

**MINUTES OF MEETING OF EAST WOODHAY PARISH COUNCIL**  
**29<sup>th</sup> April 2019**  
**EAST WOODHAY VILLAGE HALL**  
**@7.30pm.**

**CHAIRMAN** : Cllr James Mitchell (Chair)

**PRESENT** : Councillors Mr B Lambert, Mrs H Teece, Mr P Hurst, Mr M Rand, Mrs S Cooper, Mr P Jarvis, Mr C Sanders, Mr J Murdoch

**ALSO PRESENT** : Jon Dennis (WHAFC)

**CLERK** : Amy White

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**ITEM 1: APOLOGIES**

**ITEM 2: DECLARATIONS OF INTEREST**

- 2.1 Cllr Teece declared an interest in the WHAFC presentation by Jon Dennis (Olly Teece was also meant to be joining the meeting).

**ITEM 3: MINUTES OF LAST MEETING**

The minutes of the meeting held on 25<sup>th</sup> March were agreed and accepted as a true record.

**ITEM 4: MATTERS ARISING FROM LAST MEETING**

- 5.2 Clerk to investigate having an EWPC sign made for use in the car park area- **ACTIONED** (not needed until work undertaken).
- 10.2 Clerk to speak to Ben Paul to get a quote for metal bar on gate.- **ACTIONED**.
- 12.3 Clerk to write to the land owner of strip of land on Woolton Hill Road about maintenance and tree safety- **ACTIONED**
- 14.2 Cllr Rand to circulate recreational equipment ideas for WHRG- **NOT ACTIONED- CARRY OVER**

**ITEM 5: PLANNING INCLUDING NEIGHBOURHOOD PLAN**

- 5.1 Planning- Cllr Lambert gave a brief description of the planning team's latest meeting which had 4 planning applications. Please see planning minutes of 29/4/19 on [www.eastwoodhay-pc.gov.uk](http://www.eastwoodhay-pc.gov.uk) for more information.
- 5.2 Please see Cllr Hurst's Neighbourhood Plan report at the end of the minutes. Cllr Hurst thanked all the NP Steering Group for their hours of work, totalling about 20 hours.

**ITEM 6: PERMISSIVE PATH**

- 6.2 Cllr Mitchell reported that no planning permission was needed for creating the permissive path through the Parish field. As such, Cllr Rand, as Chair of the East Woodhay Society (which is leading the project) will look to obtain grant funding. Quotes have already been received.
- 6.3 Cllr Hurst reported that BDBC has offered to create a biodiversity map of the Parish field, either this year or, more likely, next. Both the Wildlife Trust and Campaign for Rural England will support this.

**ITEM 7: AMENITIES INCLUDING FOOTPATHS**

- 7.1 Cllr Rand reported on the Annual Maintenance Agreement which is currently held by Steve Batt. To remain competitive, other quotes for Parish work have been sought and Cllr Rand will chase references for Grass and Grounds. In the meantime the council agreed to ask Steve Batt to continue for 6 months.

**ACTION:** Clerk to send details of Steve Batt to Cllr Rand.  
Cllr Rand to contact Steve Batt to renew agreement for 6 months.

- 7.2 Footpaths- See report at the end of the minutes.  
The Council agreed to get Tony Fish to replace the broken boards on the boardwalk for £248.

**ACTION:** Cllr Teece to contact Tony Fish to confirm work to be undertaken.

**ITEM 8: LENGTHSMAN TASKS**

- 8.1 The Council is continuing with the Lengthsman scheme, organised by St Mary Bourne Parish. We have 15 hours to be used in April and the council agreed for the work to be:
- Tidying posts around Brownies Corner and East End triangle.
  - Adding wire mesh to the boards on the small footbridge on Gore End Road.

**ACTION:** Clerk to send Lengthsman work order to St Mary Bourne.  
Clerk to ask Lengthsman for a quote for metal bar at Gore End Road bridge.

