.50)	1,000	1,164	164	1,364	800	800
-	-	Training	500	102		500	500	-
-	120	Election costs	500	-	(398)	-	500	-
1,062	1,104	Insurance & ICO S106	1,200	1,377	(500)	1,377	1,420	1,420
		Other (grant)				4,766		
-	922	VAT on payments	-	407	407	1,000	1,000	1,000
18,793	15,623	Total Expenditure	14,640	9,321	(5,169)	20,317	18,270	14,822
						-	-	-
						-	-	-
						-	-	-
18,793	15,623	TOTAL EXPENDITURE	14,640	9,321		20,317	18,270	14,822

(18,793)	4,060	<u>Excess/Shortfall of Income over Expenditure</u>	(1,407)	14,360	15,767	8,288	(3,448)	-
<i>Overspent</i>	<i>Surplus</i>		<i>Overspent</i>	<i>Surplus</i>		<i>Surplus</i>	<i>Overspent</i>	<i>Break even</i>

n/a	n/a	<u>Excess/Shortfall of Income over Expenditure excluding Covid-19 grant</u>	n/a	n/a	#VALUE!	1,712	
						<i>Overspent</i>	

-	10,110	<u>Excess/Shortfall of Income over Expenditure</u>	-	4,199	4,499	4,199	3,500
<u>Forecast Final balance 31/03/2020</u>						10374.43	