# MINUTES OF MEETING OF EAST WOODHAY PARISH COUNCIL 28 February 2022 18:30, Woolton Hill Church Hall

Chairman: Cllr Mitchell (Chair)

Present: Councillors Mr P Hurst, Mr G Dick, Mr M Hainge, Mr P Jarvis, Mrs K

Titcomb, Mr M Rand, Mr S Bowden, Mrs S Cooper

In attendance: PCSO Joshua Revett (via zoom until 7pm), Johnathon Ashby, NWN

(until 7:30pm)

Clerk: Amy White

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**Item 1: Apologies** 

117/21 Apologies received from Cllr Falconer. Absent: Cllr Thacker.

**Item 2: Declarations of Interest** 

118/21 None.

Item 3: 119/21 Matters Arising from 31 January 2022 Meeting

Item	Action	Owner						
109/21	Cllr Rand to ensure technical specification of CCTV meets our	Clerk/Cllr						
	requirements. Actioned- on order.	Rand						
112/21	Cllr Hainge to investigate ways of educating the community	Cllr						
	about speed awareness and for placing the SID along the section							
	of the WH Road by the schools.							
113/21	Clerk to add Neighbourhood Watch question to Facebook and	Clerk						
	Spectrum. Actioned- no interest.							
116/21	Clerk to request £31720 for 2022/23. Actioned.	Clerk						

#### Item 4: 120/21 PCSO Joshua Revett (joined via zoom)

It was a pleasure to meet Joshua. Whilst he covers a large area, he splits his time evenly and has been active in East Woodhay. He is aware of EWPC's speed reduction initiatives and would support further speed indicator guns to track speeding (a speedwatch team); however, this project has already been completed a few years ago and it was felt that with the data collated, we need to know what the next steps can be. It is possible that a police officer could be situated in WH for a day and use a speed gun, with fines issued to speeding motorists. Educating the community is key. Data from the WH Road will be sent to the Infant and Junior schools for them to discuss and highlight speed awareness.

Joshua expressed interest in attending a WH market day to meet members of the community.

**Action**: Clerk to send PCSO dates of WH markets

Action: Cllr Hainge to send current speed data to Cllr Mitchell

#### **Item 5: Borough and County Councillor Reports**

**121/21** No one present.

Cllr Rand expressed disappointment that there has been no input from HCC since the October 2021 meeting, which was a generic update.

**Action**: Clerk to write to Cllr Thacker asking for regular HCC updates.

#### Item 6: 122/21 Confirmation of Borough Councillor Grant received

EWPC is very grateful to the three Evingar Ward Councillors, Cllr Falconer, Cllr Izett and Cllr Carr for the £1000 grant received towards the purchase of lecterns for the WH recreation ground, HE recreation ground and the Parish field.

#### **Item 7: Planning**

123/21 Please also see planning minutes on the website here.

Concern was raised regarding the safety of the road from Woolton Hill to East End. Significant demolition and construction work is currently being undertaken at Sungrove Farm, East End. The passage of multiple large trucks along the relatively narrow Abbey Wells Road to/from Woolton Hill has led to significant degradation of the road shoulder, blockage of drainage ducts to the roadside ditch network, subsidence of a main drainage manhole cover with ingress of road surface water and destruction of roadside verge/ditch markers. Apart from giving access from Woolton Hill to East End and East Woodhay beyond, this lane is an access route for transport of children to/from St Martin's CoE Primary School. The road has sufficient width for two cars to pass with care, but not for the major construction traffic utilising it to gain access to the site. The obliteration of the road edges and the progressive depression of the manhole cover all present current potential hazards to cyclists and to passenger vehicles which cannot wait for post construction remedial action, should any be forthcoming.

It is also noted that Acorn Developments (undertaking the construction work) have also provided some contact numbers for local residents to call regarding any issues of concern.

**Action**: Cllr Dick to ask HCC Highways Dept to carry out a safety inspection of the road conditions from the fork in the road by Hollington House to East End and that it take appropriate action to address the ongoing damage caused.

The Planning Committee met before the Parish Council and one of their agenda items was the proposed development of land north of Spring Gardens for a solar farm - situated within Enborne Parish but EWPC is consulted as a neighbouring parish. This was briefly discussed at full Parish Council meeting so that all councillors were aware of the application and to seek their (informal) views - with the ultimate decision remaining with the Planning Committee. It was clear that the prevailing view was in favour of the application - if anything has to be developed on the site - noting the fine balance between the need to support the climate emergency and the need to protect green space. The Planning Committee response is available within their minutes of meeting dated 28th February 2022.