**ITEM 9: FINANCE**

- 9.1 Please see Cllr Mitchell's report at the end of the minutes.  
Cllr Mitchell presented year end accounts which all balance.  
The Audit for EWPC will take place on Wednesday 1<sup>st</sup> May.  
The Clerk presented 4 quote for Parish Insurance- Inspire (£1544), Hiscox (1975), Ecclesiastical (£1645) and Zurich (£1442 and current provider). The council agreed to continue with Zurich as our insurance provider.

**ACTION:** Clerk to reinsure with Zurich.

**ITEM 10: HIGHWAYS**

- 10.1 Please see Cllr Murdoch's report at the end of the minutes.  
Of note is that hoggin (a gravel, sand and clay mix) has been put along Trade Street by the surgery. The council were frustrated to learn that the money set aside for highways improvements in East Woodhay (approx. £245k) has not been selected as a priority for 2019/2020 by HCC.

**ACTION:** Cllr Mitchell to write to HCC about the frustration of lack of spending on improvement in the Parish.

- 10.2 Cllr Sanders suggested making a list of road signs (not road names which are dealt with by BDBC) which need repair/replacing and send to HCC with the possibility of paying for replacements.

**ITEM 11: UTILITIES**

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

**ITEM 12: POLICE REPORTS AND SPEEDWATCH**

- 12.1 Please see Cllr Hurst's report at the end of the minutes.

**ITEM 13: DONATIONS/ GRANT REQUESTS**

- 13.1 No requests received this month.

**ITEM 14: HARWOOD PADDOCK/S106 MONIES**

- 14.1 Please see Cllr Hurst's report at the end of the minutes.  
Both village halls are waiting for final approval. Cllr Sanders was happy with the reasoning for the removal of the stage at EWWH. The council would still like confirmation that the heating issue at EWWH is resolved.
- 14.2 Jon Dennis from Woolton Hill Argyle Football Club (WHAFC) attended the meeting to discuss the club's request for S106 funds. Cllr Hurst advised Mr Dennis to clearly break down the costs of what the club is asking for and to have clarification over the lease signed with the Junior school. Cllr Sanders suggested that a letter of support from the Chair of Governors at Woolton Hill Junior School would work in the club's favour, and Cllr Hurst suggested that if some of the kit being requested (for example the vertiquaker machine) could be used by other local clubs, BDBC spend managers would look favourably on this. Cllr Hurst also said that spend manager Paul Martin is happy with the request overall. The council also agreed that they were happy with the request. Cllr Hurst has forwarded a copy of the presentation to Paul Martin.

The presentation from WHAFC is a separate document alongside these minutes.

**ITEM 15: POLICY ADOPTION**

The Clerk presented (via email pre-meeting) a document retention and disposal policy in line with transparency. Appendix A shows the length of time certain documents need to be kept for and why.

Cllr Mitchell proposed adoption of the policy.

Cllr Cooper seconded the proposal.

The policy was adopted and will be put up on [www.eastwoodhay-pc.gov.uk](http://www.eastwoodhay-pc.gov.uk).

**ITEM 16: MEMBERS' REPORTS**

- 16.1 Cllr Sanders reported that the recently agreed change to Evingar Ward has not yet been formally changed and as such elections will be taking place as normal without the new boundaries in place. Next year, with the ward changes, the number of councillors will reduce to 3.
- 16.2 Cllr Sanders confirmed that he will be stepping down as Borough Councillor as of 16<sup>th</sup> May 2019 although will remain as ward councillor for another year.
- 16.3 Cllr Mitchell took the opportunity to thank Cllr Sanders, on behalf of all of EWPC, for his hard work, dedication and support as both ward and Borough Councillor, and that the Parish has really benefitted from his support and guidance. All at EWPC wish him well.

**ITEM 17: CORRESPONDENCE**

- 15.1 The Clerk reported 2 minor issues reported to EWPC which had been responded to appropriately.

