

## HANNINGTON PARISH COUNCIL

### DRAFT Minutes for Tuesday 21<sup>st</sup> February 2017 at 7.00 pm; Hannington Village Hall

#### 1. Apologies for absence & declaration of interest

Apologies were received from Cllr Simon Taylor (Chairman). In accordance with Standing Order 1 (p), those Cllrs present elected Cllr Robert Finlayson as Chairman for the meeting.

Borough Cllr Donald Sherlock attended. Apologies were received from Borough Cllr Ken Rhatigan.

Two members of the public attended the meeting.

There were no declarations of interest. All Cllrs had previously, by email, confirmed to BDBC that they had reviewed their Registers of Interest, and informed them of changes where necessary.

#### 2. Minutes of Council Meeting held on 13th December 2016

The Minutes, previously circulated to the Council and to the residents, were approved and signed by the Chairman.

#### 3. Matters Arising (not covered elsewhere on the agenda)

3.a The meeting reviewed the Actions from the December meeting, and concluded that ALL items were addressed elsewhere on the Agenda, or would be added to the Action List .

##### **Action (Clerk)**

3.b The Action List from the September and prior meetings was reviewed in detail. All items were reviewed as to their status, and the Clerk authorised to amend accordingly and to include and outstanding Items from the December meeting.

##### **ACTION (Clerk)**

#### 4. **Broadband Update (Cllr Hertz)**

4.1 JH attended the 2nd Broadband Summit held by Kit Malthouse on Friday 3rd February '17.

He had previously circulated copies of the presentation material and summit Report from Kit. In summary:-

a. BT Openreach is currently rescheduling the roll-out programme.

b. Cllr Hertz discussed the Hannington Broadband status with Patrick Blogg, HCC Assistant Director who has responsibility for the Broadband Programme. In response to questions from Cllr Hertz, PB confirmed:-

b.i. That Hannington Village is in the '*Intervention Area*' and is included in the Hampshire Superfast Programme. A technical solution will be found and superfast broadband will be available to Hannington Village residents. Delivery at latest is during Phase 5, end September 2018

b.ii. As Hannington Village is in the Wave2 superfast delivery programme, self-funding is therefore not an option available to our Hannington Village community.

b.iii. However, as the Ibworth, North Oakley and White Lane small settlements in Hannington Parish are not in the '*Intervention Area*', they can self-fund by aggregating their Universal Service Commitment subsidies (£300 per property) and put the combined funding towards a fixed wireless or fixed line superfast broadband service?

Cllr Hertz raised two further questions that PB said he would pass on to HCC Broadband team i.e. Glenn Peacey for a response prior to the 21st Feb. The answers to these questions are outstanding.

b.iv What process would we need to follow to achieve this funding?

b.v. Would any further subsidy/matched funding be forthcoming from the HCC Broadband Programme other than the USC itself?

4.2 Cllr Hertz met with the BT Group, Programme Manager for the broadband rollout programme in Hampshire, to discuss the possibility of a working solution for Hannington Village as the programme is currently in delay, to-date by 15 months. It was highlighted that any improvement to mobile

communications in rural areas relied upon the presence of broadband fibre in the vicinity. One option now being discussed is to create a glass fibre link from the 'mast' to the 'triangle junction' at the north of the village and to run the village systems of a box sited there.

## 5. Transparency Code

### 5.a Purchase of hardware and software incl grant.

Grant Application - A Transparency Code grant application for PC and Software to the maximum value of £650 has been submitted. Initial research quotes indicate that the reserve of £1,200 in addition to the £650 grant, if successful, will be needed to cover the costs of the Laptop, 3 year Warranty (see section below on purchase), Operating System Recovery S/w, Microsoft Office, Internet security S/w, multi-function printer and ancillary offline file backup storage equipment. Note that due to the dismally slow broadband download speeds in the parish, it is not practical to download software packages.

The Clerk informed the meeting that he was due to hear by 27<sup>th</sup> February if the £650 grant from the Transparency Code had been successful. [Clerk has subsequently confirmed receipt of £650 in Parish Council's bank account 27<sup>th</sup> February.]