Following approval by the Parish Council at the last PC meeting, as the Neighbourhood Plan qualifying body, the submission process for the Plan has commenced. The Parish Council has submitted to BDBC the following documents for review:

- the updated Neighbourhood Plan
- the statement setting out the area the plan relates to (within the Basic Conditions document)
- Basic Conditions document
- SEA screening decision (within the Basic Conditions document)
- Consultation Document

The next step in the process is for BDBC planning to perform a legal review of the documents. Changes required will be communicated back to the PC for any further updates. As the documents may require legal update, only once approved by BDBC will they be formally published. Once BDBC have approved the documents they will published on their website for a further 6 weeks of consultation.

#### Item 9: 125/21 Amenities

Please see Amenities Minutes here.

Maintenance work has begun on the trees identified in the tree report received by Naturally Trees. Heath End recreation ground has had three dangerous trees removed behind the brick wall.

The Heath End recreation ground repair quote has been received from Dick Randall, an approved contractor used by BDBC. The Clerk has approved the quote but will ask for clarification on the material/labour costs.

**Action**: Clerk to clarify with HE playground contractor the labour and material costs.

The CCTV upgrade has now been agreed by the Amenities Committee and is due for delivery in May 2022.

In advance of the meeting, the Clerk sent out the proposed new logo for the Council. The full Council agreed to the logo, which will be published once the final logo pack is received from the supplier.

#### Item 10: 126/21 Footpaths

No update yet on when the boardwalk repairs will take place.

Funding: Cllr Watson has now obtained many signatures to support the re-application to the National Lottery for funding to improve stiles/gates. Ongoing.

Cllr Mitchell commented that the footpath behind Church Road is incredibly boggy. It might be that the gates that were sited there in 2020 will have to be upgraded. Cllr Mitchell queried whether any hardcore could be placed in the worst area around the gates.

**Action**: Cllr Rand to contact Malcolm Perris re possibility of hardcore at the gate in Hollington.

#### Item 11: 127/21 Highways

Cllr Dick's report and current log is available to view on our website <u>here</u>.

The full Council agreed to the estimate of £2570.49 proposed by HCC for lowering the kerb at Brownies Corner.

**Action**: Cllr Dick to confirm EWPC's approval of lowering the kerb to HCC and to obtain formal quote.

#### Item 12: 128/21 Utilities report

Please see Cllr Jarvis' report at the end of the minutes.

#### Item 13: 129/21 Speed Awareness Project Update

Please see Cllr Hainge's report at the end of the minutes.

#### **Item 14: Finance Update**

**130/21** Please see Cllr Mitchell's report at the end of the minutes.

**131/21** The Clerk presented the following accounts for payment for February 2022:

131/2	- The elenk presented	the following accounts for payment for restaury 2022.		
28-Feb-22	Clerk's salary		£	623.41
28-Feb-22	Litter Warden Salary		£	386.10
28-Feb-22	Litter Warden Exps		£	35.00
28-Feb-22	PAYE	HMRC Month 11	£	154.18
28-Feb-22	Footpaths	John Priest footpath project	£	34.85
28-Feb-22	Neighbourhood Plan	John Priest NP Part production	£	243.10
28-Feb-22	Misc Maintenance	WH Playground repairs (Wicksteed, November 2021)	£	1,068.80
28-Feb-22	VAT	WH Playground repairs (Wicksteed, November 2021)	£	213.76
28-Feb-22	Clerk's expenses	Zoom.pro	£	11.99
28-Feb-22	VAT Recovered	Zoom.pro	£	2.40
28-Feb-22	Admin (inc Courses)	Payroll February	£	12.00
28-Feb-22	VAT	Payroll February	£	2.40
28-Feb-22	Misc Maintenance	Highclere Tree Works- 3 trees removed in Heath End Rec Ground	£	945.00
28-Feb-22	Admin (inc Courses)	Steve Lees Planning Consultancy for Watermill Bridge	£	1,500.00
28-Feb-22	Annual Maint Agmnt	Scofell Monthly Payment	£	316.25
28-Feb-22	VAT	Scofell Monthly Payment	£	63.25

Total: £ 5,612.49

A line in the budget will be added to 2022/23. £500 will be offered to East Woodhay Society and £500 to St Martin's Guild for the Queen's Jubilee Celebrations on 05 June 2022.

