

Minutes of Nether Wallop Parish Council Annual Meeting held at 7.15 pm.

on Monday 9th May 2022 in the Village Hall, Nether Wallop.

- 6180 Present at the meeting:** Cllrs Whitaker, Sangster, Carpenter, Cotterell, Roberts and Graves
- 6181 In Attendance:** Mrs G Foster, Parish Clerk and for part of the meeting TVBC Cllr Jeffrey, and 2 members of the public.
- 6182 Election of Chairman:** Cllr. Cotterell proposed and Cllr. Graves, seconded the motion that Cllr. Whitaker be elected Chairman of the Parish Council for the following year and this was unanimously agreed.
- 6183 Acceptance of the Declaration of Office:**
6184 Cllr Whitaker signed the Declaration of office.
- 6185 Election of Vice-Chair**
6186 Cllr Cotterell proposed and Cllr Whitaker seconded the motion that Cllr Sangster be appointed as Vice-Chair and this was unanimously agreed.
- 6187 Apologies for absence**
6188 None
- 6189 Declarations of Interests for items on the agenda, changes in Register of Interests, Requests for dispensations.**
6190 No changes were declared.
- 6191 To receive reports from HCC & TVBC - Cllr D Drew & Cllr I Jeffrey.**
6192 The report from HCC had been distributed to Councillors and Cllr Jeffrey had sent MidTestMatters which had been uploaded to the website. Councillors agreed to hear his verbal report when he arrived at the meeting.
- 6193 Points from the Floor**
6194 A resident asked if there had been any progress with the Traffic Calming scheme alternatives. Cllr Whitaker advised that she would give a short report later on in the meeting.
- 6195 To receive an update from the NDP Steering Group.**
6196 Nothing to report as workloads and holiday had prevented a meeting. A new date would be publicised.
- 6197 To consider planning applications and agree comments to be sent to Borough Council:** The following applications were considered, and comments were unanimously **RESOLVED:**
- 6198** 22/01148/FULLN Goslings, Heathman Street – No comment.
6199 22/01122/FULLN Turnpike Cottage, Salisbury Hill – No Objection.
6200 22/01108/TREEN Mallows High Street – No Comment.
6201 22/01056/PDQN Hollom Down Farm, Hollom Down Road – Cllrs queried whether the development complied under Q1, but otherwise had no other comments.
6202 22/01045/FULLN Jesmond Cottage, Heathman Street – No comment.
6203 22/01023/TREEN Riverside Cottage, Heathman Street – No comment
6204 22/00985/TREEN Jasmine Cottage, High Street – No comment
6205 The comments would be forwarded to the Borough Council. **Action: Clerk.**
- 6206 To approve the Minutes of the previous Full Council meeting on 11th April 2022.**
6207 The minutes had been circulated and posted online. It was **RESOLVED:** Unanimously, that the draft be approved, and the Chairman signed the minutes.
- 6208 11 - To approve Bank Reconciliation, Payments, Receipts, & Budget as available on the website:**

6209 All reports had been posted on the Council's website prior to the meeting. The Bank reconciliation as of 4th May showed a balance of £102,062.97.

6210 It was **RESOLVED:** Unanimously, to approve all the financial reports including the payments and receipts as below.

Counterparty	Cost	Net	VAT	Total Amount
Gallagher	Insurance NWPC	£ 1,146.76	£ -	£ 1,146.76
Gallagher	Insurance NWNVHT	£ 785.59	£ -	£ 785.59
PDF Sam	PDF editor	£ 54.87	£ 10.98	£ 65.85
Octopus	Electricity - VG	£ 9.70	£ 0.48	£ 10.18
Octopus	Electricity - VH	£ 157.96	£ 7.90	£ 165.86
Octopus	Electricity - Pavilion	£ 58.32	£ 2.92	£ 61.24
Standard Life	EE +ER pension costs	£ 92.59	£ -	£ 92.59
Staff Costs	Salary, Expenses, Tax & NI	£ 1,138.55	£ -	£ 1,138.55
Microsoft	Office 365	£ 9.40	£ 1.88	£ 11.28
Angela Bernhardt	Rent for village green	£ 50.00	£ -	£ 50.00
Leo and Moira	Rent for village green	£ 50.00	£ -	£ 50.00
Moviola	Film night king richard	£ 98.10	£ -	£ 98.10
Business Stream	Water - Pavilion	£ 237.98	£ -	£ 237.98
Business Stream	Water - Village Green	£ 13.86	£ -	£ 13.86
Tim Light	Audit cost	£ 150.00	£ -	£ 150.00
VG WG member	VG Fuel expense	£ 25.02	£ 5.00	£ 30.02
Gail Foster	Stationary folders	£ 9.00	£ -	£ 9.00
Reliance	PAT Testing VH	£ 46.00	£ -	£ 46.00
BT	Phone and Broadband	£ 24.95	£ 4.99	£ 29.94
Totals:		£ 4,143.13	£ 49.67	£ 4,192.80