Purchase of Laptop etc - JH reported that he had investigated several quotations and was recommending a DELL solution with a cost of £1,445 plus VAT. Members questioned this proposal as it was far in excess of the indicative figure quoted by the Transparency Fund in their grant funding model. JH agreed advised that the cheaper solutions came with material limitations centring on configurability, e.g. you could only have EITHER an SSD or SATA drive – you need the SSD for enhancing the speed of boot up and access to application software, e.g. Excel spreadsheets and the internal SATA drive for file storage. He further explained that the strengths of the DELL package he was recommending included:-

- i. we can configure the hardware sensibly downstream, It is sourced from Dell directly with a 3 year warranty.
- ii. Dell has an established support organisation for software and hardware and online support.
- iii. I am particularly wary of purchasing any Laptop hardware/software with a limited life span - it should last for 3 years or more and still run effectively when fully loaded at that time.
- iv. It comes in a robust cover (with a plastic cover the hinges come off regularly).
- v. Discussions he recently had with Parish Clerks, whilst attending a Transparency Code workshop, confirmed the clerks were generally complaining that they were suffering from major problems with download speeds and storage, commenting that their PC systems were 'working like a dog'.

Cllr Hertz confirmed that with his technical knowledge, including having built PC's and laptops from scratch, he would be capable and confident with this configurable system. He advised that the price quoted of £1,445 (plus VAT) was at a current 30% discount.

**DECISION: the Council agreed the recommendation and authorized the Clerk to contact DELL to seek to formally transfer the discounted quotation to Hannington Parish Council, and if successful, to place an Official Order and proceed with the purchase. (Clerk)**

- vi. Cllr Hertz also advised the Council on the software as follows:-  
purchase of MS Professional 2013 or MS 2010 at minimum i.e. these are supported for use with Windows 10.
- vii. the 'Full Office Pro' package (downloadable) Office Professional 2013 at £139 excl. VAT. Purchased.

With further decisions to be taken on the purchase of offline backup storage and a multi-function printer.

The overall cost of the PC package was in the region of £2,014, with a total gross cost of implementation being in the region of £2,500 (excl VAT) that would be partially offset by the grants

from the Transparency Fund of £1,123.40 (already received) and a further £650 (received on 27<sup>th</sup> February) making a total grant funding of £1,773.40, and an overall net cost of £725 (excl VAT).

**DECISION: the Council agreed the purchase of the above software and supporting hardware (multi-function printer and offline backup storage), and therefore in principle to the expenditure in line with the estimated £2,500 (excl VAT).**

#### 5.b Progress on Hannington PC website incl structure, functionality and loading of base data

5.b.i Loading of base data for the Hannington website has not started as other commitments have taken priority. This will be a priority for the Clerk and Cllr Hertz.

**ACTION: Clerk and Cllr Hertz**

5.b.ii An 'Admin & Members' system for the Hannington Parish Council website has been discussed with Michael Thompson (Hugo Fox) as well as other website functionality. A trial system will be setup for review. The aim here is to provide some form of secure access to 'work in progress' files.

#### 5.c Transparency Code Checklist.

In advance of the meeting, the Clerk circulated a paper accompanied by a copy of the Transparency Code Checklist that was completed by the Clerk some time ago and forwarded to Cllr hertz as useful background information in his discussions with the software company regarding functionality etc, and in support of the application form to HCC for grant funding. The 'checklist' shows clearly the breadth and detail of the records that **must be maintained and made available**; and thus the need for a well structured, comprehensive, and well maintained 'public' database. Included in the report was an Explanatory Note, prepared by the Clerk, that was attached to the completed Check List.

*"The form is designed as a tick list to identify how we communicate relevant documents such as minutes of meetings to our parish community. And if we have the appropriate offline file back for Hannington Parish documents – for either paper based or electronic files. Currently, nearly all of the communication is achieved by email to the parishioners in the absence of a specific Hannington Parish Council website. **Although the website is currently being developed as we speak no data has been loaded at this time.**"*

You will also see from Checklist that 'Retention' is **current year plus 3 prior years for Decisions same for the Minutes**. Email decisions should find their way into meeting minutes.

