

MINUTES OF MEETING OF EAST WOODHAY PARISH COUNCIL
25th MARCH 2019
EAST WOODHAY VILLAGE HALL
@7.30pm.

CHAIRMAN : Cllr James Mitchell (Chair)

PRESENT : Councillors Mr B Lambert, Mrs H Teece, Mr P Hurst, Mr M Rand, Mrs S Cooper

ALSO PRESENT :

CLERK : Amy White

ITEM 1: APOLOGIES

Cllr Jarvis is unable to attend for personal reasons.
Cllr Murdoch is unable to attend for personal reasons.
Cllr Sanders.
Cllr Thacker.

ITEM 2: DECLARATIONS OF INTEREST

2.1 Cllr Rand declared an interest in the grant application from EWS. See Item 13.

ITEM 3: MINUTES OF LAST MEETING

The minutes of the meeting held on 25th February were agreed and accepted as a true record.

ITEM 4: MATTERS ARISING FROM LAST MEETING

5.3 Ongoing action until editing stage complete. See ITEM 5.
7.1 2 quotes have been received so far.
11.1 Put on hold until Cllr Jarvis' return.
12.1 Ongoing. Cllr Hurst has spoken with the PSCO and will discuss with schools and HCC.
13.1 **ACTIONED**
16.5 **ACTIONED**- permissions to be amended accordingly.

ITEM 5: PLANNING INCLUDING NEIGHBOURHOOD PLAN

5.1 The Planning team have met once since the last PC meeting; the 11th meeting was cancelled as there were no submissions and the most recent meeting (25/3/19) was not quorate

therefore no decisions could be made. The team will ask for extensions on decisions where necessary. Please refer to planning applications and minutes on www.eastwoodhay-pc.gov.uk

- 5.2 Palmer Paddock building application- Cllr Cooper has written to BDBC to request parking restrictions on construction traffic. A reply has been received- see end of minutes.

ACTION: Clerk to investigate having an EWPC sign made for use in the car park area.

- 5.3 Neighbourhood Plan- The main body of the plan is complete with editing underway. Once the editing is complete (hopefully by the end of April), a copy will be circulated to EWPC councillors for discussion.

- 5.4 Developer interest- the Clerk has reported a couple of emails and calls from developers. The council discussed how to proceed with this interest. Kingsclere PC advised to meet with developers before the consultation process. The PC decided that they would want to see any proposals before inviting developers to attend a planning meeting.

ITEM 6: PERMISSIVE PATH

- 6.1 Cllr Mitchell has submitted the planning application and is waiting to hear back from BDBC.

ITEM 7: AMENITIES INCLUDING FOOTPATHS

- 7.1 Footpaths- see Cllr Teece's report at the end of the minutes.
- 7.2 Amenities- The Clerk has met with a potential new contractor for the annual maintenance agreement and is awaiting pricing.

ITEM 8: LENGTHSMAN TASKS

- 8.1 The PC agreed to continue with the Lengthsman scheme using Jason Ebury. FY 19/20 we should receive £1000 grant which equates to 45.5 hours.

ITEM 9: FINANCE

- 9.1 See Cllr Mitchell's report at the end of the minutes.
EWPC is over budget at end of FY18/19 by approximately £4K. The boardwalk was the biggest expense in FY18/19.
Cllr Mitchell congratulated the Neighbourhood Plan Steering Group on achieving a grant for the NP.
Cllr Mitchell highlighted the VAT overpayment of £100 from HMRC in February.
- 9.2 Budget- Cllr Mitchell proposed the new budget for FY19/20.
Cllr Hurst seconded the proposal. The budget was approved.

ITEM 10: HIGHWAYS

- 10.1 See Cllr Murdoch's report at the end of the minutes.

- 10.2 As there will be no action taken by HCC on the bridge at Gore End Road, the council agreed to get a quote from Ben Paul to add an extra bar along the middle of the short metal gate to improve safety.

ACTION- Clerk to speak to Ben Paul to get a quote for metal bar on gate.

ITEM 11: UTILITIES

- 11.1 There is no update this month owing to Cllr Jarvis' absence. Cllr Mitchell agreed to take on any utilities issues in Cllr Jarvis' absence.

