

Worldham Parish Council
Minutes of Meeting held on Wednesday 6th November 2019, 8pm
at East Worldham Village Hall

Present Cllr W Brock (Chair), Cllr R Bagnell, Cllr B Fife

Also present Jane Ives, Clerk to Parish Council
District Councillor D Ashcroft
4 members of the public

- 19.78** **Apologies for absence** were noted from Cllr Blake & Cllr Malin. District Councillor K Carter & County Councillor M Kemp-Gee had also sent their apologies.
- 19.79** **Declarations of Interests** – Cllr Bagnell declared a pecuniary interest in the grant application from East Worldham PCC. Cllr Brock declared a prejudicial interest in the planning application for Clouds Hill as the applicant was known to him.
- 19.80** It was **RESOLVED** to approve the minutes of the Parish Council Meeting held on 2nd October 2019.
Proposed: Cllr Bagnell. Seconded: Cllr Fife.
Matters arising: The Clerk had received an email from the SDNPA Planning Officer about polytunnels at various locations in the Parish. The Council have been invited to report any ongoing issues in the future.
- 19.81** It was **RESOLVED** to appoint Cllr Bagnell as Vice Chair of the Council until the next Annual Meeting in May 2020. **Proposed: Cllr Fife. Seconded: Cllr Brock**
- 19.82** The Chairman adjourned the meeting for **Public Questions:**
A member of the public raised a request regarding applying for a grant from the Council to provide a projector screen for the Village Hall. The Clerk will add this to the next Council meeting agenda.
A member of the public introduced the proposals for the VE Day celebration that would be considered on the agenda during the meeting.
A member of the public introduced the grant application on the agenda for funding towards a partial rebuild of the boundary wall at the church in East Worldham.
Meeting reconvened.
- 19.83** **District Councillor Report:** Cllr Ashcroft reminded the Council that residents should report any problems with the new refuse contract to EHDC.
He also provided background to a recent local press article about the sale of a local hotel that was purchased by EHDC some years ago.
Cllr Ashcroft was pleased to report that EHDC had received up to 3,000 comments regarding the draft Local Plan. There is a requirement to build approximately 590 houses per annum in the District and the existing supply will run out hence the call for additional sites. The existing plan is out of date hence the need to promptly introduce a new Local Plan.
Cllr Ashcroft reminded the Council of availability of grants from the District Councillors for community projects.
- 19.84** **Planning Applications:**
Previous Planning Applications (Appendix 1) – The table at Appendix 1 was noted regarding previous planning applications with no amendments since the last meeting.

The following responses to planning applications were **RESOLVED:**

55638/001 Land between 60-86 Wilsom Road, Alton – No comment

SDNP/19/04721/HOUS Clouds Hill, Old House Gardens, East Worldham GU34 3AN – No objection

SDNP/19/04805/HOUS Manor Farm, Worldham Hill, East Worldham GU34 3AY - No objection

SDNP/19/05045/LIS Old House Farm, Shelleys Lane, East Worldham GU34 3AQ – No objection

19.85 Parish Council Finances/Administration:

a) It was **RESOLVED** to approve the following payments. **Proposed: Cllr Fife. Seconded: Cllr Brock.**

Invoice date	Payee	Description	Net	VAT	Total
31/10/19	Clerk	Salary October 2019	£527.80		£527.80
31/10/19	HMRC	Tax/NI liability	£75.20		£75.20
04/11/19	P J Grace	Grass cutting services	£762.00	£152.40	£914.40
			£1,365.00	£152.40	£1,517.40

b) The **Quarter 2 Receipts & Payments Reconciliation Report** at Appendix 2 was noted.

The Clerk advised that the bank balances at 30th September 2019 are as follows:

Current Account: £ 9,846.92

Worldham Community Benefit Fund: £13,153.17

Deposit Account: £12,460.45

c) **Draft Budget 2020/21 (Appendix 3):** The Clerk presented a draft budget for the next financial year and Council will discuss and finalise this in December. Cllr Bagnell was keen to see a new bus shelter provided outside the Village Hall but ownership needs to be established.

Action: Clerk

d) **Standing Orders:** It was **RESOLVED** to adopt new Standing Orders and Code of Conduct & these will be published on the website. **Proposed: Cllr Fife. Seconded: Cllr Bagnell.**

e) It was **RESOLVED** to appoint Cllrs, Brock, Bagnell and Malin to form a Staffing Advisory Committee and adopt Terms of Reference (Appendix 4).

f) It was **RESOLVED** for the Clerk to set up a Facebook page for the Parish Council in order to engage residents with news/minutes and other matters relating to the Council. **Action: Clerk**

19.86 Playground: The Clerk provided an update regarding the repairs needed on the multiplay unit at the playground. Kompan have continued in their response that the warranty does not cover the repair needed. The Clerk will now get the additional inspection carried out and will also obtain 3 quotations for repair as suggested by the Council's insurers and continue to speak to Kompan. An agenda item to review quotations and progress will be on the next Council meeting agenda. **Action: Clerk**

19.87 SDNPA S106 Developers Contributions: The Clerk will continue to work with Highways on the transport funding but additionally look at options for a replacement bus shelter outside the Village Hall and potential additional items at the playground including benches, picnic benches or a trim trail. Cllr Bagnell will work with the Clerk on this project. **Action: Clerk/Cllr Bagnell**

19.88 Worldham Community Benefit Fund: It was **RESOLVED** to give Cllr Bagnell a dispensation to consider the grant application for East Worldham PCC as the meeting would become inquorate if she left the room.

