At the General Election in May, there were three applications for the five positions of Parish Councillor. The election was therefore ‘uncontested’ and all three applicants were duly elected. The three Councillors provided the Clerk with completed and signed Declaration of Acceptance of Office Forms (to be countersigned by the Clerk), thereby enabling them to undertake the role of Councillors on behalf of Hannington Parish Council.

1. Appointment of Chairman

Standing Order 2.i. requires that “In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Chairman of the Council has been elected…”

Cllr Taylor asked for nominations for Chairman. Cllrs Hertz and Jardine-Brown nominated and seconded Cllr Taylor as Chairman. Cllr Taylor was duly elected Chairman.

2. Order of Business at Annual Meeting (Compliance with Standing Orders)

The Clerk read out Standing Order 2.j which requires a number of activities/decisions to be undertaken/made. Councillors satisfied themselves that all these activities/decisions were either covered within the Agenda or were timetabled for fuller consideration within the Annual Cycle of Business that had been circulated to them by the Clerk on 14th May.

3. Apologies for absence & declaration of interest

Apologies were received from County Cllr Keith Chapman and from Borough Councillors Cathy Osselton and Donald Sherlock

There were no declarations of interest regarding items on the Agenda. All three Parish Councillors provided the Clerk with completed and signed “Register of Members’ Interests, General Notice of Disclosable Pecuniary and Other Registerable Interests maintained under Section 29 of the Localism Act 2011”. This document is available for public inspection, by contacting the parish Clerk.

**ACTION:** Clerk to provide copies of these two documents to BDBC. The latter document is then to be counter-signed by the BDBC Monitoring Officer.

Twelve members of the public attended the meeting. Their main items of interest centred on the planning Application for Rose Cottage (item 10.b) and Margaret Nichol legacy (item 5.a – Minutes and Matters Arising 10.b of 23rd February 2015).

4. Minutes of Meeting held 23rd February 2015.

The Chairman, being the only current Cllr who was also a Cllr and present at the last meeting of the Council, agreed the Minutes were complete and accurate, and signed them. A copy of the ‘Draft’ Minutes had previously been circulated via email to all previous councillors, who had also indicated their agreement to the Minutes.

5. Matters Arising (not covered elsewhere on the agenda)

   a. Review of actions sheet from February meeting

   The meeting agreed the ‘status’ of the items on the Action List, including those shown as being ‘Completed’ that could therefore be removed by the Clerk.

   **ACTION:** Clerk to circulate updated Actions List to Cllrs.

   **The key ‘Actions’ were:-**

   i. **Highways Matters:** Clerk to arrange meeting with HCC Highways Dept

   ii. **Footpaths and Bridleways:** Cllr Jardine-Brown to be lead Cllr on this issue
ii. Bridleways: Cllr Hertz to contact HCC Rights of Way Team regarding the poor standard of the bridleway that had been renovated and repaired the previous year.

iv. Broadband: Cllr Hertz to be lead Cllr on this issue.

v. Neighbourhood Plan: Cllr Taylor to be lead Cllr on this issue.

6. Correspondence

a. HALC e-updates: the Clerk confirmed that all relevant items received since the last meeting of the Parish Council in February had been circulated and acted upon where necessary.

b. Countryside Access Reference Guide: the Clerk informed the meeting he had received 3 x hard copies, and had also arranged for electronic update pages to be sent directly to him.

c. Mid Examination Local Plan Consultation in relation to the Proposed Main Modifications to the Submission Local Plan (2011 – 2029): cover letter had been previously circulated to Cllrs

d. North Wessex Downs AONB Management Plan 2014-19: 1 x hard copy Plan had been received.

ACTION: Clerk to try to obtain access to an electronic version.

e. Consultation on Affiliation to NALC: Clerk to wait for further guidance from HALC, meanwhile NO subscription or fee is to be paid to NALC.

f. Invitation to attend Jt Parish Chair and Clerks meeting 9th June: Cllr Hertz to attend on behalf of HPC.

g. Invitation to attend SLCC Branch meeting 10th June – Pensions: Clerk to attend if he considers it is still pertinent in relation to HPC.