**Financial documents** need to be backed up/kept **for 6 years** and some others **kept for ever, e.g. Deed documentation for the Village Green.**

**DECISION: NOTED**

## **6. Correspondence**

### 6.a HALC e-updates

The Clerk confirmed that all relevant correspondence had been circulated to Cllrs in advance of the meeting with the exception of the hard copies of the HALC "Service Brochure 2017/2018" he had received a few days before the meeting. Copies were issued at the meeting.

### 6.b Update on siting defibrillator in phone box

The 'Information pack' is clear as to the legal implications of purchasing a defibrillator and allowing public use of it. The Duty of Care controls needed to be enforced make it impractical for the parish council to proceed with the implementation, however much it wishes to do so. The information pack is with the Parish Clerk.

**DECISION: NO ACTION**

## 7. Village Green

### 7.a Village Fair 2017:

The Safety Plan, together with the Risk Assessment was provided by HCFC on 31<sup>st</sup> January, and was copied to Councillors by the Clerk.

At the September meeting, the Council expressed some concern with regards the size, complexity and relevance of the draft Licence that had been attached as part of the report. Council therefore agreed an ACTION "*Cllrs to provide the Clerk with any suggested changes to the format and content of the draft Licence*".

That 'review process' has effectively taken place through emails mainly between Cllr Hertz and Jeff Smithers, the HCFC Chairman. The outcome of their efforts is that the Licence recommended to the Council (copy at Appendix D to the Agenda) had been reduced from three pages down to a single page, and the original 29 paragraphs had been reduced to seven.

Jeff Smithers informed the Council, by email 11<sup>th</sup> February that, "*The insurance provides the Fair with £10m public liability cover for personal injury and property damage for a period before, during and after the event*", and in response to a question raised by Cllr Hertz advised that "*The HPC will see a copy of the insurance well before 7 days prior*."

### **DECISION: The Council**

- a. **formally received and accepted the two documents pro tem issued by HCFC i.e. the Event Management Safety Plan and the Hannington Fair Risk Assessment 2017; with the final version of the documents to be submitted closer to the date of the fair to reflect any changes required by either BDBC or the Police, or any changes to detail required by HCFC itself,**
- b. **Agreed the Licence and authorised the Clerk to complete the 'contents as necessary', and**
- c. **Agreed for the Clerk to issue the Licence on receipt of a copy of the Insurance Policy and Schedule, nearer the date of the Fair.**

## 8. Public Observations

None

## 9. County Councillors Report

None

## 10. Borough Councillors Report

Cllr Donald Sherlock informed the Parish Council:-

- i. the Borough Council'e Budget 2017-18 was due to be agreed in March
- ii. there had been no further discussions regarding 'devolution' as there remained uncertainty as to what was being proposed by Government and the County Council.
- iii. The decision on 3,200 new houses in Manydown was due to be taken in March.
- iv. Final decisions were yet to be made on the 'reciprocal arrangements' for access to the recently re-structured waste management sites ie the 10 mile circumference for access to the Newbury site.
- v. there will be an annual clear up of litter on the A339 near Pitt Hall Farm.
- vi. Top of Town, Basing View and Leisure Centre developments are all progressing.

## 11. Planning Applications

## 11.a Planning Applications to be considered:

11.a.i Old Dairy Manor Farm. The Clerk had sought clarification from the Planning Dept, on this proposal. He was informed that this was NOT a standard planning application for say 'a change of use/a request to do something'. That application had been submitted last year and refused by the Borough Council.

The 'application' being considered now is fundamentally claiming that the premises have been used for a specific category of use and that the proposal to use the building as a 'joinery' is within that category. The technical terminology is "*This is an application for a determination only as to whether the proposed works constitute permitted development.*" From a discussion with the Planning Department, the Clerk's understanding is that the Planning Department has to determine if the 'proposed joinery business' would be classified as B1 - light industrial use or B2 - general industrial use.

The Clerk was informed that whilst the Planning Department is happy to receive communications from the public, they can't be taken into account, when making the 'determination'. The Clerk reminded the Council that they had previously submitted an objection to the original planning application.

