

Worldham Parish Council
Minutes of Meeting held on 4th May 2022, 8pm
East Worldham Village Hall

Present Cllr W Brock (Chair), Cllr R Twining, Cllr C Sole, Cllr B Bagnell, Cllr T Godbert, Cllr S Butler
Also present Pamela Hibbins, Clerk to Parish Council, Cllr D Ashcroft
1 member of the public

25.18 Election of Chair of the Council for 2022/2023

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

Proposed: Cllr R Twining. Seconded: Cllr B Bagnell

Cllr Brock signed the Chairman's Declaration of Office which was witnessed by the proper officer.

25.19 Election of Vice Chair of the Council for 2022/2023

It was RESOLVED that Cllr B Bagnell was elected as Vice-Chair to the Parish Council for 2022/2023.

Proposed: Cllr W Brock. Seconded: Cllr C Sole. All in favour

25.20 Chairman's Announcements

25.21 Apologies for absence – none

25.22 Declarations of Interest – none

25.23 Approval of Minutes

It was RESOLVED to approve the minutes of the Parish Council Meeting held on 6th April 2022

Proposed: Cllr C Sole, Seconded: Cllr B Bagnell

Action: Clerk

25.24 District Councillor's Report

District Councillor Cllr David Ashcroft was in attendance and reported that the process for splitting from Havant is in progress. There are plans to increase the focus on enforcement and planning and District Councillor will be attending the enforcement meeting later in the month and will report back.

It was asked what would happen to Penns Place, new council offices are being sourced which will be smaller and closer to the centre of Petersfield, in turn helping to reduce the council's carbon footprint. Many officers will continue to work from home.

It was raised if planning officers are now making site visits as it was noted that in one recent application the letter from the case officer noted that no site visit would be made and photos from the applicant was requested. District Councillor to raise at the next planning meeting.

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

It was also raised by a member of the public that photos in place of site visits from planning officers should not be best practice.

Concerns were raised in regards to activity on the land by Binswood. The Parish Council are aware and will continue to monitor this.

Meeting reconvened

25.26 Councillors agreed to lead on the following:

- Village Hall Cllr C Sole
- Parish Plan Cllr S Butler
- Planning All councillors and Cllr R Twining (advisory on policy)
- Playground Cllr T Godbert
- Staffing Committee Cllr B Bagnell, Cllr W Brock, Cllr R Twining

Proposed: Cllr W Brock, Seconded: Cllr B Bagnell

Action: Clerk

25.27 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

25.28 Review of Council's Procedures

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

28 DELEGATION

- a. Where the next scheduled meeting of the Council is after the date when the Council is requested to either reply to a consultation document, or to nominate a representative to an outside body, the power to act shall be delegated to the appropriate Standing Committee. Where a decision is required before the committee can be convened then the power to act shall be delegated to the Proper Officer in consultation with either the Chairman or Vice-Chairman of Council and either the Chairman or Vice-Chairman of the appropriate Standing Committee.
- b. Power shall be delegated to the Proper Officer in consultation with the Chairman and Vice-Chairman of Planning, Licensing and Highways Committee to negotiate with licensing applicants and/or their agents, and to rescind or amend the decision of the Planning, Licensing and Highways Committee in the light of new information, satisfactory assurances, undertakings or explanations in writing. All such decisions are to be reported to the next meeting,
- c. In the event that a Standing Committee or Sub-Committee meeting is not quorate, power shall be delegated to the Proper Officer to respond to any consultations, and take decisions, up to the limit of the power of that Standing Committee or Sub-Committee, including responding to planning applications, in consultation with those Standing Committee or Sub-Committee members present. The Proper Officer to report any such decisions or actions to the next ordinary meeting of the committee or sub-committee.
- d. When carrying out their duties under delegated authority granted to them by the Council officers will act within the parameters set by the Council's standing orders and financial regulations.

Proposed: Cllr R Twining, Seconded Cllr B Bagnell

Action: Clerk

Financial Regulations

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

Proposed: Cllr B Bagnell, Seconded Cllr S Butler

Action: Clerk

Code of Conduct

It was **AGREED** to adopt the current code of conduct for Worldham Parish Council.

Proposed: Cllr R Twining, Seconded Cllr W Brock

Action: Clerk

Review or Risk Assessment

It was **AGREED** to update the risk assessment as follows and to then adopt; -

- 1) Electronic records held on clerk's computer with backup stick being updated at monthly.

Proposed: Cllr R Twining, Seconded Cllr T Godbert

Action: Clerk

Press Media Policy

It was **AGREED** to adopt the current press media policy for Worldham Parish Council.

