

WEST TYTHERLEY, FRENCHMOOR AND BUCKHOLT PARISH COUNCIL
Monday 10 June 2019 commenced at 7:00pm in King Edward's Hall, West Tytherley

Councillors present: Cate Bell (CB), Fiona Collier (FC), Mick Goulding (MG), Denise Long (DL), Lucia Homer (LH), Tim Koetser (TK)

Plus: Melanie Camilleri (MC) – Clerk, and 7 members of the public.

97/19 **Apologies for Absence:** None

98/19 **Open Forum**

99/19 **Declarations of interest:** None

100/19 **Minutes of the Annual Parish Council meeting held on 13 May 2019 were agreed by all and signed by CB.** No matters arising

101/19 **TVBC update: Cllr Jeffrey**

- Mid Test Newsletter – to be circulated to Parish Councillors and will be put up on PC Website. Key points: -
 - Cllr Jeffrey covers Nether Wallop, Over Wallop, Buckholt, East Dean, East Tytherley, West Tytherley & Frenchmoor
 - Cllr Jeffrey has been appointed as Chairman of the Overview and Scrutiny Committee, the vital check and balance in a Leader and Cabinet system of local government.
 - Planning - all Mid-Test planning applications that are not dealt through delegation by the officers will come to Southern Planning Committee. Councillors Ian Jeffrey and Tony Ward are members of that committee whilst Councillor Alison Johnston will be free to represent opinion if required and speak at that committee.

102/19: **HCC update: Cllr Perry**

- Informed he stood down as leader in May. New leader is Sir Keith Mans. He'll remain county councillor for next 2 years
- Pressures in HCC budget continue due to rising cost of social care for the elderly and children
- CB raised anti-social and criminal activity– see agenda item 107/19 ii)., plus concerns that Parish Council Meetings have not been attended by a PCSO for some years, despite several requests. Cllr Perry committed to write to Chief Inspector at Andover with request for patrols and attendance at a forthcoming PC meeting.
- MC made request for an HCC County Council Grant to fund one-off project to build Parish Council website – see Agenda 113/19. Aligns to Outcome 4 of HCC Strategic Plan (making it easy for people to find and access support within the community and strengthening the role of town and parish councils). Cllr Perry requested that MC email him with request.

103/19 **NDP Working Draft update:** AB was not in attendance, but CB confirmed the Pre-submission draft is out for consultation

104/19 **Broadband: Led by CB**

- Underway and on track for September 2019 completion
- Confirmed Beales Court IS INCLUDED
 - Sovereign Housing have a Wayleave on this land and Virgin Media (VM) are in consultation with them regarding a block wayleave, which would cover a number of other Sovereign locations around the country.
 - Sovreign have informed Virgin Media that they are currently considering the Wayleave but want to do some research in their other locations as well as Beales Court before signing.

- Issues around TVBC bin collection with road closures for VM work – FC to contact TVBC to make sure the bin collections take place
- Mobile signal in the village:-
 - Virgin will be offering a mobile phone package to all who take-up their Broadband. Mobile coverage would then be in place through WiFi inside the home, and EE carrier outside of the home. Information on all this is currently available on the VM website and will also be available at the sales event which will be hosted by VM in September.
 - Vodaphone mast in the village only supports O2 mobiles (Vodaphone is no longer planning to put their infrastructure onto the mast)
 - Emergency services run off an airwave system and any coverage issues are a matter for the Home Office to address

105/19

a) Planning applications: Led by MG

Planning Application no: 19/01080/FULLS

Site: Buckholt Farm, Buckholt Lane, West Tytherley, Salisbury Hampshire SP5 1LS

Description: Retention of converted and extended building used for overnight accommodation for shooting parties with associated parking and landscaping

Observation date: 21 June 2019

MG explained the retrospective nature of this application. The Parish Council discussed this application. A vote took place by a show of hands:-

No Objection: 1

Object: 5

Support: 0

Abstain: 0

b) Treeworks: Led by FC

Treeworks application no: 19/01343/TREES

Location: Coopers Drove, Dean Road

Proposal: Fell Willow. FC confirmed reason is that the Willow is dead

106/19

Highways: Led by LH

- Discussions with Aster Housing and parking spaces still underway
- Signage around the village identified as requiring attention (Coach Road, Dean Road, Frenchmoor) LH to contact Highways