**ITEM 16: ANY OTHER BUSINESS**

Cllr Hurst is waiting to hear back from BDBC and our local PCSO, John Dullingham as to whether they will be attending our APM on Tuesday 28<sup>th</sup> May.

Cllr Jarvis has asked for Spectrum ideas for the next issue.

Defibrillator training- Cllr Rand suggested that the Council should make a donation to Heartstart for the training to be held on 8<sup>th</sup> July 2019.

Cllr Mitchell reminded councillors to get their end of year reports to him as soon as possible in preparation for the APM. Cllr Murdoch will preside as Chair for the AGM which will be held prior to the APM.

## ACTION LOG – April 2019

ITEM	ACTION	OWNER
4	Action 14.2 from March minutes: Cllr Rand to circulate recreational equipment ideas for WHRG	Cllr Rand
7.1	Clerk to send details of Steve Batt to Cllr Rand. Cllr Rand to contact Steve Batt to renew agreement for 6 months	Clerk Cllr Rand
7.2	Cllr Teece to contact Tony Fish to confirm work to be undertaken.	Cllr Teece
8.1	Clerk to send Lengthsman work order to St Mary Bourne.  Clerk to ask Lengthsman for a quote for metal bar at Gore End Road bridge.	Clerk  Clerk
9.1	Clerk to reinsure with Zurich.	Clerk
10.1	Cllr Mitchell to write to HCC about the frustration of lack of spending on improvement in the Parish.	Cllr Mitchell

## Councillor Reports April 2019

### ITEM 5- Neighbourhood Plan- Cllr Hurst

As reported last month the draft NP document was delivered to the team by our consultant. The NP team had been advised by the Kingsclere Team that the detailed edit of this document would require intensive effort. We can confirm this advice. Just since the last PC meeting, the NP team have met 7 times with a minimum of 14 hours meeting time. This does not include additional hours individual team members have spent editing outside of the meetings. This included the Easter holiday period. I would like to thank all the team, who are of course volunteers, for their effort.

The process of editing, has ensured the document is focused on the Needs of the Parish and that it will not only guide any planning requests but will be informative to the community as a whole. The team has validated section by section against all the statutory policies to ensure the accuracy of the document. The process of editing has confirmed to the team the value the NP will deliver to the Parish. The edit is now nearing completion with 3 sections remaining to be reviewed. The maps and photographs will now start to be included.

The NP team will publish 2 documents. One will be online only, due to the number of cross references to policies required. The other will be a hard copy and will not have the detailed cross references.

### ITEM 7- Footpath report, Cllr Teece

#### EW Footpath 31 and 32 Hollington Farm

The footpath fingerpost pointing to the entrance to Hollington House, leaning against the crossroad street sign has been knocked down or fallen down repeatedly recently and will be repaired by HCC in the near future.

### **EW Footpath 12 Heath End Lane**

The stile leading up to this footpath has been found to be needing repair and will be reported to the owners of the paddock.

### **EW Footpaths 21 and 22 Rectory Farm East Woodhay**

The Parish Council contacted the landowner last year offering to replace all stiles by gates free of charge. Although our offer was not taken up, all the stiles on this property have been rebuilt and are now firm and safe. One stile near a farm gate, although firm now is still too high for walkers of limited mobility and the landowner has been approached offering a free conversion to a gate, or asking to upgrade the existing stile in line with the other ones.