6211 Receipts that had been received were noted as below:

Counterparty	Cost	Net	VAT	Total Amount
Chestnut Tree FC	Pitch Hire	£ 29.17	£ 5.83	£ 35.00
Bridge Club	Hall hire	£ 20.00	£ -	£ 20.00
St Andrews Church	Hall hire	£ 8.00	£ -	£ 8.00
HMRC	VAT refund Q4 21-22	£ 3,170.57	£ -	£ 3,170.57
Test Valley BC	Precept payment 1	£ 21,675.00	£ -	£ 21,675.00
Quiz Night	Hall hire	£ 16.00	£ -	£ 16.00
St Andrews Church	Hall hire	£ 8.00	£ -	£ 8.00
Various Tennis	Tennis Court bulk bookings	£ 30.00	£ -	£ 30.00
Various Tennis	Tennis Court bulk bookings	£ 40.00	£ -	£ 40.00
Various Tennis	Tennis Court bulk bookings	£ 40.00	£ -	£ 40.00
Various Tennis	Tennis Court bulk bookings	£ 3.33	£ 0.67	£ 4.00
Book Club	Hall hire	£ 12.00	£ -	£ 12.00
Film Night	Movie night income	£ 142.50	£ 28.50	£ 171.00
Totals:		£ 25,194.57	£ 35.00	£ 25,229.57

6212 **12 - To approve the Accounts for financial year 2021/22.**

6213 Councillors reviewed the following reports; Trial Balance, Balance Sheet, Total Income and Expenditure, Statutory Income and Expenditure, Budget report, Earmarked Reserves as at Year End, Annual Return Printout and the Year Accounts Report. It was **RESOLVED:** unanimously, to approve all of them. The Final Accounts would be posted on the Website. **Action: Clerk.**

6214 **To complete and approve the Annual Governance and Accountability Return:**

6215 The Annual Internal Auditor Report 2021/22 had been provided to councillors who had noted that the auditor had ticked "Yes" to all sections except F, K, L and O which were not applicable to this council. The auditor's written