**DECISION: based on the information provided to the Clerk by the Planning Department, the Council concluded there was no merit in re-sending the grounds for the objection as they were not specifically relevant to the 'determination' process of the Planning Department.**

11.b The Hugo Fox Planning Tracker. The version for Hannington Parish has been recently enhanced to allow 'Planning' email Alerts to be set up by individuals. They and Cllrs can now proactively monitor **new planning applications within the whole parish** rather than by postcode, without the intervention of the Parish clerk. A User Guide has been produced, which is under test by the Clerk, with the intention that it will be published to the parishioners such that the current 'blanket emails' process will be dispensed with.

**ACTION: Clerk**

## 12. Roads, Footpaths & Bridleways Officer's report

12.a Update on Lengthman's Scheme: contract; schedule of works 2016/17

Cllr Hertz reported that new template contracts had been issued by HCC Legal. The Clerk informed the meeting that he had recently received from Leonie Brown, Clerk Pamber PC, the Associate Contract to HPC for signing for this financial year.

**ACTION: Chairman/Clerk**

The Council has, within the last few days, been informed by HCC Highways that the Lengthsman Scheme is to continue for the 2017/18 financial year. Cllr Hertz has confirmed, on behalf of the Parish Council, that HPC would like to continue and participate in receiving the funds of £1,000 next year.

HPC indicated it wished to be part of the 2016/17 scheme in the Autumn. No work has been commissioned to date for the current financial year. There is a proposal to utilise the full £1,000 2016/17 allocation in the following item 'repairs to Footpath 7106a'.

Resources that are not used in the financial year they are allocated to can NOT be carried forward to the next year, but are effectively 'returned' to HCC Highways.

12.b.i Footpath 7106a; status and repara to base

The Clerk had circulated, in advance of the meeting, a detailed report on this agenda item. The report covered:-

- i. the current state and problem with the footpath,
- ii. how the problem with the footpath had arisen,
- iii. whose problem it was ie who was the land owner,
- iv. what powers did the Parish Council have to undertake any repairs,
- v. what repairs would be necessary incl their phasing and timing, and finally
- vi. the cost of such works incl potential access to 'external funding' through the HCC – Small grants Scheme (SGS).

Since the drafting of the initial Council report, the Clerk had been informed of the decision to REFUSE the application for £2,000 S.G.S grant aid.

A subsequent paper from Cllr Hertz was circulated. This paper identified an alternative route to access an equivalent source of 'external' funding by way of utilising the full £1,000 per annum resources available from the Lengthsman Scheme. Cllr Hertz's discussion with David Saunders, Lengthsman, on Mon, 13th February resulted in a detailed proposal to undertake the repairs in two Phases. Phase 1 would be undertaken in two Stages, with the first of those two Stages being completed in 2016/17 and the second Stage to be undertaken early in 2017/18.

**Stage 1. Site repair preparation**, in this financial year 2016/17 in March – Two days of Digger Hire & Labour £750 + Crushed Concrete Order £820, **totalling £1,570** directly invoiced to Pamber PC by the Lengthsman. Pamber PC to then Invoice **Hannington PC for the Lengthsman budget 'Overage' of £570.**

**Stage 2. Laying in hard core**, post end of financial year i.e. 2017/18 say in April/May – 2 days Digger hire £750 + Dumper & Roller Hire £250 + 2 days labour £360, **totalling £1,360** directly invoiced to Pamber PC by the Lengthsman. Pamber PC to then Invoice **Hannington PC for the Lengthsman budget 'overage' of £360.**

The above scenario would result in the total cost of repair work to Hannington Parish £930 excl. VAT i.e. within the previously discussed cost of £1,000 when funding had been anticipated from SGS.

Cllr Hertz informed the Council he had confirmed with HCC Highways (North) and the Clerk, Pamber PC, that the Council could use the Lengthsman Scheme monies held by Pamber PC for the above work.

Cllr Hertz also advised the Council that the logistics of achieving this repair work relies totally on the involvement and continued support by Kingsclere Estates with storing of materials etc.