### **EW Footpath 9 Boardwalk Repair and Maintenance**

For discussion at the Parish Council Meeting Recently I spoke to Tony Fish who built the boardwalk in 2011 and who had not been aware that there had been some necessary repairs in recent months. He felt this would have happened due to small movements in the ground, but mainly the wetness underneath where it cannot be rectified. He went to check out how many boards would need to be repaired and reported that 8 obviously broken boards would need to be replaced, The cost of replacing 8 boards and weld mesh, Material and Labour **£248.00 inc. Vat.**

Other boards are deteriorating and would eventually have to be replaced but were currently still fit for purpose. The HCC Ranger for our area had suggested that new boards which are pressure treated like the original ones, might benefit from an additional treatment with a preservative to prolong their lifetime. Tony is going to check out the most suitable make and will send in a quote. We also discussed that it would be important to dig out accumulated soil and vegetation against the higher side of the boardwalk and John Angle agreed that this could be thrown onto the lower part of the land as the work is done. We will have to obtain a quote for this additional work.

My recommendation would be to appoint Tony Fish as the contractor for this job as he built the boardwalk originally and is fully aware of the details of construction.

## **ITEM 9- Finance report- Cllr Mitchell**

**EAST WOODHAY PARISH COUNCIL  
FINANCE TEAM UPDATE  
2018/19  
Presented to EWPC 25<sup>th</sup> March 2019**

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### 1. SUMMARY

To 25<sup>th</sup> March 2019 12 months into the fiscal years passed. 100% of income budget received. 110% (£40,033) of expense budget spent. All the precept has been received. Regular out goings.

#### a. INCOME STATEMENT

- 100% Precept received
- Double taxation received at 100% of budget £1,972
- 100% Litter warden grant received @ 104% of budget (£4,072)
- CTS Grant £99 received (dropped £100 from last FY)
- £1,184 VAT reclaimed
- £3,185 Grant received for Neighbourhood Plan

#### b. EXPENSE STATEMENT EXECUTIVE SUMMARY

- £545 Batt supply and fit new gate at Heath End Recreation Ground

- £70 Batt fit tennis net winder at WHRC and mend Road sign @ Blindmans Gate
- £3,185 Invoice 2 to Sally Chapman re Neighbourhood Plan
- Run rate expense on track (Salaries/expenses) See appendix for transactions
- Insurance for year £40 more than last year and 90% of budget at £1,345
- £600 repainting of red phone box in Ball Hill
- £110 Tennis Court winder replacement
- £486 Car park maintenance
- £1,250 CCTV annual maintenance fees
- £2,557 spent on footpaths
- £500 Woolton Hill Argyle Donation
- £75 Donation to Poppy wreath and Remembrance event
- £70 lengths man to fit gate
- £379 Kissing gate
- £3,589 boardwalk extension
- £210 Replacement swing in WH Playground
- £210 Boardwalk maintenance
- £258 Tennis court maintenance
- £510 Brownies corner maintenance
- £525 Parish Plan consultant costs

c. CAPITAL STATEMENT EXECUTIVE SUMMARY

- Capital account £45,000

**2. INCOME/EXPENDITURE DETAIL**

**February 2019 – March 2019**

<b>Row Labels</b>	<b>Sum of INCOME</b>	<b>Sum of EXPENSE</b>
Litter warden salary		£ 678.60
VAT	£ 357.00	£ 127.20
Misc Maintenance		£ 1,211.00
Parish Plan		£ 3,185.00
PAYE		£ 11.06
Admin		£ 390.00
Clerk Salary		£ 1,485.14
Clerk expenses		£ 24.72
Litter warden expenses		£ 120.00
<b>Grand Total</b>	<b>£ 357.00</b>	<b>£ 7,232.72</b>