7. Public Observations:

The Clerk informed the meeting there were no items from the public that were not dealt with on the Agenda.

8. County Councillors Report: None. HPC noted Cllr Chapman was re-elected to HCC.

9. Borough Councillors Report: None. HPC noted that Cllrs Osselton and Sherlock were re-elected to BDBC

10. Planning Applications

a. Decisions/Actions taken since meeting 2nd December

It was agreed at the September 2014 meeting that the public (residents) should be informed of all decisions made by the Parish Council that fell between full Council meetings, with the Clerk to minute all such decisions at the next full Council Meeting. Accordingly, it is reported that:-

Dickers farm, 15/00008/LBC: Replacement of front boundary wall as existing. HPC Decision: Clerk to send email of support.

Meadham Cottage, T/00089/15/TCA: Fell cherry tree. HPC decision: No response required.

Folly Farm, Kingsclere Road: Erection of replacement building to be used for car repairs and storage. HPC decision: No response required

b. Planning Applications considered at the May meeting

The following three planning applications and potential for a Tree Preservation Order were considered. The Parish Council agreed the following responses be sent by the Clerk to BDBC-Planning Department. The Planning Department extended the closing dates to enable the applications to be considered at their meeting on 21st May.

Location: Rose Cottage, Summer Down Lane, Hannington RG265TX

Proposal: Erection of a three bedroom dwelling with garage on land adjacent to Rose Cottage using the existing access.

Reference: 15/01329/FUL

Closing Date for response to Planning Dept: 20 May 2015
"Hannington Parish Council would like to register their objections to the proposed development of the site adjacent to Rose Cottage on the following grounds:

1. The proposed building is too large for the site and when taken with the existing buildings that comprise Rose Cottage are an over-development of a sensitive site adjacent to the village green.
2. A two-storey development in this location will significantly alter the current rural streetscene which surrounds the village green.
3. An air source heat pump (ASHP) adjacent to Ibworth Lane, a road used by many walkers and horse riders, is considered inappropriate.

The Parish Council may have a different view if a smaller single storey property were considered for this site and if the ASHP were relocated away from the boundaries of the property."

Location: Brooklands, White Lane, Hannington RG26 5TN
Proposal: Application for Certificate of Lawfulness for use of part of detached building as an independent dwelling
Application Ref: 15/01151/LDEU

"Hannington Parish Council raises no objection to this proposal for a declaration of lawful use. However, it should be noted that the Parish Council is unable to support applications where it is felt that the due process has been abused and would not want to set a precedent that residents can ignore the planning rules and later benefit from their actions."

Location: Woodside, Hannington Road, Hannington RG26 5TW
Proposal: Conversion of redundant Agricultural Buildings and erection of glazed link to form a single dwelling house.
Application Ref: 15/01100/FUL

"Hannington Parish Council supports the application as it is consistent with their general approach that redundant (agricultural) buildings be brought back to suitable and appropriate use."

Location: Little Dickers, Summer Down Lane, Hannington (within a Conservation Area)
Proposal: Notice of Intention to Fell 1 no. conifer.
Tree Preservation Order: T/00167/15/TCA

"Hannington Parish Council does not ask BDBC to apply a Tree Preservation Order."

11. Roads, Footpaths & Bridleways Officer’s report
   a. Meeting with HCC Highways Dept;
      ACTION: Clerk to arrange the Spring meeting between HPC Cllrs and Steve Goodall/Keith Thompson (HCC Highways dept) and in particular to remind them of their agreement with regards providing HPC with information from Operation Resilience. A copy of the current Minutes/Action List from the meeting 1st October 2014 is to form the basis of the meeting.
   b. Potholes
      ACTION: Clerk to write to HCC Highways Dept thanking them for their efforts in making a substantial improvement to the road surface etc of the road leading from Hannington to A339.
   c. 'Unsuitable for HGV' signs;
      The meeting was informed that one of the 'Unsuitable for HGV' signs was still in the incorrect position. This is despite HCC letter 27 November 2014, "Thank you for the information [provided by HPC regarding owners approval to the siting of the sign on their land] We have amended our contractor instruction so the sign will be placed at the junction of Kingsclere Road with Meadham Lane.”
      ACTION: Clerk to contact HCC Highways Department and press for the sign to be re-positioned.