ITEM 12: POLICE REPORTS AND SPEEDWATCH

- 12.1 See Cllr Hurst's report at the end of the minutes.
- 12.2 The council agreed to get Steve Batt to put in the wooden posts on the grass outside Woolton Hill Church Hall to prevent anyone parking there. It was felt this was necessary as it is not only a parking hazard and reduces visibility, but parking over a fire hydrant, which is located on the grass, is dangerous.
- 12.3 The Clerk will write to the owner of the strip of land between the infant and junior schools where a tree fell across the road, narrowly avoiding a child walking to school.

ACTION- Clerk to write to the land owner about maintenance and tree safety.

ITEM 13: DONATIONS/ GRANT REQUESTS

- 13.1 Cllr Rand, on behalf of East Woodhay Society, had formally submitted his request for £700 to buy and maintain the www.wooltonhill.com website. The council discussed the grant and a decision was made to grant the request.
Cllr Mitchell proposed the grant request approval.
Cllr Hurst seconded the grant request approval.

ACTION: Clerk to arrange payment (**ACTIONED** since meeting).

ITEM 14: HARWOOD PADDOCK/S106 MONIES

- 14.1 See Cllr Hurst's report at the end of the minutes.
- 14.2 Cllr Rand will circulate information on the recreational equipment being proposed for Woolton Hill Recreation Ground under S106 monies.

ACTION: Cllr Rand to circulate recreational equipment ideas for WHRG.

ITEM 15: MEMBERS REPORTS

15.1 No reports from members this month.

ITEM 16: ANY OTHER BUSINESS

16.1 The Clerk has received two requests for use of WHRG- one for an East Egg hunt on 4/4/19 and one for the St Thomas' Infant school fete on 13/7/19.

16.2 Cllr Sanders has received a complaint from a parishioner about parking on the verge right outside the East Woodhay Village Hall. It was agreed that this was a matter for Peter Stanley of East Woodhay Village Hall, not the PC.

16.3 AGM and APM, to be held 20 May 2019. Cllr Mitchell requested reports to be handed to the Clerk as soon as possible.

ACTION LOG – March 2019

ITEM	ACTION	OWNER
5.2	Clerk to investigate having an EWPC sign made for use in the car park area.	Clerk
10.2	Clerk to speak to Ben Paul to get a quote for metal bar on gate.	Clerk
12.3	Clerk to write to the land owner of strip of land on Woolton Hill Road about maintenance and tree safety.	Clerk
14.2	Cllr Rand to circulate recreational equipment ideas for WHRG.	Cllr Rand

Councillor Reports March 2019

ITEM 5: Planning letter sent to BDBC by the Planning Team, and response received from BDBC ref. Palmer Paddock plot:

“Following recent representations to the East Woodhay Parish Council from parents with children attending the infant, nursery and junior schools in Woolton Hill, the Parish Council request that for the safety of children as well as other pedestrians and road users, that parking and delivery timing conditions are placed on any building contractors for the above approved planning application.

We would like to request conditions be placed during school pick up and drop off times, weekdays:

- Drop off 8:15am to 9am
- Pick up 3pm to 4pm

During those hours contractor parking along Woolton Hill Rd and Church Road, Woolton Hill Recreation Ground car park and heavy goods deliveries should not be allowed.

The reason for this request, is that it is apparent Woolton Hill now has a very significant parking and traffic management issue during school drop off and pick up times.

Following requests from the community the Parish Council recently monitored the traffic issues outside the village schools. This showed that during the above hours parents park along Woolton Hill Road, Church Road and the recreation ground car park. At these times the area reaches full traffic capacity resulting in significant road blockages and a number of near misses for parents and their children and road users.

The parents and the Parish Council are, therefore, extremely concerned that the building work at Palmer Paddock, which is right in the middle of this capacity constrained area, will result in contractors parking on Woolton Hill Road, Church Road or the recreation ground. We believe this would result in the traffic issues and safety risks, especially for children, becoming even more difficult in an already congested area, during the above hours. Likewise deliveries during these hours would be an issue - the area is already experiencing heavy goods vehicles being stuck on the roads during these periods.

In the circumstances, the Parish Councils request parking and delivery conditions be imposed on any building work at this site.