**DECISION: after having discussed the above at great length, the Council DECIDED TO DEFER A DECISION pending:**

- 1. Cllr Hertz meeting with Tim May, Kingsclere Estates, to establish if he is willing to contribute towards addressing the poor state of the base of the footpath caused by his vehicles, and what, if any, actions he is willing to take to prevent, or at least minimise a recurrence in future, (Cllr Hertz to follow up),**
- 2. establish if, by undertaking repairs to the footpath, the Parish Council may lay itself open to claims for injury/damages etc, and if so, whether or not such claims are covered by its insurance, (Clerk to investigate) and,**
- 3. the Clerk to organize a Special Meeting of the Parish Council to consider the issue again.**

[Subsequent to the February 21<sup>st</sup> Council meeting, it was identified that for the Stage 1 work to be able to take place in the current financial year, the key element in the above proposal, the Lengthsman would have to be informed of the decision to proceed no later than Friday 3<sup>rd</sup> March. This would require the Council decision to be made by Thursday 2<sup>nd</sup> March at the latest. **Having contacted all the Cllrs, the only date they could meet within this timeframe was Tuesday 28th February.**

**The Clerk has arranged a public meeting of the Parish Council for Tuesday 28<sup>th</sup> February from 5.00pm to 6.00pm at the Village Hall. Notice of the meeting was forwarded by the Clerk Thursday 23<sup>rd</sup> February.**

12.b.ii FP7106a: Works to Hedges and Trees held in abeyance in favour of the Schedule of Work described in b.i above.

12.b.iii Trees on FP7106a overhanging the SSE power cables, crossing from Michaels Field over Ibworth Lane, have been inspected by SSE engineers Job Ref. No. BX6586. As it is not considered by them to be an emergency, it is currently with the Newbury Depot for inclusion in their tree cutting schedule. Tree Cutting Manager, Tony Hamilton, has contacted Cllr Hertz, and is to update him with an indicative date for resolution.

12.b.iv FP7106a Change of designation to a Bridleway .  
This item is held in abeyance due to other commitments.

**12.c. Footpaths and Bridleways:**

12.c.i Ease of Use Survey'. The results of the requested 'Ease of Use Survey', carried out by the Ramblers Association, are to be processed by the HCC Countryside Team. The output will be made available to the Parish Council on request when available. The report will identify any further issues including 'furniture' on the Hannington Parish footpath and bridleway network that needs to be addressed.

At the request of the Parish Council, HCC Countryside Services team have 'blitzed' repaired, replaced or installed various markers and fingerposts throughout the parish; apart from 4 signage items detailed in the Inventory Report on the following table.

Report Creation Date 05/01/2017	<b>Hampshire County Council</b>	
Countyside Service, . . .		
<b>Issue Inventory Report</b>		

**Admin Group:** Basingstoke and Deane Borough

Issue Code	Log Date	Type	Link Code	Link Type	Grid Reference	DescriptionSQL	Priority	Status
17359	05/12/2016	Signage/Waymarking	105/739/2	Path/Link	SU54525702	Waymark post needed at bridleway junction.	Signage	Job Issued
17395	08/12/2016	Signage/Waymarking	105/7103a/2	Path/Link	SU53065481	Waymarker post uprooted (on south side of hedge)	Signage	Job Issued
17396	08/12/2016	Signage/Fingerpost	105/7103a/2	Path/Link	SU53065483	Two-way fingerpost leaning badly	Signage	Job Issued
17482	21/12/2016	Signage/Waymarking	105/14	Furniture	SU53415401	Waymark post broken down	Signage	Job Issued
<b>Admin Area Total</b>		4						
<b>Admin Group Total</b>		4						
<b>Report Total</b>		4						

These four jobs are seen as being very low priority for repair or replacement. However, volunteers can do the work – the signage posts will be supplied by the Countryside Services team at no cost to the parish.

**ACTION: Council to seek 'volunteers'.**

12.c.ii. The footpath cutting schedule for 2017/18 was submitted to HCC Highways by Cllr Kinnear.

**12.d Update on matters discussed with HCC Highways Dept**

12.d.i HCC Highways Budget: Steve Pellat, HCC Highways, has informed Cllr Hertz that HCC Highways have run out of budget for the current year and are severely constrained to high priority works. The move of the HGV sign on Meadham Lane is at a low priority for now

12.d.ii The 'flood area' on Hannington Road is no longer an issue. BT Openreach rerouted the telephone cables. That enabled enable Derek Bailiss of North Oakley Farms to dig out a very substantial drainage ditch. The work has been successfully tested with the recent rains... and performed exactly as expected.