**3. FISCAL YEAR TO DATE TRANSACTION SUMMARY**

**February 2019 – March 2019**

DATE	MONTH	PC Category	Other Notes	CHEQUE NUMBER	INCOME	EXPENSE
1-Feb-19	February	VAT	Overpayment of VAT received.		£ 100.00	
25-Feb-19	February	Clerk Salary				£ 742.57
25-Feb-19	February	PAYE	HMRC Month 11			£ 5.53
5-Feb-19	February	Misc Maintenance	Tennis court net winder replacment for Woolton Hill			£ 110.00
5-Feb-19	February	VAT	Tennis court net winder replacment for Woolton Hill			£ 22.00
6-Feb-19	February	Admin	Website repointing (old to new)			£ 40.00
6-Feb-19	February	VAT	Website repointing (old to new)			£ 8.00
20-Feb-19	February	Misc Maintenance	Car park repair by recreation field (Lampards)			£ 486.00
20-Feb-19	February	VAT	Car park repair by recreation field (Lampards)			£ 97.20
23-Feb-19	February	Admin	EWVH Room Hire 2018			£ 350.00
25-Feb-19	February	Litter warden salary				£ 339.30
25-Feb-19	February	Litter warden expenses				£ 60.00
26-Feb-19	February	VAT	Received from reclaim of 13/2/19		£ 257.00	
5-Mar-19	March	misc Maintenance	Batt supply and fit new gate at Heath End Recreation Ground			£ 545.00
9-Mar-19	March	Misc Maintenance	Batt fit tennis net winder at WHRC and mend Road sign @ Blindmans Gate			£ 70.00
18-Mar-19	March	Parish Plan	Invoice 2 to Sally Chapman re Neighbourhood Plan			£ 3,185.00
31-Mar-19	March	Clerk Salary				£ 742.57
31-Mar-19	March	PAYE	HMRC Month 12			£ 5.53
31-Mar-19	March	Clerk expenses				£ 24.72
31-Mar-19	March	Litter warden salary				£ 339.30
31-Mar-19	March	Litter warden expenses				£ 60.00
					£ 357.00	£ 7,232.72

## 5 FISCAL YEAR TO DATE TRANSACTIONS BY MONTH

EAST WOODHAY PARISH COUNCIL													
Receipts and Payments - 2018/19													
RECEIPTS	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
Precept	£ 14,317.00				£ 14,317.00								£ 28,634.00
Double Taxation	£ 1,972.00												£ 1,972.00
Litter Warden Grant			£ 4,071.60										£ 4,071.60
Rental Income						£ 1,100.00							£ 1,100.00
CTS Grant	£ 99.00												£ 99.00
S106 Monies													£ -
Other Grants								£ 100.00		£ 3,185.00			£ 3,285.00
VAT Recovered								£ 366.29	£ 817.92		£ 357.00		£ 1,541.21
Bank Interest			£ 6.33			£ 6.94			£ 7.70				£ 20.97
	£ 16,388.00	£ -	£ 4,077.93	£ -	£ 14,317.00	£ 1,106.94	£ -	£ 466.29	£ 825.62	£ 3,185.00	£ 357.00	£ -	£ 40,723.78
PAYMENTS	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
Clerk's salary	£ 667.35	£ 714.22	£ 699.62	£ 699.62	£ 699.62	£ 544.17	£ 653.37	£ 697.57	£ 591.57	£ 742.57	£ 742.57	£ 742.57	£ 8,194.82
Clerk's expenses	£ 17.67	£ 17.67	£ 17.67	£ 17.67	£ 17.67	£ 78.68	£ 6.75	£ 71.88	£ 139.16				£ 409.54
Litter Warden Salary	£ 325.00	£ 353.60	£ 339.30	£ 339.30	£ 339.30	£ 339.30	£ 339.30	£ 339.30	£ 339.30	£ 339.30	£ 339.30	£ 339.30	£ 4,071.60
Litter Warden Exps	£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 720.00
Admin (inc Courses)	£ 20.00			£ 30.00				£ 140.00			£ 30.00	£ 390.00	£ 610.00
Insurance			£ 1,345.79										£ 1,345.79
Audit			£ 230.00				£ 300.00						£ 530.00
Subscriptions	£ 631.00												£ 631.00
Grass Cutting							£ 1,531.43						£ 1,531.43
Misc Maintenance						£ 805.00			£ 725.00	£ 675.00	£ 596.00	£ 615.00	£ 3,416.00
Annual Maint Agmt		£ 1,370.00							£ 1,190.00				£ 2,560.00
Footpaths		£ 335.00	£ 15.95	£ 2,557.26				£ 4,039.08	£ 1,470.00	£ 245.00			£ 8,662.29
Highways													£ -
CCTV			£ 1,250.00										£ 1,250.00
Donations & Sec 137								£ 575.00					£ 575.00
Parish Plan									£ 675.00	£ 28.50		£ 3,185.00	£ 3,888.50
VAT		£ 67.00	£ 250.00	£ 132.00			£ 366.29		£ 73.00	£ 184.00	£ 127.20		£ 1,199.49
PAYE	£ 49.33	£ 20.13	£ 34.73	£ 34.73	£ 34.73	£ 47.40	£ 58.60	£ -		£ 5.53	£ 5.53	£ 5.53	£ 296.24
Grant Refund													£ -
Other		£ 58.51					£ 32.79		£ 50.98				£ 142.28
	£ 1,770.35	£ 2,996.13	£ 4,243.06	£ 3,870.58	£ 1,151.32	£ 1,874.55	£ 3,488.53	£ 5,782.83	£ 5,314.01	£ 2,309.90	£ 2,260.60	£ 4,972.12	£ 40,033.98
Printed :	24/03/2019												