Action: Cllr Titcomb will report back on the recent grant to St Martin's Guild for roof repairs.

#### Item 16: 132/21 Items to carry forward to next meeting

Update of Cllr Carr's speeding in rural areas project. Review of EWPC website.

The next meeting will be held at 7:30pm on Monday 28<sup>th</sup> March @ East Woodhay Village Hall.

#### Actions 28/02/22

Item	Action	Owner
120/21	Clerk to send PCSO dates of WH markets	Clerk
120/21	Cllr Hainge to send current speed data to Cllr Mitchell	Cllr Hainge
121/21	Clerk to write to Cllr Thacker asking for regular HCC updates	Clerk
123/21	Cllr Dick to ask HCC Highways Dept to carry out a safety inspection of the road conditions from the fork in the road by Hollington House to East End and that it take appropriate action to address the ongoing damage caused.	Cllr Dick
125/21	Clerk to clarify with HE playground contractor the labour and material costs.	Clerk
126/21	Cllr Rand to contact Malcolm Perris re possibility of hardcore at the gate in Hollington.	Cllr Rand
127/21	Cllr Dick to confirm EWPC's approval of lowering the kerb to HCC and to obtain formal quote.	Cllr Dick
131/21	Cllr Titcomb will report back on the recent grant to St Martin's Guild for roof repairs	Cllr Titcomb

#### **Councillor Reports February 2022**

#### **Item 11 Utilities Report, Cllr Jarvis**

I have been in touch with Bryan Puszkar at SSE to confirm that all the works in our area to reinforce and upgrade the electricity network have now been fully completed. He confirmed that this was the case and there is nothing else in planning at present.

The incidence of supply failures has dropped dramatically over the last 2 years and the network seems to have withstood the 2 recent storms without problem which is a testament to the present strength of the network The replacement of many overhead supply lines with buried lines has no doubt been a key factor in this.

Alas alas the third storm (Franklin) did cause a loss of supply for 4 hours on 20th Feb but this mainly affected Highclere and the area immediately adjacent the rest of EW seems to have escaped problems.

No water supply or drainage issues have come to my attention recently so I assume there are no current problems.

#### **Item 10: Speed Awareness, Cllr Hainge**

We have now covered 9 sites throughout the Parish and are now in Woolton Hill Road opposite to the Woolton Hill Sports Club for the second time until early March. This is due to the fact that we had battery issues on the first occasion when the unit was placed there. Initial findings:

Using the 85<sup>th</sup> percentile readings:

"Indicative of the speed that the majority of the road users are travelling at. A speed at or below which 85 percent of the people drive at any given location under good weather and visibility conditions may be considered as the maximum safe speed for that location"

Location:	85 Percentile Speed	% over 30 mph	Top speed
Church Road: 20/9 -5/10	33.1 mph	26.9%	55 mph
Trade Street: 6 - 19/10	26.3 mph	20.1%	40 mph
Woolton Hill 25/10 -29/10 Road (Tennis Courts)	34.3 mph	34.1%	60 mph
Tile Barn Row 20 – 30/11	29.7 mph	12.6%	50 mph
Ball Hill 30/11 – 15/12	32.1 mph	21.9%	55 mph
Woolton Hill Road (Blind man's gate) 16/12 -12	/1 33.8 mph	36.4%	55 mph
Broadlayings 12 – 26/1	29.7 mph	12.9%	45 mph
Ball Hill (Nr. Knights Lane) 27/1 – 9/2	29.8 mph	11.2%	55 mph
Woolton Hill Road ( opposite the Junior School)	e 31.9 mph	20.2%	55 mph

#### **Item 12: Finance Report, Cllr Mitchell**

#### EAST WOODHAY PARISH COUNCIL FINANCE TEAM UPDATE 2021/22 Presented to EWPC 28th February 2022

#### 1. **SUMMARY**

Bank Accounts £65,603 (Current £25,010 Redwoods £40.6k)

#### a. **INCOME STATEMENT**

- £30,500 100% of precept received
- £20,773 CIL payment for Boule Court
- £4,622 Litter warden grant received
- £4,067 CIL Payment
- £2,032 Grass cutting grant received
- £4,067 BDBC CIL payment received