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 C Sole, Seconded: Cllr R Twining

Action: Clerk

25.29 Grants

Churchyards Councillors resolved that the donations to the churchyards for 2022-2023 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** To pay from grant budget of £600 for 2022/2023

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

It was **AGREED** to ask East Worldham PCC to ask if they had considered using volunteers in the future as per the past and as the other PCCs, to help maintain.

Proposed: Cllr T Godbert. Seconded: Cllr R Bagnell

Action: Clerk

25.30 Meeting dates for 2022/2023

It was **AGREED** to start meetings at 7.30pm. Meeting dates were agreed up to the Annual Meeting in 2023. **(Appendix 1).**

Proposed: Cllr R Bagnell. Seconded: Cllr C Sole.

25.31 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 31/03/2022 = £9,073.31

Instant Access Account (quarterly statements as 29/03/2022) : £22,681.12

Worldham Community Benefit Fund (quarterly statements as 03/04/2022): £14,238.87

Less cheques o/s £0

TOTAL £45,993.30

Receipts ledger balance £45,993.30

25.32 Payment Schedule:

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

Proposed: Cllr Brock. Seconded: Cllr Twining

	Payee	Description	Net	VAT	Total
04/05/22	P Hibbins - Clerk	Salary April 2022	£576.13	£0.00	£576.13
04/05/22	SSE Electric	Elec - Village Hall first quarter 2022 2023	£141.27	£7.06	£148.33
04/05/22	Do the Numbers Ltd	Annual Internal Audit	£200.00	£0.00	£200.00
04/05/22	James Goodwyn	Fliers for Jubilee event	£65.00	£13.00	£78.00
04/05/22	Dataprint Ltd	Tickets for Jubilee event	£63.00	£12.60	£75.60
04/05/22	Kish Sharma	Village Hall - Toilet roll	£5.00	£0.00	£5.00
			£0.00	£0.00	£0.00
			£1,050.40	£32.66	£1,083.06

PAYMENTS RECEIVED

	Payor	Description	Net	VAT	Total
07/04/22	EHDC	EHDC Precept 1st tranche	£7,238.00	£0.00	£7,238.00
12/04/22	EHDC	Dst Cllr Grant (D.Ashcroft) Jubilee PA system	£370.54	£0.00	£370.54
19/04/22	Amanda Frost	Yoga bookings	£168.00	£0.00	£168.00
19/04/22	Amanda Frost	Yoga bookings - evening	£40.00	£0.00	£40.00
22/04/22	Michael Walker	C.White christening - 1st May	£50.00	£0.00	£50.00
			£7,866.54	£0.00	£7,866.54

An invoice for £4,933.29 has been raised to Wilsom Solar Farm for the 2022/2023 Worldham Community Benefit Fund Payment.

25.33 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 ensure all pages of minutes have been signed by the chair
- ii) It was **AGREED** to confirm 'none' in boxes that do not apply on member's DPI forms on all forms next year post the elections.
- iii) It was **AGREED** to look into PWLB loans if funding cannot be secured for the village hall flooring.
Proposed: Cllr C Sole, Seconded: Cllr S Butler Action: Clerk

25.34 Annual Return and Governance Statements 2021/2022:

- 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 13 June – Friday 22 July 2022. The Clerk would arrange the necessary publication of these dates.

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

Action: Clerk

25.35 Planning applications

Update on previous applications – nothing to note.

SDNP/22/00953/HOUS Brienz Shelleys Lane East Worldham Alton GU34 3AQ

Single storey rear kitchen extension, single storey side lobby and toilet extension and porch

Deadline 6th May 2022

It was **AGREED NO OBJECTION**

Proposed: Cllr R Twining, Seconded: Cllr R Bagnell

Action: Clerk

SDNP/22/01240/HOUS Old House Farm Shelleys Lane East Worldham Alton Hampshire GU34 3AQ

Detached garage

Deadline 11th May 2022

It was **AGREED NO OBJECTION** but would like to comment that all construction traffic should be via Shelly's Lane as the Wyck Lane entrance is single width.

Proposed: Cllr R Twining, Seconded: Cllr W Brock

Action: Clerk

25.36 Tree Survey Works

It was **AGREED** to appoint contractor A, Hampshire Tree and Garden at a total cost of £ 1,540.00 to conduct tree works as identified by the tree survey at the village hall and the playground.

Proposed: Cllr T Godbert, Seconded: Cllr C Sole

Action: Clerk

25.37 Statutory Consultation - Special Engineering Difficulty Designation –

It was **AGREED** no comment.

Proposed: Cllr R Twining, Seconded: Cllr S Butler

Action: Clerk

25.38 Consultation Household Waste recycling centres–

It was **AGREED** to support the proposed changes that households would not be charged to get rid of waste including plasterboards, bricks and bath units in a move to tackle fly-tipping.