I look forward to hearing from you.”

Response:

“Thank you for your email, I have reviewed the above application and there are several conditions on the application restricting the delivery or materials and construction hours of the dwelling (to standard off peak times) as well as a

condition requiring information before the commencement of development on how the site will minimise disruption on the local highway network. At the current time I cannot see that such information has been submitted.

However, the conditions imposed were done so to minimise disruption during the construction period and will be mindful of the school when reviewing the additional information that is required to be submitted before the works should start. Notably information for condition 4.

I have attached the decision notice which outlines the condition imposed on the application.”

{Please contact the Clerk if you wish to see the pdf of the conditions of the above application}

Neighbourhood Plan Update, Cllr Hurst

Working with our NP consultant, the shape of the revised NP is complete and at this stage we can confirm little further work is required from the consultant.

The NP team have now started the final detailed editing of the document and then it will be published to the PC and once agreed, the public consultation can be planned.

Developers Approach

As warned by our lessons learned session with Kingsclere PC, we are being approached by developers. The Kingsclere recommendation is to meet the developers outside of any public consultation (as in their experience they were disruptive) and ideally before the process commences. Kingsclere used a sub team of Planning and NP to meet the developers as they felt this team had the needed skill mix and it gave continuity to the Planning Team if any future developments were put forward. The PC needs to decide the process we wish to put in place to meet any developers.

Agreement on Future PC NP Monitoring

Part of the process that needs to be agreed in the NP is how the PC wishes to monitor proposed local developments against the NP. Most PCs use their Planning Team to monitor the NP. Susan has proposed that she will be the monitor in future. This therefore proposes that we will follow other PCs and have the monitoring process in the Planning Team. This needs to be agreed by the PC.

ITEM 7: Footpath Report- Cllr Teece

EW Footpath 45 East End

The knocked down waymarker post at the junction of footpath 45 between East End Farm and Stargroves, and footpath 46 to Jones Farm has been put up again.

EW Footpath 9 Trade Street

A walker reported some loose and crumpled wire on the boardwalk hidden by fallen leaves which has been made safe.

EW Footpath 9 Trade Street - Boardwalk Maintenance

I have asked Jason Ebury for details of his verbal quote for the boardwalk maintenance, to ascertain whether this relates solely to the boardwalk section in the woodland close to Trade Street, or if it includes the section in the open area. These details are vital if we are to obtain quotes from competitive suppliers.

FINANCE TEAM UPDATE

2018/19

Presented to EWPC 25th March 2019

1. SUMMARY

To 25th March 2019 12 months into the fiscal years passed. 100% of income budget received. 110% (£40,033) of expense budget spent. All the precept has been received. Regular out goings.

a. INCOME STATEMENT

- 100% Precept received
- Double taxation received at 100% of budget £1,972
- 100% Litter warden grant received @ 104% of budget (£4,072)
- CTS Grant £99 received (dropped £100 from last FY)
- £1,184 VAT reclaimed
- £3,185 Grant received for Neighbourhood Plan

b. EXPENSE STATEMENT EXECUTIVE SUMMARY

- £545 Batt supply and fit new gate at Heath End Recreation Ground
- £70 Batt fit tennis net winder at WHRC and mend Road sign @ Blindmans Gate
- £3,185 Invoice 2 to Sally Chapman re Neighbourhood Plan
- Run rate expense on track (Salaries/expenses) See appendix for transactions
- Insurance for year £40 more than last year and 90% of budget at £1,345
- £600 repainting of red phone box in Ball Hill
- £110 Tennis Court winder replacement
- £486 Car park maintenance
- £1,250 CCTV annual maintenance fees
- £2,557 spent on footpaths
- £500 Woolton Hill Argyle Donation
- £75 Donation to Poppy wreath and Remembrance event
- £70 lengths man to fit gate
- £379 Kissing gate
- £3,589 boardwalk extension
- £210 Replacement swing in WH Playground
- £210 Boardwalk maintenance
- £258 Tennis court maintenance
- £510 Brownies corner maintenance
- £525 Parish Plan consultant costs

c. CAPITAL STATEMENT EXECUTIVE SUMMARY

- Capital account £45,000

2. INCOME/EXPENDITURE DETAIL

February 2019 – March 2019

Row Labels	Sum of INCOME	Sum of EXPENSE
Litter warden salary		£ 678.60
VAT	£ 357.00	£ 127.20
Misc Maintenance		£ 1,211.00
Parish Plan		£ 3,185.00
PAYE		£ 11.06
Admin		£ 390.00
Clerk Salary		£ 1,485.14
Clerk expenses		£ 24.72
Litter warden expenses		£ 120.00
Grand Total	£ 357.00	£ 7,232.72