12. Finance & Audit
   a. Final Accounts 2014/15
      A copy of the Final Accounts 2014-15, that were used to construct the figures in the ‘Accounting Statements at Section 1 of the Annual Return for the financial year ended 31 March 2015’, had been
previously circulated via email to the Parish Councillors and signed as approved by Cllr Simon Taylor, Chairman on 10th April 2014. These Accounts together with the necessary supporting documents, including the Annual Return had been sent to the internal auditors over a period between the end of April and early May. The Clerk had received a copy of the Internal Auditor’s Report on 20th May and had circulated it immediately to Clrs in advance of the Council meeting on 21st. Due to the short time available to the Clrs, the Clerk had highlighted the ‘positive’ elements and also those ‘areas of improvement’ identified within the report.

The Auditor concluded: "We are pleased to record that no issues have arisen from our review of the Accounts or Annual Return. Consequently, we have "signed off” the Internal Audit Report at Section 4 of the Annual Return assigning positive assurances in each relevant area.”

The Auditor then stated:
"R1: In order to further strengthen controls, the two cheque signatories should also initial the invoices and cheque counterfoils in order to confirm their review of the documents and prevent any potential resubmission possibly resulting in a duplicated payment.
R2: All payments should be formally recorded as approved for payment in the minutes of the Council’s meetings
R: The Council should ensure that the risk register is reviewed with minutes confirming the adoption at least once annually in line with mandatory requirements.”

b. Update on HMRC
The Clerk had previously emailed the Council informing them that the potential charges from HMRC for the non-submission of the monthly on-line tax liability had been successfully resolved and there was no longer any ‘liability’ shown against the HPC Employer Tax Account. This ‘correction’ had been delivered through the employment of an on-line tax specialist, who had not only retrospectively inserted the necessary monthly entries but had also set up the mechanisms for the current Clerk to submit the entries himself. The cost of this was £54. Payment was authorised by the Council.
ACTION: Clerk to set up the new cheque signatories and raise the cheque for payment.

c. Margaret Nicholl legacy.

The Chairman informed the new Councillors that the decision at the last meeting had been to consider two options for the use of the legacy; one was the establishment of a Trust Fund to provide financial support for residents who were in need of financial support, and the second was to provide financial support to Michaels Field. This latter option had been almost unanimously supported by residents responding to the questionnaire as to how the funds should be used.

The Parish Council had since been informed of the existence of the Hannington Pastoral Fund established in Sept 2000.
DECISION: the Council agreed there was little justification in setting up a second fund with the same/similar objectives.

The Michaels Field Management Committee (MFMC) had, since the last Council meeting, submitted a more detailed application. The application responded to four of the criticisms/concerns presented at the last meeting that were recorded in the Minutes. Edited extracts from the application are reproduced below:-
"... I can’t count the number of times the pavilion has been refurbed...”

Response: The pavilion has not had any refurbishment of any kind since 2002; in the last ten years we have done the bare minimum to keep it ticking over and in the last 20 years only £800 has been spent on the pavilion, any other work has been entirely voluntary.
...and I cannot recall a single fund-raising effort made by Michael’s Field Committee in the past few years.”

Response: MFMC had a fundraising cricket tea last year, we have had three cricket matches arranged specifically to raise funds and in addition, we have invested in a new Hannington tent to be hired out to raise funds for the pavilion refurbishment. We currently have £2,500 from these activities... In 2015, we have arranged more cricket matches and fundraising teas and we are considering other sporting events to raise money. [A list of six diarised events was supplied]

“Do MFMC have a credible plan that the investment will benefit Hannington people?”