### ITEM 10- Highways report, Cllr Murdoch

#### Potholes etc

1. The collapsed road edge opposite the surgery in Trade Street has been partially filled with hoggin.

#### Road Signs

1. The missing Fullers Lane road sign, reported directly to B&DBC, is still awaiting action.

2. Re the stolen Hampshire sign on the A343.

The metal sign reading 'Falklands Farm' is still attached to the remaining HCC owned post despite Steve Goodall (HCC Highways) expediting its removal. Action is awaited re the installation of a new Hampshire sign.

3. The missing Church Road sign at the junction with Trade Street has been reported to B&DBC.

#### S106 Highways Schemes

I have received the following communication from Jenny Moon at HCC

*"I've just been informed that the East Woodhay proposal was not prioritised for the final study programme. In fact, only one scheme was selected for the whole Basingstoke and Deane district against the other competing priorities across the county.*

*Due to the challenges on our team in terms of resources and a much reduced budget for the studies programme we had to assess each entry closely against competing work as well as other criteria and officer time. If any changes on our resources, we might be able to consider adding this proposal to the programme later in the year. Unfortunately, I can't promise anything at the moment, but I want to reassure you that the issues you raised and these scheme are on our radar.*

*I am sorry we are unable to provide you with a more positive response at the current time."*

This is of course extremely disappointing, especially as a considerable sum of Harwood Paddock S106 funds have been received by HCC and are allocated to our local highways improvement. The spend cut off date is March 2026.

### **ITEM 11- Utilities report, Cllr Jarvis**

The SSE works to bury the electricity supply cable in Knights Lane has been completed and there remains just some remedial re-instatement work to be completed before the site is completely clear. During the course of this work there was damage caused to an existing low voltage supply to a few houses which necessitated a supply interruption while repairs were effected.

The work to bury the supply cable to the "Burlyns" sub station is expected to start this week. When this is completed the removal of the overhead lines which will be redundant can then be arranged. The last phase of the upgrade which involves upgrading the supply lines mainly to the West of Ball Hill is still in the stage of obtaining remissions from landowners and other stakeholders so a strt date cannot yet be fixed.

No other issues have come to my attention this month.

### **ITEM 12- Police and Speedwatch report, Cllr Hurst**

The posts were installed on the grass area outside WHCH, to prevent cars being parked over the fire hydrant and causing damage to the area (following the monitoring where it was confirmed it had become custom and practice for parents to park there during school pick up). However, soon after installation, someone ignored the posts and parked on the area to display their car for sale. A recurrence of this has not been reported. During school pick up time, no one has attempted to park on the area, but we will continue to monitor if the posts have been a success.

DRAFT