Proposed: Cllr T Godbert Seconded: Cllr B Bagnell

Action: Clerk

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

To note that Cllr W Brock is meeting with EHDC Planning enforcement team on the 18th May to understand the planning and enforcement process further and to highlight any matters for Worldhams and Hartley Mauditt. Cllr W Brock is also due to meet with Ahmadiyya Muslim Association UK on the 19th May 2022 and will report back to the council.

25.40 Any other business

25.41 Date of next meeting;

Meetings are normally held on the first Wednesday of each month, 7.30pm, at East Worldham Village. The next meeting to take place 1st June 2022.

25.42 The Chair closed the meeting at 10.05pm.

Signed:

Date:

Appendix 1: Meeting Dates 2022/2023 Worldham Parish Council

The Parish Council meets once a month, usually on the 1st Wednesday of the month. **To note the new start time of 7.30pm**

Wednesday 4 th May 2022	Annual Meeting
Wednesday 1 st June 2022	Full Council Meeting
Wednesday 6 th July 2022	Full Council Meeting
Wednesday 3 rd August 2022	Full Council Meeting
Wednesday 7 th September 2022	Full Council Meeting
Wednesday 5 th October 2022	Full Council Meeting
Wednesday 2 nd November 2022	Full Council Meeting
Wednesday 7 th December 2022	Full Council Meeting
Wednesday 4 ^h January 2023	Full Council Meeting
Wednesday 1 st February 2023	Full Council Meeting
Wednesday 1 st March 2023	Full Council Meeting
Wednesday 5 th April 2023	Full Council Meeting
Wednesday 3 rd May 2023	Annual Meeting
TBC May 2023	Annual Parish Meeting
Wednesday 3 rd May 2023	Annual Meeting

Worldham Parish Council
Minutes of Meeting held on 4th May 2022, 8pm
East Worldham Village Hall

Appendix2
4th Quarter Receipts & Payments Reconciliation

WORLDHAM PARISH COUNCIL
4th QUARTER ENDED 31 MARCH 2022

		Figures shown exclusive of VAT		
Annual Budget	Actual- v- Budget		<u>£</u>	
			<u>Q4</u>	
<u>RECEIPTS</u>				
12268	12268	Precept	-	
50	68	Bank Interest	16.76	
1000	1760	VAT repayment	772.88	
500	1697	Village Hall	637.00	Hall hire and equipment hire in use post social restrictions
4	4	Wayleave	-	
0	0	S106	-	
4499	4560	Worldham Community Benefit Fund	-	
1000	2842	Other income	<u>1,500.00</u>	
19321	23199	TOTAL RECEIPTS	<u>2,926.64</u>	
PAYMENTS				
7313	6897	Net Salaries & Allowances (Jan-March 2022)		1,728.39
0	0	Pension Contributions (e'ers & e'ees)		-
120	9	Travel costs	-	
0	20	Chair's Allowance	-	Donation to RBH for remembrance day (wreath is reused)

_____ Initial

100	99	Stamps & Stationery	-	
	0	Equipment Purchase	-	
100		Banking Charges		
800	267	Repairs & maintenance	13.90	
1200	697	Village Hall Electricity	148.14	Lower as credit on the account
		Village Hall Water		
50	50	Rates	-	
0	1066	Covid Grant - V.Hall	1,065.33	From earmarked reserves
70	95	Inspections/Septic tank	-	
254	350	Subscriptions & Fees	18.00	Includes Banking Charges of £18 per quarter
440	400	Audit fees	-	
1000		Professional Fees		
0	600	Grant allocation	-	
	55	Jubilee event	55.00	NB budget for village hall only (Playground cuttings included in playground maintenance)
155	180	Grass cutting	-	Includes annual repairs from last year (that were paid-this year)
800	1355	Playground maintenance	69.50	
	600	Tree Survey	-	
200	0	Training	-	
0	0	Election Costs	-	
1420	1715	Insurance	-	
1000	479	Other (Grants)	-	
1000	784	VAT on payments	246.75	
	165	Worldham Community Benefit Fund		-
16,022	15882			

TOTAL PAYMENTS3,345.01**TOTAL PAYMENTS**

BALANCE BROUGHT FORWARD AS AT 31/12/2021

46411.67

ADD Total Receipts as above

2,926.64

LESS Total payments (as above)

3,345.01

VOID cheque from 1st April 2021**Balance Carried forward 31/03/2022**45,993.30

These cumulative funds are represented by:

Current Account Balance

9,073.31

Less: Cheques drawn but not debited as at 31.03.22 nos.

-

Deposit Account Balance

22,681.12

Worldham Community Benefit Fund

14,238.8745,993.30