

## MINUTES OF THE MEETING OF THE WORLDHAM PARISH COUNCIL

8.00 pm Wednesday 10th June 2015

### EAST WORLDHAM VILLAGE HALL

**Present:** Cllrs Terry Blake (Chairman), Thomas Brock, Tessa Gaffney, Mary Trigwell-Jones, Robin Twining (Clerk), Andrew Aldridge, 0 Members of the public.

**7/15 To receive and accept apologies for absence.**

Apologies were received from Cllr Tara Goodwyn and DCllr David Ashcroft.

**8/15 Minutes from previous meeting**

- a) Minutes of the Worldham Parish Council held on 8th April were agreed and signed  
Proposed by Cllr Blake and seconded by Cllr Trigwell-Jones AIF
- b) Minutes of the Worldham Parish Council held on 15th May were agreed and signed  
Proposed by Cllr Blake and seconded by Cllr Gaffney AIF
- c) Minutes of the Worldham Parish Council Annual Parish Assembly held on 22nd April were agreed and signed  
Proposed by Cllr Brock and seconded by Cllr Trigwell-Jones AIF

**9/15 To receive and note any declarations of interest relevant to the agenda**

Cllr Brock declared an interest in Agenda Item 15/15a by virtue of being a churchwarden.

Cllr Trigwell-Jones declared an interest in Agenda Item 15/15a by virtue of being a member of the PCC.

**10/15 Co-option of Councillor**

As only 5 Councillors stood for the election in May, and the number of Councillors for Worldham Parish Council is 6, it was agreed to co-opt Andrew Aldridge as a Councillor.

Proposed by Cllr Gaffney and seconded by Cllr Trigwell-Jones AIF

**11/15 The floor will be opened to the public to raise any matters of concern or interest**

Councillors agreed to a proposal that the dates of the Parish Meetings for Selborne, Kingsley and Worldham Parish Councils should be included in the parish magazine the King's World. It was agreed that the Clerk will liaise with the clerks of Selborne and Kingsley to write a short article about the right of the public to attend and speak at Parish meetings.

**12/15 Amendment to Standing Orders**

a. Amend Standing Order 1.1

Councillors agreed to amend Standing order 1.1 to read "Full Council meetings will be held on the first Wednesday of the month"

Proposed by Cllr Blake and seconded by Cllr Brock AIF

b. Protocol for reporting at meetings – amendment to Standing Order No 70

Councillors agreed to adopt the Protocol for reporting at meetings (Annex to Standing Order 70) which was produced by HALC.

Proposed by Cllr Gaffney and seconded by Cllr Brock AIF

c. Consent to receive summons electronically

Councillors agreed that the summons to attend Parish Council meetings could be sent via electronic means and each Councillor signed their consent forms.

Proposed by Cllr Trigwell-Jones and seconded by Cllr Blake AIF

d) Adoption of Transparency Code for smaller authorities

The Clerk had previously circulated copies of the Transparency Code for smaller authorities. Under the new audit framework councils with an annual turnover less than £25,000 will be exempt from routine external audit. Instead they will be subject to the new transparency requirements laid out in the Code published by government.

Councillors agreed to adopt the code (with all expenditure above £100 being shown).

Proposed by Cllr Gaffney and seconded by Cllr Blake AIF

**13/15 Finance, investment policy and risk**

a. Review and adoption of accounts of 2014-15

The Clerk had previously circulated copies of the Summary of Income and Expenditure Account and the Balance Sheet for the year ending 31<sup>st</sup> March 2015 to the Councillors. The balance of funds at the year-end amounted to £15,390.85.

The Clerk requested that the Councillors formally adopt the Accounts and Balance Sheet and accounting statements for the year ending 31<sup>st</sup> March 2015

Proposed by Cllr Trigwell-Jones and seconded by Cllr Brock AIF

b. Cheque Signatories and bank accounts

Councillors noted that Cllrs Blake, Brock, and Trigwell-Jones in addition to the Clerk were signatories on the bank accounts.

Councillors noted 2 signatures were required to sign any cheques, and all cheques and monies received were fully itemised in an annex attached to the agenda of all Parish Council meetings.