**ACTION: the Council wishes to record their thanks to Derek Bailiss and North Oakley Farms for their enthusiastic support to resolve the flooding problem to the benefit of the community.**

12.d.iii The HCC drain in the 'flood area' on Hannington Road is totally blocked and has been reported to Steve Goodall. It has already been cleared once this year.

12.d.iv Salt Bin provided and located on the Hunt Cottages car park layby. The bin was originally, to be located on the Sentinel property where Pat Sarsfield-Hall kindly dugout a flat area. However, HCC Highways baulked at locating the salt bin here citing that it was on private land. They recommended siting the salt bin in the layby which was done, but not at the end of the layby as previously agreed. Cllr Hertz met with Peter Inch, Vice Chairman of the Vine & Craven Hunt, onsite to agree a mutually beneficial outcome which was to site the salt bin at the North end of the layby.

After cutting away part of the hedgerow and bank the salt bin was emptied and redeployed to the correct location by Stanton Royal.

**ACTION: the Council wishes to record their thanks to Pat Sarsfield-Hall, Peter Inch and Stanton Royal for their support and effort in resolving this issue to the benefit of the community.**

12.d.v Salt Bin at the junction of the A339 ... has been replaced.

12.d.vi Signpost on A339... Cllr Jardine–Brown informed the meeting this was outstanding.

**ACTION: Cllr Jardine-Brown to provide Cllr Hertz with the HCC reference number for him to add to his list of Actions to take up with HCC Highways.**

### 13. Finance & Audit

13.a Revised Budget 2016/17 Financial Update and invoices for approval

13.a.i Payments For purposes of audit, ALL payments made must be recorded in the Minutes. The Clerk reported the following payments have been made since the December meeting of the Council:-

- i. Clerk's salary for the third quarter quarter totalling £758 inclusive of HMRC tax [cheques numbered 357 and 358 dated 16<sup>th</sup> January 2017]
- ii. Hannington Parochial Church Council £250 [cheque number 359 dated 16<sup>th</sup> January 2017]

The Clerk also reported the following payments, totaling £785.60 were being submitted to the Council meeting on February 21<sup>st</sup> for approval and authorization:-

- i. HALC training course attended by Cllr Hertz 'Transparency Code' £15 plus VAT [cheque number 360 dated 21<sup>st</sup> February 2017 for £18.00].
- ii. Cllr Hertz expenses incurred in two land registry searches £10 [cheque number 361 dated 21<sup>st</sup> February 2017 £10.00]
- iii. Clerk's salary for the fourth quarter totalling £757.60 inclusive of HMRC tax,[cheques numbered 362 and 363]

Having taken into account the discussions and decisions earlier in the evening (see Minute 5a), the Clerk further advised that payments totaling £2,537.50 are expected to be made before 31<sup>st</sup> March 2017 as follows:-

- i. Hire of village hall £37.50; being the balance outstanding for the four Council meetings and the Parish Meeting [**subsequently increased to £43.50 for the cost of the Special Council Meeting Tuesday 28<sup>th</sup> Feb; cheque number 364 dated 28<sup>th</sup> February 2017**], and
- ii. Transparency Fund £2,500 (excl VAT) ; being purchase of IT equipment – including laptop estimated at £1,445 plus VAT [**subsequently invoiced at £1,733.94 cheque number 365 dated 28<sup>th</sup> February 2017**].

13.a.ii Bank reconciliation statement The Clerk had circulated in advance of the meeting a Financial Statement for the year including actual payments as at the date of the Council meeting and projected payments to the end of the year. The figures did not include the higher costs of the IT equipment nor the proposed repairs to FP7106a. The report included a reconciliation of the projected outturn as at 31<sup>st</sup> march 2017 with the bank statement as at the date of the Council meeting. The bank statement showed a bank balance of £8,586.53. The Financial Statement showed a projected cash balance at

31<sup>st</sup> March 2017 of £5,850. However, this will be substantially reduced as a result of the previous decision to purchase the IT equipment (para 5a above), and will be further reduced depending on the final decision regarding the repairs to Footpath FP7106a.