# b. <u>EXPENSE STATEMENT EXECUTIVE SUMMARY</u> (following list not conclusive)

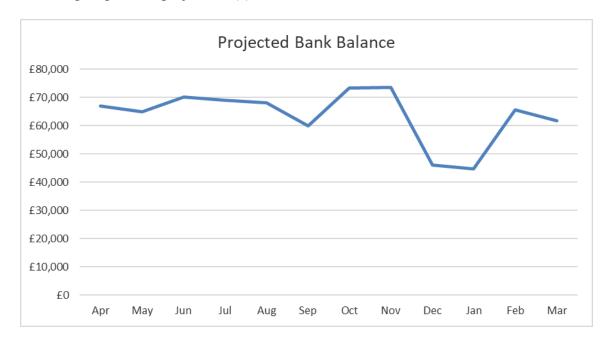
- Normal monthly expenses
- £18,060 Parish Field path
- £14,886 Community exercise equipment
- £10,041 Boule court installation
- £3,525 Westcotec Speed Indicator
- £3,325 Neighbourhood Plan (Consultancy and Printing)
- £1,163 Grass cutting
- £1,500 St Martins Church Tower Appeal
- £1,414 Insurance
- £875 HCC post and site set up for Speed Indicator Device
- £834 Play area inspection
- £632 Scofell Monthly Maintenance Payment (£316 pcm)
- £707 HALC Affiliation (16% increase on last year)
- £686 Royal Mail Neighbourhood Plan Mailing
- £660 Greentips tree removal
- £600 CCTV maintenance
- £485 Tree Survey
- £246 John Priest footpath project
- £240 Audit fees
- £215 Weedkill Parish Field
- £149 Boardwalk maintenance
- £104 SID movement
- £84 Tennis net maintenance
- £73 Poppy wreaths donation
- £50 Domain name renewal
- £35 Hall hire for Audit

#### c. <u>CAPITAL STATEMENT EXECUTIVE SUMMARY</u>

- Ring Fenced:
  - I. £9,837 S106 from 2019/20 for spend on Orchard

## 2. CASHFLOW PROJECTION

Including ring fenced projects in (c)