- report had been circulated along with the Clerk's notes from the audit and an "Invoicing Process" document for consideration. This had been prepared by the RFO upon advice from the auditor, who recommended council to adopt it. Councillors thanked the Clerk for the smooth running of the finances throughout the year, and it was **RESOLVED: Unanimously**, that the Invoicing Process be implemented as soon as possible. **Action: Clerk.**
- 6216** The Annual Governance Statement was reviewed, and Councillors **RESOLVED: Unanimously**, that sections 1-8 should be answered "YES" and section 9 was not applicable. The Chairman and Clerk signed the document. A minute no. would be added after the meeting. **Action: Clerk.**
- 6217** The Accounting Statement had been prepared by the RFO and sent to councillors prior to the meeting. It was **RESOLVED: Unanimously**, to approve the figures and the Chairman signed the paper. A minute no. would be added after the meeting. **Action: Clerk.**
- 6218** To proposed dates for the exercise of Public Rights were reviewed and it was **RESOLVED: Unanimously**, to approve Monday 6th June to Friday 15th July. This would be posted on the website and on the notice board. **Action: Clerk.**
- 6219** **To re-appoint the Internal Auditor for 2022/2023 accounts.** The Clerk recommended that the auditor was reappointed due to his in-depth knowledge of not only the accounts procedures, but the interpretation of Local Council compliance regulations. It was **RESOLVED: Unanimously**, that Tim Light of Lightatouch be retained as the Council's auditor and would perform two audits during the year at a total cost of £400.
- 6220** **To re-approve the Lengthsman Contract @ £20 ph.** A contract had been received from Stockbridge PC as lead Parish. A copy had been circulated and it was **RESOLVED: Unanimously**, that it be signed again for this year. **Action: Clerk.**
- 6221** Cllr Roberts reported that strimming of byways 35,36,37 and most footpaths will be done in May and is expected to last a decent amount of time.
- 6222** Cllr Cotterell reported that a tree had come down on Hollom Down Road. He would give details to Cllr Roberts after the meeting and the lengthsman would be asked if he could clear the debris. **Action: Cllrs Roberts and Cotterell.**
- 6223** TVBC Cllr Jeffrey joined the meeting at 19.38 and gave a short report on the information noted in the MidTest Newsletter which had been publicised on the website.
- 6224** TVBC are responding to new environmental rules from central government in relation to food waste. Extra bins will be provided and arrangements for food waste collections are being planned. Cllrs asked if the food waste collections could be reduced by encouraging home composting, and if there were any plans to change collection lorries to electrically powered at the end of their lifespan. Cllr Jeffrey would take the questions back to TVBC.
- 6225** Energy bill rebates will shortly be paid.
- 6226** Cllr Jeffrey left the meeting at 19.53 as he had four other Parish Council meetings to attend after Nether Wallop.
- 6227** **To consider recommendations from NWPC Committees:** No recommendations had been received.
- 6228** **Appointment of any new committees in accordance with Standing Order no.4:** Councillors acknowledged that Working Groups were preferable as they were not subject to formal meeting arrangements. Standing Order 4 would be amended to include the consideration of Working Groups for future. **Action: Clerk.**
- 6229** A recommendation had been made to reform the Village Hall Maintenance Team as a Working Group to include Cllrs Whitaker and Graves, two members of the public and the Clerk. It was **RESOLVED: Unanimously**, to adopt this with the addition of the Village Hall Bookings Manager as a member. **Action: Clerk and Chairman.**
- 6230** A meeting would be arranged as soon as possible. **Action: Clerk.**
- 6231** **Appointment of members to existing committees and review of Councillor responsibilities:** The current schedule was reviewed. Cllr Whitaker requested that other councillors consider joining the NDP Steering Group. Councillors would consider this prior to the next meeting. **Action: All.**
- 6232** Last year a member of the public had offered to take over from the previous Cllr responsible for Trees, but the handover had not taken place. The member of the public would be asked if they were still happy to perform the role and if so, to arrange a meeting with the previous Tree Officer. **Action: Cllr Roberts.**
- 6233** Another member of the public had offered to keep the Clerk updated with the condition of the footpaths in the Parish. They would be asked if they could spare any time to undertake some strimming. **Action: Clerk.**
- 6234** The revised schedule would be posted on the website. **Action: Clerk.**

- 6235 Review of the Terms of Reference for committees:** The Terms of Reference for the Wallops Parish Hall Joint Committee and the Neighbourhood Development Plan Steering Group (NDP SG) were reviewed. The Clerk had advised that the composition of the WPH Committee (particularly Clause 3.b.3) should be reviewed as the current set up may not be lawful. It was believed that The Local Government Act 1972, section 151 provides that an Officer of the council(s) as opposed to councillors, are responsible for the proper administration of financial affairs even if the organization is a joint committee. It was further advised that all references to “Annual Parish Meeting” should be replaced by “Annual Meeting of the Parish Councils” in order to prevent confusion between the differing events. “Extraordinary General Meetings” should be replaced with “Extraordinary Meetings”.
- 6236** It was **RESOLVED:** Unanimously that the NDP SG terms did not need amendment and that the Terms of Reference for the WPH Committee would be reviewed when the current Secretary/Treasurer left the post. **Action: Cllrs Whitaker, Sangster, Cotterell and Roberts.**
- 6237 Review of representation on, or work with external bodies and arrangements for reporting back:** The summary schedule had been reviewed and it was **RESOLVED:** that the two proposed amendments would be made. **Action: Clerk.**
- 6238 Review of delegation arrangements to committees / Staff:** Councillors had reviewed the schedule detailing all delegation arrangements. It was **RESOLVED:** unanimously, that the Scheme of Delegation be amended in clause 2.10 to include National Insurance payments, in clause 2.11 the limit would increase to £100 and in clause 2.12 the limit would increase to £500. **Action: Clerk.**
- 6239** The invoicing process for the Village Green Working Group be reviewed and revised in line with the Auditor’s comments and the new Process for Invoices. **Action: Clerk and Chairman.**
- 6240 To re-adopt the Standing Orders:** The Clerk had proposed amendments for Councillors’ review. It was **RESOLVED:** Unanimously, that meeting times should remain as starting at 7.15pm and to approve the other changes. **Action: Clerk.**
- 6241 To re-adopt the Financial Regulations:** The Clerk had proposed amendments for Councillors’ review. It was **RESOLVED:** Unanimously, that the internal auditor should be “fully cognisant of the ‘proper practices’, and local government legislation,” and that the limit in clause 4.5 be raised to £500. The final draft would be publicised on the website. **Action: Clerk.**
- 6242 To review the inventory of Land and Assets including Buildings and Office Equipment:** The asset register had been reviewed in the last couple of months. Councillors were still to confirm their reviews of the Clerk’s schedule. **Action: Cllrs Sangster, Carpenter and Roberts.**
- 6243 Confirmation of arrangements for insurance cover in respect of all insured risks:** The details of the policies held by the Council and the Nether Wallop New Village Hall Trust were reviewed. Cost for rebuilding the hall had been indexed linked, however whether the current amount was reasonable was queried. **Action: Village Hall Maintenance Team.**
- 6244** The value of the content’s insurance would be increased to match the revised Asset Register. **Action: Clerk.**
- 6245 Review of the council’s and/or staff’s subscriptions to other bodies:** As per last year, it was **RESOLVED:** to approve subscriptions with HALC, CPRE, ICO, SLCC and Zoom. **Action: Clerk.**
- 6246 To Review the council’s policies and procedures:** the list of policies had been updated and links provided to the drafts on the website. **It was RESOLVED:** Unanimously, to review all the policies in the June 2022 meeting. **Action: Clerk.**
- 6247 To receive a list of Risk Assessments and decide on Actions.** The list of current Risk Assessments was noted. Updated versions for the Playing Fields and the Village Picnic would need to be drafted prior to the Jubilee event. These would be circulated to Councillors during the month for approval prior to being posted on the website. **Action: Clerk.**
- 6248 To review the council’s expenditure under section 137 or GPC:** The council noted that £50.00 had been spent under section 137 during the financial year.