3. FISCAL YEAR TO DATE TRANSACTION SUMMARY

February 2019 – March 2019

DATE	MONTH	PC Category	Other Notes	CHEQUE NUMBER	INCOME	EXPENSE
1-Feb-19	February	VAT	Overpayment of VAT received.		£ 100.00	
25-Feb-19	February	Clerk Salary				£ 742.57
25-Feb-19	February	PAYE	HMRC Month 11			£ 5.53
5-Feb-19	February	Misc Maintenance	Tennis court net winder replacment for Woolton Hill			£ 110.00
5-Feb-19	February	VAT	Tennis court net winder replacment for Woolton Hill			£ 22.00
6-Feb-19	February	Admin	Website repointing (old to new)			£ 40.00
6-Feb-19	February	VAT	Website repointing (old to new)			£ 8.00
20-Feb-19	February	Misc Maintenance	Car park repair by recreation field (Lampards)			£ 486.00
20-Feb-19	February	VAT	Car park repair by recreation field (Lampards)			£ 97.20
23-Feb-19	February	Admin	EWVH Room Hire 2018			£ 350.00
25-Feb-19	February	Litter warden salary				£ 339.30
25-Feb-19	February	Litter warden expenses				£ 60.00
26-Feb-19	February	VAT	Received from reclaim of 13/2/19		£ 257.00	
5-Mar-19	March	misc Maintenance	Batt supply and fit new gate at Heath End Recreation Ground			£ 545.00
9-Mar-19	March	Misc Maintenance	Batt fit tennis net winder at WHRC and mend Road sign @ Blindmans Gate			£ 70.00
18-Mar-19	March	Parish Plan	Invoice 2 to Sally Chapman re Neighbourhood Plan			£ 3,185.00
31-Mar-19	March	Clerk Salary				£ 742.57
31-Mar-19	March	PAYE	HMRC Month 12			£ 5.53
31-Mar-19	March	Clerk expenses				£ 24.72
31-Mar-19	March	Litter warden salary				£ 339.30
31-Mar-19	March	Litter warden expenses				£ 60.00
					£ 357.00	£ 7,232.72