107/19

Recreation Ground and Bus Shelter: Led by TK

i) Basketball hoop replacement: received and will be installed shortly

ii) It has been brought to PC's attention a number of incidents involving anti-social behaviour/criminal activity. FC ran through the process of reporting all incidents, which is as follows:-

1. Report all such activity to the police on 101. Wait times can be long but a report is necessary for the police to take any action.
2. Report to Crime Stoppers, an independent charity which exists so that a witness can provide information on criminal activity whilst remaining totally anonymous; the crime stoppers number is 0800 555 111. The by line is "100% anonymous always" - although you can, if you wish to provide your details, become eligible for a reward under certain circumstances (usually successful conviction of the offender). You can provide information on previously un-reported crime.

iii) Use of Pavilion for birthday party 2-4pm on 23rd June: approved, MC to confirm. Request for use of marques and tables/chairs – these are owned by Village Hall so direct her to Barry W to discuss

iv) Bus shelter damage – TK obtaining 3 quotes to repair

v) Small hole in football pitch – TK will repair shortly

vi) Village Fete a huge success and raised £8.5K. The patrons/sponsors alone raised £2K. Liz Sparrow expressed her thanks to the patrons, sponsors, and all volunteers. She will issue a survey shortly to gain feedback. The Fete Committee will open the Grant Application Process in the autumn, so an announcement will be made at the September Meeting. Save the date for next year's Village Fete 16 May 2020.

108/19 Footpaths: Led by CB and JL (Footpath Warden)

FP3 – CB has written to Mrs Mayhew (copies to Mr John Coggan, Cllr Roy Perry (HCC), and Jim Little (Footpath Warden)), expressing the Parish Council welcome the opportunity to meet and discuss the route of this footpath with her in person prior to submitting our DMMO request. Mrs Mayhew and John Coggan received this letter on 6/6 (royal mail tracked). No response received to date

109/19: Lengthsman: Led by DL

List of jobs discussed, and DL will take forward

110/19: War Memorial: Led by DL

- Weeding needed – DL has added to Lengthsman list.
- MC to make diary note for Sept to discuss Remembrance Sunday requirements.

111/19 Finance & Cheques: Led by MC

Bank balances

Main Account (as at 05 June 2019): £7,574.28

Savings Account (as at 05 June 2019): £1,236.07

Millennium Fund Account (as at 05 June 2019): £15,230.88

Main Account

Payee	Detail	Amount £	Method
Norris & Fisher	Parish Council Insurance	654.02	000958
Void cheque		-	000959
J.K.Murray	Internal Audit fee	135.00	000960
TVBC	Uncontested election fee	57.60	000961
SSE	Rec Grd electricity	43.22	000962
M Camilleri	Postage for sending Forms to TVBC + for sending letters on PC business	13.80	000963
West Tytherley Village Stores	Refreshments for Annual Parish Assembly	49.94	000964
Tim Koetser	Basketball hoop Rec Grd	104.99	000965
Tim Koetser	Purchase of PC website domain name	10.00	000966
M Camilleri	Clerk Salary + office space	437.88	S/order
Total debit		£1,506.45	

Receipts	Detail	Amount £	Deposit Ref.
P&K Boswell	Donation for use of Rec Grd for parking (wedding)	40.00	Direct Credit
HMRC	VAT reclaim	1,465.56	Direct Credit
Total credit		£1,505.56	

Millennium Fund

Cheques for Lockerley Silver Band (£200 - 000194) and Terena Plowright (£297.70 - 000195) voided, as invoice settled as a cash payment from Village Fete proceeds

Payee	Detail	Amount £	Method
None			
Total debit		£0.00	

Receipts	Detail	Amount £	Deposit Ref.
Anonymous - village fete sponsor	Village Fete sponsor	250.00	
Barretto&King	Village Fete Float - repaid	500.00	
Barretto&King	Village Fete proceeds	4,360.00	
Barretto&King	Village Fete proceeds	109.06	