- 6249 To determine the time and place of ordinary meetings of the full council up to and including the date of the next Annual meeting:** The proposed dates had been reviewed and a revised motion put forward by Cllr Graves to approve the dates but reduce the December meeting to planning applications only. The motion was seconded by Cllr Whitaker, and it was **RESOLVED:** Unanimously, to approve the revised motion. The Dates would be publicised on the website, and the Notice Board and via the Parish Magazine. **Action: Clerk.**
- 6250 To agree the revised date of the Annual Parish Meeting and receive suggestions for agenda items.** Tuesday 24th May was agreed and local organizations would be asked if they could attend and give a 5-minute report for their year. Cllrs Carpenter and Graves would not be able to attend sadly. A budget of £100 was agreed for refreshments. Cllr Whitaker's husband would be asked to supply Wine on a cost basis. **Action: Clerk and Cllr Whitaker.**
- 6251 To review the Football pitch contracts and hire rates.** Cllr Sangster gave a short summary of the issues that had been faced this year, and the challenges of recruiting a home team for the coming season. In response to a meeting that had taken place between himself, the Clerk, and the Pitch Marking Manager, it was proposed and **RESOLVED:** Unanimously, that games for adults and juniors both be charged at £42.00 per game inclusive of VAT. The booking conditions had been revised and these would be publicised on the website with a booking calendar which would be updated by the Clerk. The written process for invoicing had been discussed with the Pitch Marking Manager, who thought that internet payments would work well. **Action: Clerk.**
- 6252 To review the Tennis Court terms of use and hire rates.** The Tennis Court Bookings' Manager had documented the current process into formalised Terms and Conditions for public use of the court. The hire charges and draft terms were reviewed by councillors. It was **RESOLVED:** Unanimously, to maintain the current charges and to adopt the formal terms and conditions. These would be emailed to current users and publicised on the website. **Action: Clerk and Bookings' Manager.**
- 6253 To note the Clerk's Report and correspondence received and decide on actions.**
- 6254** A letter had been received from a resident regarding a boundary with the Village Hall. A draft response had been circulated and councillors advised the Clerk on amendments. Another draft would be circulated for approval prior to being sent to the resident. **Action: Clerk.**
- 6255** A letter had been received from a resident who had advised that he had been spoken to quite rudely by residents living adjacent to the exit of a footpath in the Parish. The writer and his partner often park on the highway at the end of the footpath to wait for their autistic son to walk along the footpath as the son finds walking the same route very comforting. The resident asked if the council could intervene as he has previously tried to explain to the homeowners that he is always happy to move his vehicle if he is blocking their driveway, but that he waits for a legitimate reason, and only up to ten minutes each time and never on private land. The residents have refused to listen and have repeatedly rudely asked him to "move on" and "get away". Councillors were sorry to hear that this unneighbourly behaviour had been experienced and were disappointed to learn of other residents lack of sympathy and understanding of those with hidden disabilities, but felt that the council had no powers to get involved in what is essentially a private matter.
- 6256** An accident had occurred in the Village Hall during a private event. The lady involved is believed to be recovering and Councillors wished her well.
- 6257** PAT Testing was carried out on 28th April at the Village Hall. The Clerk's office equipment also tested.
- 6258** The Fire Extinguishers have also been tested in the Village Hall.
- 6259** Weather Shelter snagging list has been compiled and discussed with the suppliers.
- 6260** The exercise equipment installation will commence Monday 9th May.
- 6261** The Village Green Working Group have contacted the mole catcher to as the Village Green is being affected again.
- 6262** Gary Richardson will be cutting the weeds around the playing fields carpark fence next week in preparation for extra surfacing to be delivered.
- 6263 To review reports received from Councillors & approve any cost implications:**
- 6264** Safe Travel WG – Another date was being arranged by Cllr Graves' team in June. Cllr Graves had contacted DPD and Amazon about the quality of driving displayed by their delivery drivers.

