

Worldham Parish Council
Minutes of Meeting held on Thursday 16th January 2020, 8pm
at East Worldham Village Hall

Present Cllr W Brock (Chair), Cllr R Bagnell, Cllr T Blake, Cllr K Malin

Also present Jane Ives, Clerk to Parish Council
 2 members of the public

19.107 Apologies for absence were noted from District Councillors Ashcroft & Carter.

19.108 There were no Declarations of Interest.

19.109 It was **RESOLVED** to approve the minutes of the Parish Council Meeting held on 4th December 2019.
Proposed: Cllr Blake. Seconded: Cllr Malin.

19.110 The Chairman adjourned the meeting for **Public Questions:**
 A member of the public asked about whether any action had been taken by EHDC on the polytunnel. Cllr Blake advised that there was no action as far as he was aware.

Meeting reconvened

19.111 Planning Applications: The table at Appendix 1 was noted regarding previous planning applications. Cllr Blake provided an update on the Oaklands Farm application to say that the determination date had passed and the SDNPA Planning Officer had advised that he was still working on it but it may come to a Committee meeting for determination in March. The EHDC Environmental report had recommended acceptance. Cllr Bagnell noted that the planned AMA engagement meeting at EHDC had not been scheduled in January/February so Cllr Blake would now follow this up. **Action: Cllr Blake**

19.112 Financial Report: The Clerk reported the Quarter 3 Receipts and Payments Summary (Appendix 2). Cllr Brock confirmed that he had signed off the quarterly reconciliations for quarter 1, 2 and 3 against the bank statements as required under Financial Regulations.

19.113 It was **RESOLVED** to approve the following payments. **Proposed: Cllr Brock. Seconded: Cllr Malin.**

| Payment date | Payee | Description | Net | VAT | Total |
|--------------|--------------------------|---------------------------------------|-------------------|---------------|-------------------|
| 16/01/20 | East Worldham PCC | Grant for boundary wall repairs | £600.00 | £0.00 | £600.00 |
| 16/01/20 | Hampshire County Council | Community Funded Traffic Improvements | £10,475.00 | £0.00 | £10,475.00 |
| 16/01/20 | Premier Grounds | Green waste disposal (lengthsman) | £22.08 | £4.42 | £26.50 |
| 16/01/20 | Clerk | Salary December 2019 | £714.65 | £0.00 | £714.65 |
| 16/01/20 | HMRC | Tax/NI liability month 9 | £96.81 | £0.00 | £96.81 |
| 16/01/20 | Southern Electric | Village Hall Electricity Charges | £359.79 | £17.98 | £377.77 |
| 16/01/20 | Play Inspection Company | Playground Inspection | £295.00 | £59.00 | £354.00 |
| | | | £12,563.33 | £81.40 | £12,644.73 |

19.114 Councillor Vacancies: It was **RESOLVED** to co-opt the following as Parish Councillors:

Mr Chris Sole
Mr Robin Twining

19.115 Projector Screen for Village Hall: It was **RESOLVED** to delegate authority to the Clerk to select a projector screen for the Village Hall in consultation with Cllr Malin. A budget of £200.00 was set aside from the Worldham Community Benefit Fund. **Action: Clerk**

19.116 EHDC Out of Hours Contacts: It was **RESOLVED** that the Clerk and Cllr Brock would be the out of hours contacts for EHDC in the event of a local emergency. The Clerk to advise EHDC. **Action: Clerk**

19.117 Lengthsman Work: It was **RESOLVED** to prioritise the lengthsman tasks outstanding for this year so that the current funding pot of approximately £800 is used up. The tasks will be prioritised as follows:

1. **Clear pavement of weeds on B3004 from Blanket St to Manor Cottages**
2. **Clear ditches either side of Shelleys Lane**
3. **Clear leaves in gulleys on B3004 bus stop layby and the exit of Wyck Lane**
4. **Repair steps on footpath 36 leading up from Old School House (materials cost £30)**

The outstanding task to repair the post on the footbridge on Hangers Way will be reported to HCC Countryside Service for them to do.

19.118 Roads, Pavements & Footpaths: Cllr Blake reported that the drains on Blanket Street are sinking and should be reported to Highways. Cllr Bagnell reported that the newly painted roundels at Wyck Lane and Blanket Street have deteriorated badly and should be reported. **Action: Clerk**

19.119 The Chairman advised that the next meeting will be held on Wednesday 5th February 2020.

19.120 It was **RESOLVED** to exclude members of the public and press in accordance with the provisions of Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 by reason of the confidential nature of the business to be transacted.