# 3. FISCAL YEAR TO DATE TRANSACTIONS BY MONTH

Receipts and Payments - 2021/22															
RECEIPTS	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	BUDGET	% of Budge
Precept	£ 15,250.00					£ 15,250.00							£ 30,500.00	£ 30,500.00	100%
Double Taxation													£ -	£ -	#DIV/0!
Litter Warden Grant	£ 4,633.20												£ 4,633.20	£ 4,633.00	100%
Rental Income						£ 600.00							£ 600.00	£ 601.00	100%
S106 Grant		£ 991.36								£ 20,773.00			£ 21,764.36		#DIV/0!
Other Grants		£8,800	£ 4,067.31	£ 1,765.00									£ 14,632.31		#DIV/0!
Grass Cutting	£ 2,032.00												£ 2,032.00	£ 2,032.00	100%
VAT Recovered							£ 4,875.95						£ 4,875.95	£ -	#DIV/0!
Bank Interest													£ -	-	#VALUE!
	£ 21,915.20	£ 9,791.36	£ 4,067.31	£ 1,765.00	£ -	£ 15,850.00	£ 4,875.95	£ -	£ -	£ 20,773.00	£ -	£ -	£ 79,037.82	£ 37,766	209%
PAYMENTS	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	BUDGET	% of Budge
Clerk's salary	£ 623.41	£ 623.41	£ 623,41	£ 623.41	£ 605.24	£ 623.41	£ 623,41	£ 623.21	£ 623,41	£ 623.41	£ 623.41		£ 6,839.14	£ 9,114.03	75%
PAYE	£ 154.18	£ 154.18	£ 154.18		£ 154.18	£ 154.18					£ 154.18		£ 1,696.18	£ 400.00	424%
Litter Warden Salary	£ 386.10	£ 386.10	£ 386.10	£ 386.10	£ 386.10	£ 386.10	£ 386.10	£ 386.10			£ 386.10		£ 4,247.10	£ 4.633.20	92%
Litter Warden Exps	£ 35.00		£ 35.00		£ 35.00	£ 35.00					£ 35.00		£ 385.00	£ 750.00	51%
Clerk's expenses	£ 11.99				£ 11.99	£ 11.99		£ 73.16		£ 11.99	£ 11.99		£ 461.43	£ 274.86	168%
Admin (inc Courses)	£ 85.00	£ 12.00	£ 12.00	£ 150.00	£ 12.00	£ 24.00	£ 51.50	£ 353.99		£ 249.00	£ 12.00		£ 961.49	£ 800.00	120%
Insurance		£ 1,413.50											£ 1.413.50	£ 1.350.00	105%
Audit		£ 240.00				£ 200.00							£ 440.00	£ 450.00	98%
Subscriptions	£ 707.51												£ 707.51	£ 695.64	102%
Grass Cutting					£ 665.00		£ 332.50	£ 166.25					£ 1.163.75	£ 1,224,00	95%
Misc Maintenance	£ 100.00		£ 744.00		£ 680.54	£ 179.25	£ 1,014.00			£ 485.00	£ 2,013.80		£ 5,216,59	£ 2,200,00	237%
Annual Maint Agmnt	£ 86.00	£ 316.25	£ 316.25	£ 316.25		£ 632.50	£ 316.25	£ 316.25		£ 948.75	,		£ 3,248.50	£ 3,795.00	86%
Footpaths	£ 18,060.00		£ 148.96	£ 119.00	£ 246.50				£ 127.50	£ 123.25	£ 34.85		£ 18.860.06	£ 4.000.00	472%
Highways					£ 4,400.22			£ 105.00		£ 140.00			£ 4,645.22	£ 1,000.00	465%
CCTV			£ 600.00										£ 600.00	£ 1,978.80	30%
Grants & Sec 137							£ 1,500.00						£ 1.500.00	£ 1,500.00	100%
Chairmans Allowance	£ 80.70							£ 144.42		1			£ 225.12	£ 250.00	90%
Neighbourhood Plan	1	£ 367.50	£ 1,493.00	£ 778.50	£ 686.08				İ	İ	£ 247.90		£ 3,572.98	£ 2.500.00	143%
VAT	£ 3,631.60	£ 68.05	£ 483.48		£ 1,116.13	£ 209.55	£ 332.55	£ 4,309.30		£ 338.95	£ 213.76		£ 10.775.51	£ 1,387.03	777%
S106 spend					,			£ 20,773.00					£ 20.773.00	£ -	#DIV/0!
o . o o oponu	£ 23,961.49	£ 3,839.68	£ 5,050.52	£ 2,685.07	£ 8,998.98	£ 2,455.98	£ 4,745.49			£ 3,495.63	£ 3,732.99	£ -	£ 87,732.08	£ 38,303	229%