- 6265 Traffic Calming Scheme – There was no progress to report since the last meeting. Cllr Whitaker would contact the Chairman of Over Wallop Parish Council.
- 6266 Playing Fields and Playground – The new Weather Shelter looks lovely and some of the snagging items have already been addressed. Cllr Carpenter reported that the depth of the seat was quite narrow, but Councillors did not feel that an alteration was required.
- 6267 Footpaths – Cllr Roberts reported that most of the footpaths would be strimmed by the lengthsman this month.
- 6268 Village Green – Cllr Carpenter had nothing to report.
- 6269 Village Hall – Cllr Graves and the Clerk had met with the decorator and were awaiting his revised quote and availability.
- 6270 At the last meeting of the council, it was agreed that acoustic panels would be installed, and that the council would fund the installation. Since the meeting, discussions had taken place with the supplier, and a Trustee of the New Village Hall Trust had found some residents who were willing to meet the cost of the installation themselves. The Parish Council’s purchase order had therefore been cancelled with the supplier and the NWNVHT will arrange the installation and payment. The council are very grateful to the Trust as this means that the cost now will not impact the Parish Council’s reserves. The Trust are very keen that the installation takes place before the VH is redecorated.
- 6271 A recycled water butt has been purchased, sited and is awaiting installation in the Village Hall Garden next to a down pipe. It will not impact on the path or fire-exits but will make watering the plants easier when the water is turned off.
- 6272 Wallops Parish Hall – a report had been received from the WPH Committee Secretary/Treasurer.
- 6273 **Matters raised by councillors for noting or adding to the next month’s agenda.**
- 6274 Cllr Graves asked if the subject of Residential Bonfires could be added to the next meeting’s agenda. Clarification of the motion would be discussed with the Clerk. **Action: Cllr Graves and Clerk.**
- 6275 Cllr Cotterell had investigated using recycled shipping containers to replace the pavilion, but he had concluded that the idea was not feasible, and it would not be pursued.
- 6276 Cllr Carpenter had attended Resilience meetings and would discuss with Cllr Sangster and provide an update to the next meeting.
- 6277 **Points from the floor:** A member of the public advised that the footpath between Knockwood Lane and Gerrards Lane needed strimming. **Action: Cllr Roberts.**
- 6278 **To resolve to exclude the public and press from the meeting due to the confidential nature of the next item.**
- 6279 It was **RESOLVED:** Unanimously, to close the meeting to the press and public to consider the recommendation from the HR Working Group.
- 6280
- 6281 **To review a recommendation from the HR WG.** The Working Group gave a verbal update to Councillors. The final papers would be circulated for approval and ratification at the next meeting. **Action: Clerk.**
- 6282 **Date of next monthly meeting: Monday 13th June 2022, at 7.15.**
- 6283 The Chairman closed the meeting at 21.22 hrs.

**THESE ARE DRAFT MINUTES PRODUCED FOR REVIEW BY THE PARISH COUNCILLORS
PRIOR TO BEING APPROVED AT THE NEXT PARISH MEETING OF THE PARISH COUNCIL**