Response: It is worth remembering that many of the activities that take place on the field do so without generating any revenue, such as Nordic walking and children playing, and the field and the maintenance of it is taken for granted. The car park, too, is used by many people for free... MFMC was set up with one purpose only and that is to safeguard and ensure maintenance of the village asset (MF) which was donated to the village by the Ridley Family.

"Is all the other funding for the project in place?"

Response: We got quotes for various improvements to MF such as to the children’s play area, a hard tennis court, resurfacing the car park, a new cricket strip and various degrees of upgrade and rebuild for the pavilion. Learning from experience, the Committee now wants to focus on what it considers to be its central cause – getting the pavilion up to scratch. This would require in the region of £25,000. However, each part of the refurbishment could be done separately. [A list of projected costs was attached to the Application.] Reference was made to accessing match funding from Greenham Common. A list of five other potential sources of funding was provided.

The meeting was informed MFMC had real and immediate concern for the basic, core fabric of the building. Estimates for work (Stage 1) totalled £7,054; comprising roof and gutters (£1,500), windows (£1,754), hot water system (£2,000) and upgrade to electrics and heaters (£1,800). It could be argued that hot water system is more appropriately Stage 2 than Stage 1, thereby reducing the cost of Stage 1 to £5,054, which could be covered in its entirety from the Margaret Nicholl Legacy.

Stage 2 concentrated on key internal improvements totalling a further £18,900; comprising new showers (£9,800), refurbished kitchen (£6,500) and flooring (£2,600).

Councillors welcomed the detailed response, and raised a number of further questions including a proposal that MFMC should seek further quotes, as it was thought, the works could be delivered at a lower cost. It was noted that MFMC had recognised this by reporting, “These are initial quotes and we will continue to work with various contractors to get the costs down.”

ACTION: MFMC to seek further quotes, and ‘match funding’.

DECISION: The Council agreed to allocate the £5,000 from the Margaret Nicholl legacy to support the MFMC’s essential work in addressing Stage 1 ie to protect the core fabric of the building. The actual transfer of the funds was on the condition that matched funding had been achieved and evidenced to the Parish Council. Meanwhile, if it helps MFMC obtain matched funding, the Parish Council would provide a ‘letter’ stating that it was holding the funds on behalf of MFMC until successful matched funds had been raised.

d. Revised Budget 2015/16
All Councillors had received, ahead of the meeting, a financial statement with a covering email explaining the proposed changes to the Budget previously approved by the Council. These changes centred around:-

* change to the opening cash balance following automatically from the Final Accounts 2014/15,
* notification that there was two month’s salary (August & September 2014) outstanding for the previous Clerk that had not been claimed £294.50, partially offset by the current Clerk only being eligible for 47 weeks salary, and
* payment of £54 to the tax specialist employed to resolve HMRC issues.

The effect of these changes was to increase the projected cash balance as at 31 March 2016 from £4,926 to £4,729.

The Clerk confirmed there had been NO PAYMENTS in the current financial year.

e. **Invoices for approval**

As the next meeting of the Council may not take place till September, the Council approved in principle to the following payments that will fall due:-

* Clerk’s salary (outstanding and current),
* payment to tax specialist,
* reimbursement of Clerk’s expenses,
* annual subscriptions to HALC and CPRE,
* audit fees.

**ACTION:** Clerk to obtain authorisation from the bank for the two new Cllrs to sign/authorise cheques and to remove the names of three previous Cllrs, and to process above payments.

13. **May Election 2015**

As already reported, the Parish Council has filled three of the five positions of Councillor. This meets the minimum number that are necessary for the Council to have a ‘quorum’ ie are able to make decisions. However, this also means that with only three Cllrs when any one of them is unavailable eg holiday, the Council is not allowed, in law, to make any decisions.

**DECISION:** Council to consider co-opting up to two residents to fill the vacancies. Once co-opted, the Cllrs would have the same roles, responsibilities, authority as those Cllrs who had been appointed following the General Election.

14. **Dates for meetings 2015/6**

**DECISION:** Council agreed to hold four meetings in the year on the second Tuesday in April/May, September, December and February, with start time of 7pm.

**ACTION:** Clerk to organise.

The meeting ended at 8.35pm