Anonymous - village fete sponsor	Village Fete sponsor	100.00	
Cheque	Village Fete proceeds	164.00	
Silent auction	Village Fete proceeds	1,408.00	
Liz Sparrow	Village Fete proceeds	21.00	
Barretto&King	Village Fete proceeds	657.50	
Silent auction	Village Fete proceeds	30.00	
Total credit		£7,599.56	

112/19 Internal Audit 2018/19: findings and signature of AGAR: Led by MC

- i) As gross income/expenditure 2018/19 exceeded £25K (but not exceeded £6.5m), the Parish Council are unable to certify themselves as exempt so must request a limited assurance review. AGAR Return Part 3 applies
- ii) John Murray carried out audit on 16 May. Annual Internal Audit Report 2018/19 (Page 3 AGAR) completed – all agreed. Points arising for PC attention:-

Subject	Attention required	Parish Council agreed action
Recruitment Policy	None in place	MC to put together for approval at next PC meeting
Parish Council powers to contribute towards Village Hall insurance	Currently use S137, but may use S133 under LGA to support such ventures	To reflect in the 2019/20 budget, and record when the contribution towards the 2020 insurance payment is made
Workplace Pensions	Establish if we are registered with Pensions Regulator	MC confirmed we are registered
Risk Assessment	Must have one in place	MC reported that we do have one adopted April 2016 (although not on the website). Given 3 years ago, it will need reviewing. To discuss at the next Meeting.
Record of payee, cheque no, and VAT element of invoice	Next year needs to see the spreadsheet showing this information	MC confirmed spreadsheet is in place, but frustratingly left it on the printer when she left to see the auditor in Winchester

- iii) Annual Governance Statement 2018/19 (Section 1) was approved and signed by CB (Chairman) and MC (RFO).
- iv) Accounting Statements 2018/19 (Section 2) was approved and signed by CB (Chairman) and MC (RFO).
- v) End of year accounts (Financial Statements year end 31 March 2019) were approved and signed by CB (Chairman) and MC (RFO).
- vi) MC will publish the approved accounts on the Parish Council website for public inspection as from 14 June 2019, as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015.
- vii) MC will issue AGAR Forms and other associated paperwork to PKF Littlejohn who will carry out the external audit.

113/19 Parish Council Website proposals: Led by TK and MC

- Web domain name purchased by TK www.wtparishcouncil.org
- MC set-up HugoFox account to host the website. Account is FREE
- The new Parish Council website will be linked to the current West Tytherley Village website

- MC no longer able to log-on to West Tytherley Village website. To be compliant with external auditors, MC to send all necessary docs to Ed Dowding to publish on website before end of month on behalf of the Parish Council
- MC to email Cllr Perry requesting HCC Councillor Grant to fund the cost of this one-off project to build the new Parish Council website. MC to provide quote to the councillors to carry out this build (MC built the Bramshaw Parish Council website and will use this as the template for West Tytherley)

114/19

Correspondence

- Email received from member of the community expressing concerns regarding the preservation of a rare orchid in a local field. FC is aware of the orchid/field in question and considers this is a matter to address with the landowner directly (the orchid is being destroyed when the landowner mows the grass). FC will reply to the email
- DL has had an enquiry about replacement of 2x cherry trees by WM. FC to make an application to the Village Fete Committee for funding cost, when the application process has been opened.

115/19

The next Parish Council Meeting for West Tytherley, Frenchmoor & Buckholt Parish Council will be held on Monday 1 July 2019 at 7pm in the King Edward's Hall

116/19

The public and press were excluded from attending this agenda item due to the confidential nature of the business being transacted (in accordance with Section 1, subsection (2) of the Public Bodies (Admission to Meetings) Act 1960).

- Councillor vacancies – one application received for West Tytherley vacancy (James Strachan), and one for the Buckholt vacancy (Nigel MacPherson). Both candidates eligible.
- CB proposed that the Parish Council co-opt both individuals. This was seconded by MG. Voting took place by a show of hands. For: 6 Against: 0. The proposal was carried.
- A discussion took place as to the distribution of roles which will be confirmed at the next meeting.
- An offer to co-opt will be made to Nigel MacPherson and James Strachan, and if accepted, their appointment will be ratified at the next meeting.

Being no further business, CB closed the meeting at 8:50pm.

DRAFT MINUTES TO BE SIGNED AT THE NEXT MEETING OF THE PARISH