Councillors noted that the Parish Council have 3 bank accounts, a current account and deposit account with TSB, and a current account with HSBC all in Alton.

c. Review of Risk and Insurance

The Clerk had previously circulated to Councillors copies of the annual governance statement contained in the annual audit which were reviewed. It was noted that Cllr Blake and the Clerk had held a meeting during the year to update and review the Risk Assessment Report, and that the Clerk undertook a weekly check of the playground.

The Clerk requested that the Councillors formally approve the annual governance statements 2014/2015

Proposed by Cllr Trigwell-Jones and seconded by Cllr Brock AIF

d. Chairman's Allowance

Councillors discussed the chairman's allowance and agreed on a sum of £50 for the Chairman's allowance

e. Budget for 2015-16

The Clerk had previously circulated to Councillors copies of the budget for 2015-16 which had been agreed when the 2015-16 precept had been set. Councillors noted that £1,000 had been budgeted for any repairs to the parish infrastructure. The Clerk requested that the Councillors formally approve the budget for 2015-16

Proposed by Cllr Blake and seconded by Cllr Brock AIF

**14/15 Salaries and expenses**

a. Clerk's remuneration and Clerk's expenses

It was agreed that the clerk's pay should rise in line with any increase in the National Joint Council for Local Government Services pay scale.

b. Hall Administrator remuneration

Councillors agreed to keep the remuneration at the same level as last year at £240 per year. It was noted that Mike Walker, the hall administrator waived his remuneration last year.

c. Hall Cleaner remuneration

Councillors agreed to keep the remuneration at the same level as last year at £375 per year.

**15/15 Grants and donations**

a. Churchyards

Councillors agreed on the donation to the churchyards should be set at:

East Worldham £500

West Worldham £100

Hartley £100

It was noted that if the Hartley Mauditt grass cutting is undertaken by an outside contractor the PCC may ask for an increase in their grant.

Proposed by Cllr Blake and seconded by Cllr Gaffney AIF

b. East Hampshire Citizens Advice Bureau Ltd -

Councillors agreed that the donation should remain the same as last year at £140

Proposed by Cllr Brock and seconded by Cllr Blake AIF

c. Alton Counselling Service

Councillors agreed that the donation should remain the same as last year at £50

Proposed by Cllr Trigwell-Jones and seconded by Cllr Gaffney AIF

d. Any other grants

None were considered

**16/15 Review of actions from last meeting - Annex A lists action points that are in progress, pending or have been completed.**

The Clerk had previously circulated to Councillors a report on the action that had been taken regarding the action points listed in annex A. Councillors noted the contents of the report and commented on:

March 02-15 Clerk to raise the issue of the shrine on the B3004 with Highways as a road safety issue

It was agreed that the Clerk should contact Hampshire Police Families Officer and raise the issue with them

April 02-15 Make representations to Radian and to Hampshire Highways about the overflowing ditch and drainage problem in Wyck Lane and problems with the Radian Housing sewage treatment plant especially regarding the smell

Radian Housing reported that the sewage plant is serviced twice a year and emptied 4 times a year. Councillors felt that the reply provided by Radian Housing did not address the issue as there had been continuous complaints both from Housing Association residents and also from near neighbours. It was felt to be undersized and not properly maintained. It was agreed that the Clerk write to Radian Housing, and, if no satisfactory response was received take the matter up with environmental health officials.

[New Action Point June 01-15 Clerk to write to Radian Housing]

**17/15 Planning**

**a) Applications received, decisions and actions made since last meeting**

The Clerk reported on applications received, decisions and actions made since the last meeting:

- Land to the North and South of, Cakers Lane, East Worldham, Alton - Installation of a solar farm and associated infrastructure, including photovoltaic panels, mounting frames, inverters, transformers, substations, communications building, fence and pole mounted security cameras, for the life of the solar farm. Comments submitted - Objection