5 FISCAL YEAR TO DATE TRANSACTIONS BY MONTH

EAST WOODHAY PARISH COUNCIL												
Receipts and Payments - 2018/19												
RECEIPTS	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Precept	£ 14,317.00				£ 14,317.00							
Double Taxation	£ 1,972.00											
Litter Warden Grant			£ 4,071.60									
Rental Income						£ 1,100.00						
CTS Grant	£ 99.00											
S106 Monies												
Other Grants								£ 100.00		£ 3,185.00		
VAT Recovered								£ 366.29	£ 817.92		£ 357.00	
Bank Interest			£ 6.33			£ 6.94			£ 7.70			
	£ 16,388.00	£ -	£ 4,077.93	£ -	£ 14,317.00	£ 1,106.94	£ -	£ 466.29	£ 825.62	£ 3,185.00	£ 357.00	£ -
PAYMENTS	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Clerk's salary	£ 667.35	£ 714.22	£ 699.62	£ 699.62	£ 699.62	£ 544.17	£ 653.37	£ 697.57	£ 591.57	£ 742.57	£ 742.57	£ 742.57
Clerk's expenses	£ 17.67	£ 17.67	£ 17.67	£ 17.67	£ 17.67	£ 78.68	£ 6.75	£ 71.88	£ 139.16			£ 21.00
Litter Warden Salary	£ 325.00	£ 353.60	£ 339.30	£ 339.30	£ 339.30	£ 339.30	£ 339.30	£ 339.30	£ 339.30	£ 339.30	£ 339.30	£ 339.30
Litter Warden Exps	£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 60.00
Admin (inc Courses)	£ 20.00			£ 30.00						£ 30.00	£ 390.00	
Insurance			£ 1,345.79									
Audit			£ 230.00				£ 300.00					
Subscriptions	£ 631.00											
Grass Cutting							£ 1,531.43					
Misc Maintenance						£ 805.00			£ 725.00	£ 675.00	£ 596.00	£ 675.00
Annual Maint Agmnt		£ 1,370.00							£ 1,190.00			
Footpaths		£ 335.00	£ 15.95	£ 2,557.26				£ 4,039.08	£ 1,470.00	£ 245.00		
Highways												
CCTV			£ 1,250.00									
Donations & Sec 137								£ 575.00				
Parish Plan									£ 675.00	£ 28.50		£ 318.50
VAT		£ 67.00	£ 250.00	£ 132.00			£ 366.29		£ 73.00	£ 184.00	£ 127.20	£ 127.20
PAYE	£ 49.33	£ 20.13	£ 34.73	£ 34.73	£ 34.73	£ 47.40	£ 58.60	£ -		£ 5.53	£ 5.53	£ 5.53
Grant Refund												
Other		£ 58.51					£ 32.79		£ 50.98			
	£ 1,770.35	£ 2,996.13	£ 4,243.06	£ 3,870.58	£ 1,151.32	£ 1,874.55	£ 3,488.53	£ 5,782.83	£ 5,314.01	£ 2,309.90	£ 2,260.60	£ 4,971.00

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ITEM 10: Highways Report- Cllr Murdoch

Potholes etc

1. The large pothole opposite the memorial In East End was reported and has been repaired promptly.

Road Signs

1. The downed Woolton Hill road sign was re-erected by EWPC and B&DBC advised accordingly.

2. The missing Fullers Lane road sign, reported directly to B&DBC, is still awaiting action. I have chased by e mail.

3. Re the stolen Hampshire signs on the A343.

The metal sign reading 'Falklands Farm' is still attached to the remaining HCC owned post but Steve Goodall (HCC Highways) has now expedited its removal. Action is awaited re the installation of a new Hampshire sign.

S106 Highways Schemes

1. A decision is still awaited on the HCC 2019/20 Feasibility Study Program

Footbridge Gore End Road

1. My request for a safety inspection of the pedestrian footbridge in Gore End Road near the entrance to the Studland Estate has elicited the following response from HCC Bridges.

'This footbridge is inspected annually and is due an inspection again this year. We currently have no records of incidents regarding the surface being slippery, and it has not been recorded at any previous inspections that the surface is hazardous or that the railing is unsuitable. The timber deck is relatively new as it was only replaced about 4 years ago. If you are aware of any incidents, then we would be happy for you to report them us at to bridges@hants.gov.uk and we will take another look at the condition of the bridge.'

ITEM 12: Police and Traffic Report- Cllr Hurst

Following the report last month, focusing on school drop off and pick up issues along Woolton Hill Rd a number of follow ups have been made:

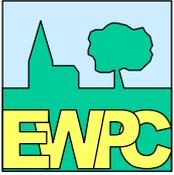
- Liz Putney (Lollipop Lady) agreed to be interviewed to get her comments on what she experiences every day. Mark (Rand) carried out the interview and this will appear in Spectrum. Her key safety message to motorists is "SLOW DOWN, SHOW CONSIDERTION, BE PATIENT". We will ask the schools to send the article and the message out in their newsletters to parents.

- Further monitoring of the grass area outside WHCH has confirmed it has become custom and practice for parents to park there during school pick up. The motorists park over the fire hydrant, ignoring the sign not to do so, and also continue to cause significant damage to the area. At the last PC we agreed to prevent parking on this area. A quote for the installation of posts has been circulated and approval is being sought from HCC for implementation. Feedback from a number of councillors is that we should proceed quickly with the installation on safety grounds of preventing the hydrant being covered (next to a school and church hall).

- Again following feedback from concerned parents interviewed during the monitoring, a note has been produced and will be sent to BDBC, requesting that conditions be placed on the planning permission for Palmer Paddock (17/0236/FUL) on Woolton Hill Rd. This will request that parking and delivery conditions should be placed on future building contractors during school drop off and pick up times (asking them not to park in the recreation ground and along Woolton Hill Rd and Church Rd and not to make heavy goods deliveries, during pick up and drop off periods).