### **Decisions: The Council**

- i. Received and approved the latest budget monitoring statement, and noted the level of the projected General Fund cash balance of £4,8450.03 as at 31 March 2017, subject to the 'known unknowns' outlined in paragraph 14 of the report and the further adjustments in response to the decision to purchase IT equipment and any subsequent decision regarding the cost of the repairs to FP 7106a,**
- ii. Agreed the following three payments, totaling £785.60; HALC training course attended by Cllr Hertz 'Transparency Code' £18.99 incl VAT; Cllr Hertz expenses incurred in two land registry searches £10; and Clerk's salary for the fourth quarter totalling £757.60 inclusive of HMRC tax, and**
- iii. Noted that payments totalling £1,817.44 are expected to be made before 31<sup>st</sup> March 2017; being the Hire of village hall £37.50 [ subsequently £43.50], and £1,734 (incl VAT) for the estimated cost of the purchase of IT laptop;**
- iv. with further payments in the region of £700 (incl VAT) for purchase of software, back-up storage, and scanner/printer.**

### **13.b Revisions to Budget 2017/18 within the context of a Three Year Medium Term Financial Strategy 2017/8 to 2019/20**

The Clerk had circulated a spreadsheet to Council in advance of the meeting that provided a simple update to the three Year Medium Term Financial strategy previously considered in December. The main purpose of the spreadsheet and covering report was to enable the Council to consider whether or not it had sufficient funds to support the purchase of IT equipment and any costs of repairs to FP7106a that might fall to the Council. The report concluded that, after allowing for:-

- i. £500 in each of 2016/17 and 2017/18 for repairs to FP7106a,**
- ii. £1,500 in each of 2017/18, 2018/18 and 2019/20 for as yet unknown items of one-off expenditure, and,**
- iii. £700 transferred in each of the three years from the General Fund to the Specific provision for the repairs and maintenance of unadopted roads,**

the predicted General Fund Balances as at 31<sup>st</sup> March in each year were:

- 31 March 2017 ... £4,250.**
- 31 March 2018 ... £4,825.**
- 31 March 2019 ... £5,104.**
- 31 March 2020 ... £4,882.**

### **Decision: NOTED**

### **13.c Assets Register (Clerk)**

13.c.i IT Equipment: Clerk advised Council that the Asset Register would have to be updated to reflect the various purchases of IT equipment, and would have to be circulated to the Council as part of the Final Accounts 2016/17.

Decision: Noted

13.c.ii Status of repair of notice boards: Cllr Jardine-Brown informed the meeting that she was aware that some of the noticeboards were in need of repair. Council agreed that whilst the majority of communication from the Council to the public/its residents was now via the email network, and before the end of the year would be via the Hannington (Hants) Parish website, the noticeboards still had a function and they should therefore be retained.

**Action: Cllr Jardine-Brown to complete a survey of all the Parish Noticeboards and advise the Council at its next meeting of their status and likely cost of repair.**

### 13.d Access to Public Sector/Service Grants

At the December meeting of the Council, the Clerk was asked to undertake a review of the grants etc that are available to the Parish Council from both the Borough Council and the County Council.

#### 13.d.i Basingstoke and Deane BC

On 7<sup>th</sup> February, Phillip Hood replied on behalf of BDBC, identifying the following:

Litter Grant : NIL. On being notified in December by BDBC of this grant, the Clerk sought advice from residents and received the following update from Marion Hughes. *"I started the village litter pick five years ago and I intend to organise it again in March. It takes place annually and covers all of Hannington and the paths/lanes surrounding, plus Ibworth and North Oakley. Barbara kindly circulates the request for volunteers for me and I organise the logistics. There is no need for a grant as BDBC Environmental Services readily provide me with gloves, bags and litter sticks at no charge. I hope this clarifies."*

Parish Funding – grass cutting / closed cemeteries / cricket square maintenance: £229 (16/17) et al Local Infrastructure Fund (LIF)

Section 106: by a separate email from BDBC, HPC has been notified there is £5,457 'unallocated' re highways and transportation

For completeness, it should be noted that HPC also receives:-

Parish Council General Grant: £1,100 (16/17), £733 (17/18), phased to zero by 2019/20

Council Tax Support Grant: £103 (16/17), £69 (17/18), phased to zero by 2019/20

#### 13.d.ii Hampshire County Council

The response from HALC was not as clear as that from BDBC Finance Dept. They simply referred me to one of HCC's website pages. This page summarises grants across the main service areas such as Adults services etc. The Clerk advised the Parish Council that it will require further substantial analysis on his part, and even then may not produce a simple statement of what grants are available for a Parish Council!!