# 4. Forecast for remainder of Financial Year 2021/22

### Forecast for FY21/22

EAST WOODHAY PAR	ISH CO	UNCIL										FO	<b>RECAST</b>	Г											
Receipts and Payments - 2021/2	22																				I				
																_					_				
RECEIPTS		Apr	Ma	ay	Jun		Jul		Aug	Sep	Oct		Nov		Dec		Jan	Fe	b	Mar		Total	BU	DGET	% of Budget
Precept		£ 15,250.00								£ 15,250.00											_	£ 30,500.00	£ 30,50		100%
Double Taxation																					£	-		0.00	0%
Litter Warden Grant		£ 4,633.20																			£	4,633.20	£ 4,63	3.00	100%
Rental Income										£ 600.00											£	600.00	£ 60	1.00	100%
S106 Grant			£ 9	91.36												£	20,773.00				f	£ 21,764.36			
Other Grants				8800	£ 4,067	7.31	£ 1,765.00														f	£ 14,632.31	£	0.00	14632310000000000%
Grass Cutting		£ 2,032.00																			£	2,032.00	£ 2,03	2.00	100%
VAT Recovered											£ 4,875.95										£	4,875.95	£	0.00	4875950000000000%
Bank Interest																					£	-	£	0.00	0%
		£ 21,915.20	£ 9,7	91.36	£ 4,067	7.31	£ 1,765.00	£	-	£ 15,850.00	£ 4,875.95	£	-	£	-	£	20,773.00	£	-	£ -	£	79,037.82	£ 37,	766	209%
PAYMENTS		Apr	Ma	av	Jun		Jul		Aug	Sep	Oct		Nov		Dec		Jan	Fe	b	Mar		Total	BU	DGET	% of Budget
Clerk's salary		£ 623.41		23.41	£ 623		£ 623.41	f	605.24	£ 623.41	£ 623.41	f	623.21	£	623.41	f	623.41		23.41	£ 623.	41 £	7.462.55	£ 9,11		82%
PAYE		£ 154.18	_			_	£ 154.18	f	154.18	£ 154.18		£	154.38	f	154.18	f	154.18				_			0.00	463%
Litter Warden Salary		£ 386.10		86.10			£ 386.10	£	386.10	£ 386.10	£ 386.10		386.10	f	386.10	_			36.10	£ 386.		,	£ 4,63		100%
Litter Warden Exps		£ 35.00		35.00		5.00	£ 35.00	f	35.00	£ 35.00	£ 35.00		35.00	f		£	35.00		35.00	£ 35.				0.00	56%
Clerk's expenses		£ 11.99		23.69		4.14	£ 50.49	f	11.99	£ 11.99	2 00.00	f	73.16	ř	00.00	f	11.99		11.99	£ 11.				4.86	172%
Admin (inc Courses)		£ 85.00		12.00			£ 150.00		12.00	£ 24.00	£ 51.50	f	353.99			£	249.00		12.00		- F			0.00	120%
Insurance		2 00.00	£ 1,4		~		2 100.00	~	12.00	2 200	2 01.00	~	000.00			~	210.00	~	.2.00			1.413.50	£ 1.35		105%
Audit			· ·	40.00						£ 200.00											-		7	0.00	98%
Subscriptions		£ 707.51	~ -	.40.00						200.00		-									f			5.64	102%
Grass Cutting		2 101.01	1					£	665.00		£ 332.50	£	166.25								_	1.163.75	£ 1,22		95%
Misc Maintenance		£ 100.00			£ 744	4 00		f	680.54	£ 179.25	£ 1.014.00	~	100.20			£	485.00	£ 20°	13.80	£ 5.000.	_	£ 10.216.59	£ 1,22		464%
Annual Maint Agmnt		£ 86.00	f 3	16.25		6.25	£ 316.25	-	500.04	£ 632.50	£ 316.25	f	316.25			£	948.75	~ 2,0	. 5.00	£ 316.		-,	£ 2,20		94%
		£ 18,060.00	- 3	5.20			£ 119.00	£	246.50	~ 002.00	~ 010.20	Ť	010.20	£		£	123.25	f :	34.85	~ 010		E 18.860.06			472%
Footpaths		2 10,000.00	1		~ 140	5.50	£ 110.00		1.400.22			£	105.00	~	121.50	£	140.00	~ `	,,,,,,		f	.,	£ 4,00		465%
Highways			1		£ 600	2.00		~ 4	r,¬UU.ZZ			~	100.00			~	140.00				f		£ 1,00		30%
CCTV Grants & Sec 137			<del>                                     </del>		۵00	5.00					£ 1.500.00	1									£		£ 1,97		100%
		£ 80.70	1								1,300.00	c	144.42								_		£ 1,50		90%
Chairmans Allowance		£ 00.70	_	67 F0	C 1.400	2.00	C 770.50	£	686.08			L	144.42	-				f 24	17.00		£			0.00	
Neighbourhood Plan		£ 3.631.60			£ 1,493	_	£ 778.50			£ 209.55	£ 332.55	-	4.309.30	_		£	338.95		17.90 13.76		_	3,572.98	£ 2,50		143% 777%
VAT		1,031.60	t.	CU.00	L 483	5.48	L 12.14	t 1	1,110.13	L 209.55	L 332.55		,	_		Ł	JJ8.95	L 2	13.70		_	10,775.51	£ 1,38		0%
S106 spend		0.00.004.10	0.00	00.00	0 5 655	2.50	0.0005.00	0.0	2 000 00	0 0 155 00	0 4745 10		20,773.00	_	1 000 10	_	0.405.00	0 0 7	20.00	0.0563		20,773.00		0.01	
		£ 23,961.49	£ 3,8	39.68	£ 5,050	0.52	£ 2,685.07	£ 8	3,998.98	£ 2,455.98	£ 4,745.49	£	27,440.06	£	1,326.19	£	3,495.63	£ 3,73	32.99	£ 6,526.	93 £	94,259.01	£ 38,	303	246%
	rinted :	23/02/2022	,			-								_		_			_		+				

#### 5. Waterfall To Date for FY 2021/22