- Land at Oaklands Farm Green Street East Worldham Bordon Hampshire GU34 3AU - Installation of underground water supply pipe. Application withdrawn.
- Old House Farm, Shelleys Lane East Worldham Alton GU34 3AQ - Certificate of Lawful Development for proposed use - conversion of a disused barn to a storage and distribution building (relates to site - Barn adjacent to Unit 1 Shelleys Lane, Alton). Application withdrawn.
- Tree View, Blanket Street, East Worldham, GU34 3BA - Detached garage with external staircase for access to first floor, following demolition of existing garages. Application withdrawn.
- Goldings, Worldham Hill East Worldham GU34 3AT - Front porch following demolition of existing porch. Decision: Approved
- Three Horseshoes, Cakers Lane East Worldham GU34 3AE - Display of non illuminated fascia sign. Decision: Approved
- The Caravan Hartley Mauditt Estate Hartley Lane Oakhanger GU35 9JW - Certificate of lawful development for existing use - The use of a caravan to the north of general purpose agricultural building. Decision: Refused
- Barn adjacent to Unit 1 Shelleys Lane East Worldham Alton Hampshire - Prior Approval of proposed Change of Use of agricultural building to a flexible use. Comments submitted.
- Tree View, Blanket Street, East Worldham, Alton, GU34 3BA - Replacement garage. Comments submitted – no objection

#### **18/15 Clerk's report**

- a) Finance - Cheques approved, bank balances, Pension enrolment  
Councillors noted the cheques issued since the last Parish Council meeting and that the total of the bank balances stands at £19,150.52.  
  
The Clerk reported that as the Parish Council employed him, the automatic pension enrolment regulations will apply, despite the fact that the salary paid to the Clerk is below the threshold of having to provide a pension.
- b) Correspondence  
The Clerk reported that he had circulated to all councillors the consultation document issued by HALC on their future affiliation to NALC. It was agreed that the Clerk would respond with the answer "Don't know yet – until more information is provided".
- c) Meetings  
The Clerk reported that the next EHATPC meeting is on 10<sup>th</sup> June.

#### **19/15 Highways and Footpath issues**

Councillors noted a pothole in Blanket St and asked the Clerk to report it to the relevant authorities.

Councillors noted that the cover on the BT manhole on the B3004 near the junction with Clays Lane had been repaired and no longer made a noise when vehicles went over it.

Councillors noted that the road past Hartley Mauditt church will be resurfaced next week.

Councillors noted over 75% of the work on Watery Lane had been completed but the bottom part of Watery Lane had been designated as a water course so work has temporarily been halted. Work on the BOAT from Candovers to the Priory is due to start next week.

### Footpath issues

A Parishioner had complained that vegetation was encroaching on the pavement between the village hall and the Three Horseshoes. Although this had already been reported, Councillors asked the Clerk to report this again to the appropriate authorities.

Councillors noted that Mr Whidborne was undertaking excavation work at School Hill Cottages and this could provide an opportunity to create a footpath down the remaining part of Worldham Hill.

### Rights of Way Report No: 111004647301

Cllr Blake reported the footpath/bridleway has been closed for 3 or 4 years. It is the main access route into Binswood as designated by the Woodland Trust. Cllr Blake has spoken to the Woodlands Trust Officer about this continued closure and will contact the appropriate authorities to try and get the bridge repaired and the bridleway reopened. Cllr Blake will draft a letter to help the Worldham Footpath Officer take the matter up again with HCC.

Councillors noted that they had received a number of complaints regarding dog mess on footpaths. There will be an article in the King's World on this subject.

### 20/15 Miscellaneous and Any Other Business

#### a) Nomination for South Downs National Park Authority Parish Representative

Councillors were advised that the deadline for putting themselves forward as a candidate for nomination was 15<sup>th</sup> June. Councillors noted that Cllr Doug Jones has confirmed that he is willing to continue in the role.

#### b) Comments and questions from Councillors None.

### 21/15 Date of next Meetings:

The next Parish Council meeting will be held on Wednesday 5<sup>th</sup> August and then thereafter the first Wednesday of each month (if required).

The meeting closed at 9.40 pm

## Annex A

### New Action Points

Action ID	Action detail	Owner
June 01-15	Clerk to write to Radian Housing	Clerk

### Actions points from previous Worldham Parish Council Meetings:

Action ID	Action detail	Owner	Status
March 01-15	Clerk to complete the application form for registering the Three Horseshoes as a community asset	Clerk	On-going
March 02-15	Clerk to raise the issue of the shrine on the B3004 with Highways as a road safety issue	Clerk	On-going
March 03-15	Clerk to investigate the economics and costings of installing flashing speed control cameras in Worldham	Clerk	On-going
April 05-15	To look again at the possibility of creating village gateways on the B3004 on both sides of East Worldham – please drive slowly notices, planting flowers etc	Clerk	On-going