#### **Decision: Noted**

### 13.e Audit of Accounts 2016-17: Corporate Governance Questionnaire

The Clerk had circulated in advance of the meeting a copy of the above questionnaire that had been completed by the Chairman. The final version must be completed and signed by the Chairman and returned by the Clerk for the Audit of Accounts 2016-17. It is a standard document, issued each year by the Council's 'internal auditors', on which the Chairman provides his responses to a series of questions.

The completed questionnaire was circulated for information and to provide Cllrs and the public with the opportunity to ask questions... thus providing yet another tier of scrutiny.

**Decision: the contents of the questionnaire were noted and 'agreed' without any suggested amendments.**

## 14. Governance Matters

### 14.a Freedom of Information and Data Protection procedures and guidance

At its meeting in August 2013, the Parish Council agreed two policies for Freedom of Information and Data Protection. In April 2016, nine questions from a resident to the Parish Council were deemed by the Clerk to be a request under the Freedom of Information Act. These were dealt with by email correspondence as the date of the next Parish Council meeting was beyond the statutory deadline for reply.

Two of the outcomes of the email correspondence were:-

1. The Clerk was named as the lead officer for BOTH FOI and DP issues. However, if there was a conflict in these two roles, the Clerk would refer the matter to the Chairman for a decision as to how to proceed.
2. The Clerk would produce procedures for both these policies.

### **Freedom of Information Procedure**

At the Council meeting in February 2017, the Clerk proposed that Hannington Parish Council adopts the procedures and guidance issued by the Information Commissioner's Office's. The full procedures and guidance can be accessed by

<https://ico.org.uk/for-organisations/guide-to-freedom-of-information/receiving-a-request>

For ease of reference a copy of the step-by-step flowchart issued by the ICO was attached at Appendix B to the report together with a summary of the further pages of guidance.

**Decision: Council agreed to adopt the ICO's procedures and guidance that apply at the time of the FOI request.**

### **Data Protection Procedure**

The Clerk was unable to find an equivalent 'procedures and guidance' guide for data protection. The Clerk therefore suggested that the Council simply recognizes its, and its staff's, responsibilities as exemplified below:-

The Data Protection Act 1998 regulates the processing of information relating to individuals. This includes the obtaining, holding, using or disclosing of such information, and covers computerised records as well as manual filing systems and card indexes. The Parish Council will hold the minimum personal information necessary to enable it to perform its functions. All such information is confidential and needs to be treated with care, to comply with the law.

Data users must comply with the Data Protection principles of good practice which underpin the DP Act. These state that personal data shall:

- Be obtained and processed fairly and lawfully (that the subject of the data has consented to its collection and use),
- Be held only for specified purposes,
- Be adequate, relevant but not excessive,
- Be accurate and kept up to date,
- Be held for no longer than necessary,
- Be accessible to data subjects,
- Be subject to the appropriate security measures.

**Decision: Council noted the absence of a detailed guide and procedures.**

### **14.b Health & Safety/Risk Management (Standing Item)**

Cllr Hertz advised the meeting that the risk assessment for the Village Green needs to be updated as the previously broken posts have been replaced with telegraph pole stumps and flints have been placed on the Village Green.

**ACTION: Clerk to update risk register.**

## **15. Appointment of new Clerk**

15.a Progress report

Due to the absence of the Chairman, who is leading on the recruitment, the item was not reported on. Notwithstanding that, the meeting welcomed Samantha, a new resident in Hannington, who has said she might be interested and came along to see what was entailed.

**16. Dates of Next Parish Council Meetings :**

The following dates, based on second (where possible) Tuesday in month, were agreed for the coming calendar year:

*Tuesday 9<sup>th</sup> May 2017; Tuesday 12<sup>th</sup> Sept 2017; Tuesday 12<sup>th</sup> Dec 2017;*

**17. Annual Parish Meeting Tuesday 11<sup>th</sup> April 2017;**

Suggested items for inclusion in Chairman's Report.

**Item deferred, with Cllrs to email the Chairman with suggestions.**