Fallen Tree on Woolton Hill Rd

On the 12th March a large tree came down and blocked Woolton Hill Rd between the recreation ground and the junior school. The tree was growing on the school side of the road (the Spinney). Luckily no one was hurt and no property damaged and the road was cleared quickly. However, as this was on the main route to school, parents have raised the issue of the maintenance of this area of land, especially ensuring the health of the trees.



EAST WOODHAY PARISH COUNCIL

APPLICATION FORM

East Woodhay Society (NAME OF ORGANISATION)

WISHES TO APPLY FOR FUNDING FROM EAST WOODHAY PARISH
COUNCIL IN THE SUM OF £700 (AMOUNT REQUESTED).

Please give details below of the reason for this request (continue on separate sheet if necessary).

See attached for a run through of what we our current open projects are. We would like to prioritise the Futsal scheme.

Please note that we will also require a simple set of your latest accounts to accompany this application. This is to ensure that all parish funds are being spent to their best advantage and to satisfy our auditors.

CONTACT DETAILS.

Please provide name, address and telephone number of who to contact in respect of this application.

Name: Mark Rand

Address: Lostock
Church Lane
Woolton Hill
RG20 9XG

Telephone: 01635 250898

PLEASE FORWARD COMPLETED FORM TO: Amy White, Gilton Ash, Tile Barn, Woolton Hill, Newbury
RG20 9UX or clerk@eastwoodhay-pc.gov.uk

SHOULD YOU HAVE ANY QUERIES REGARDING THE ABOVE:

Please contact The Clerk on 07480 042395.

Background:

Helen Carlisle, the owner of The Woolton Hill website (www.wooltonhill.com) has moved out of the area and wishes to stop maintaining the website.

The website, created about 10 years ago, is the portal for many people, including those looking to move to the area. It contains information and news about the area as well as clubs and societies. It provides the links to other useful local websites and contains essential online booking system for the Church Hall. It is also the controlling site for the East Woodhay Society website.

It does have local advertisers and this generates about £340 per year.

Proposal:

Not to let the site fade and die as I believe there is a need for a local website but the site needs updating and modernising as well as transferring to a new hosting location.

Transfer the ownership of the site to the independent local community organisation, East Woodhay Society.

Helen has asked for a 'transfer fee' of £200 for its domain name as well all the existing time and effort she has put into the existing site.

The Advertisers in 2019 will generate about £340.

In discussing with Helen I believe we would need transition support from her of about 12hrs x £25 = £300.

At minimum I estimate about £540 for domain hosting and other consulting development costs.

Consequently I am requesting a grant of £700 to East Woodhay Society which is made up of the following:

+£540 hosting and development

+£300 transition support

+£200 transfer fee

-£340 advertisers

£700

Many thanks



ITEM 14: S106 Monies- Cllr Hurst

The following is the S106 update for March 2019

1. Facilities refurbishment projects.

Request for approval for £92,828 (EWHVH £65,000 and WHCH £27,828), submitted in Feb, now being reviewed for approval by BDBC.

Peter Stanley has carried out more consultation with the community, reference the removal of the stage in EWHVH. Good levels of response by the community in giving feedback of their views. Peter will publish a recommendation week commencing 21st March and this will be reviewed in a EWHVH committee on 22nd March and a decision made on the stage removal.

2. Sports clubs, fund £40,895

The request from the tennis club (£18,000) for replacement floodlighting and the bowls club (£2,895) for a new mat have been reviewed and agreed in principle by the BDBC Spend Manager. The Spend Manager will next visit Woolton Hill to agree the spend process (clubs informed - date to be agreed).

The principle of £10,000 to be granted to both the cricket club and football clubs has also been agreed by the Spend Manager, based on the understanding that both clubs have a 10 year lease. He will now await the details of the requests for approval - as agreed at the Feb PC meeting the cricket club request will be submitted once planning approval has been agreed for their project.

3. Community land

Awaiting sign off of landscape inspection, planned in April. Legal discussions will commence after sign off.