19.121 It was **RESOLVED** to appoint Pamela Hibbins as the new Parish Clerk from Monday 20th January 2020 with the following terms of employment:

10 hours per week

Salary £12.50 per hour

Working from home allowance paid of £18 per month

Mileage at 45p per mile paid for Council business other than travel to/from meetings

19.122 The Chair closed the meeting at 9.15pm.

Signed:

Date:

Appendix 1: Planning Application Tracker

Appendix 2: Budget 2020/21

WORLDHAM PARISH COUNCIL
BUDGET 2020/21

Balances c/f 31/03/19

| | |
|----------------|-----------------|
| Instant Access | 6236.29 |
| Treasurers | 12398.08 |
| | <u>18634.37</u> |

Balance c/f
31/03/20

15421.37

| | Actuals 2018/19 | Budget 2019/20 | YTD as at 28/11/19 | Updated Budget 2019/20 | Budget 2020/21 |
|------------------------------|----------------------------|---------------------------|-------------------------------|---------------------------------------|-----------------------|
| | £ | £ | £ | £ | £ |
| <u>RECEIPTS</u> | | | | | |
| Precept | 10586 | 12170 | 12170 | 12170 | 12268 |
| Bank Interest | 49 | 6 | 62 | 62 | 65 |
| VAT repayment | | | | | |
| Village Hall | 818 | 500 | 805 | 900 | 900 |
| Wayleave | 4 | 4 | | | |
| Grants | 1315 | | | | |
| S106 | 3745 | | | | |
| Other income | 1499 | | 100 | 150 | |
| TOTAL BUDGET RECEIPTS | 18016 | 12680 | 13137 | 13282 | 13233 |
| Total funds available | | | | 31916.37 | 28654.37 |

| | Actuals 2018/19 | Budget 2019/20 | YTD as at 28/11/19 | Updated Budget 2019/20 | Budget 2020/21 |
|---|----------------------------|---------------------------|-------------------------------|---------------------------------------|-----------------------|
| | £ | £ | £ | £ | £ |
| <u>PAYMENTS</u> | | | | | |
| Net salaries and allowances | 6080 | 7,250 | 4345 | 7000 | 7100 |
| Pension Contributions (employer's & employee's) | | 1,000 | | 0 | |
| Travel costs | | 120 | | 120 | 120 |
| Chair's Allowance | | 30 | | 30 | 30 |
| Stamps & Stationery | 110.83 | 500 | 140 | 350 | 350 |
| Project costs | 5901 | | | | |
| Section 137 Payments | 100 | 100 | | 0 | 50 |
| Repairs & maintenance | 2732 | 1,000 | 183 | 1000 | 1000 |
| Village Hall electricity | 559 | 700 | 851 | 1200 | 1200 |
| Village Hall water rates | 62 | 50 | 24 | 50 | 50 |
| Inspections/septic tank | 66 | 65 | 101 | 101 | 120 |
| Subscriptions & Fees | 187 | 350 | 330 | 330 | 330 |
| Audit fees | 200 | 200 | 240 | 240 | 240 |
| Grant allocation | 900 | 600 | 700 | 700 | 700 |
| Grass cutting (village hall) | | 150 | 150 | 150 | 150 |
| Playground maintenance | 833 | 675 | 681 | 3000 | 1000 |
| Training | | 250 | | 1000 | 500 |
| Election costs | | 150 | 120 | 120 | 500 |
| Insurance | 1062 | 1,090 | 1104 | 1104 | 1200 |
| VAT on payments | | | | | |
| NET BUDGET EXPENDITURE | 18793 | 14,280 | 8969 | 16495 | 14640 |
| Year End Balance | | | | 15421.37 | 14014.37 |

| Worldham Community Benefit Fund | | | | |
|--|------|------|------|---|
| Opening balance 31st March 2019 | | | | 8960.20 |
| | 4285 | 4410 | 4391 | 4391.00 |
| | | | | 13351.20 |
| Defibrillator costs | | | 165 | 165.00 |
| VE Day | | | | 1500.00 |
| PCC boundary wall repair | | | | 600.00 |
| | | | | 2265.00 |
| Balance at year end 2019/20 | | | | 11086.20 |
| Traffic mitigation project costs balance | | | | |
| | | | | <i>Traffic mitigation - £5,718 Highways, £750 DC grant, balance</i> |
| | | | | <i>WCBF</i> |
| Closing balance | | | | 9019.20 |

| <u>Precept Calculation</u> | | | |
|-----------------------------------|---------|-----------------|----------------------------------|
| | | Tax Base | Cost per band D household |
| 2019/20 precept | £12,170 | 196.98 | £61.78 |
| 2020/21 precept | £12,268 | 198.58 | £61.78 |