It was **RESOLVED** to grant the following funding from the Worldham Community Benefit Fund:

a) £600 for part funding of rebuilding costs for a section of the wall at East Worldham Church.

Proposed: Cllr Fife. Seconded: Cllr Brock

b) Up to £1,500 for VE Day celebration in May 2020

Proposed: Cllr Brock. Seconded: Cllr Bagnell

19.89 It was **RESOLVED** the vacancy notices would now be displayed asking for applications for the current vacancy on the Council following the recent resignation of Mr A Aldridge. EHDC had confirmed that the Council may now proceed to co-option. Applications will be considered at the December meeting. **Action: Clerk**

19.90 The next meeting will be held on Wednesday 4th December 2019. The Chairman closed the meeting at 9.55pm.

Signed:

Date:

Appendix 1: Planning Application Tracker

Date registered	Reference	Address	Consultation expiry date	Proposal	WPC comments	Decision
13/09/2019	SDNP/19/03709/FUL	Oaklands Farm, Green Street, East Worldham GU34 3AU	16/10/2019	Change of use of Oaklands Farm & associated land holdings from agriculture & B8 to mixed use agriculture, B8 & Seasonal Event Space associated with the holding of religious festivals	Objection	
09/08/2019	57718/001	The Clock House, Truncheaunts Lane, East Worldham GU34 3AA	12/09/2019	Change of use of land from part of residential grounds of Truncheaunts Farm to residential garden of the Clock House	No objection	
31/05/2019	33920/009	Wilsom Farmhouse, 60 Wilsom Road, Alton GU34 2SP	11/07/2019	Detached double garage (part retrospective consent)	No comments	Permission
31/05/2019	51471/006	Unit 7 Waterbrook Estate, Alton GU34 3US	15/07/2019	Variation of conditions 5, 11 and 18 of planning permission 51471/003 to allow for importation of road planings and the night time importation and exportation of waste		Refused. Appeal APP/Q1700/18/3217698

11/04/2019	SDNP/19/01821/HOUS	Land adjacent to 6 Drove Cottages, Blanket Street, East Worldham	19/06/2019	Addition of store cupboards to exterior	No objection	Permission
17/05/2018	57718	The Clock House, Truncheaunts Lane, East Worldham GU34 3AA	26/06/2018	Deed of variation on S106 agreement on app. ref 27227/006 to remove the rental clause	No objection	Awaiting decision
06/03/2019	52717/001	Land at junction of Wilsom Road, Windmill Lane, Alton	16/04/2019	Three bed detached dwelling	No comments	Refused
24/01/2019	SDNP/19/00346/FUL	Land South of Green Street, East Worldham GU35 9NN	04/03/2019	Proposed new vehicular access & grassed tiled turning area	Objection	Refused. Appeal APP/Y9507/W/19/3226789

Appendix 2: Quarter 2 Receipts & Payments Reconciliation Summary

SUMMARY RECEIPTS & PAYMENT ACCOUNT						
2nd QUARTER ENDED 30 SEPTEMBER 2019						
Annual Budget	Actual-v-Budget				Figures shown exclusive of VAT	
		RECEIPTS			£	£
12170	12170	Precept			6,085.00	
6	62	Bank Interest			31.22	
0	0	VAT repayment			-	
500	805	Village Hall			-	
4	0	Wayleave			170.00	
0	0	S106			-	
4410	4391	Worldham Community Benefit Fund			-	
	100	Other income			10.00	
		TOTAL RECEIPTS				6,296.22
		PAYMENTS				
7,250	3742	Net Salaries & Allowances (July-Sept 2019)			2,728.70	
1000		Pension Contributions (e'ers & e'ees)			-	
120	0	Travel costs			-	
30	0	Chair's Allowance			-	
500	133	Stamps & Stationery			57.34	
		Equipment Purchase			7.95	
100	0	Section 137			-	
1,000	183	Repairs & maintenance			18.00	
700	851	Village Hall Electricity			358.63	
50	24	Village Hall Water Rates			24.13	
65	101	Inspections/Septic tank			-	
350	330	Subscriptions & Fees			87.50	
200	240	Audit fees			200.00	
600	700	Grant allocation			-	
150	0	Grass cutting			-	
675	69	Playground maintenance			-	
250	0	Training			-	
150	120	Election costs			119.60	
1,090	1104	Insurance			1,104.17	
0	663	VAT on payments			46.75	
14,280		TOTAL PAYMENTS				4,752.77
		BALANCE BROUGHT FORWARD on 30/06/2019				32,588.64
		ADD Total Receipts (as above)				6,296.22
		LESS Total payments (as above)				4,752.77
		Balance Carried forward 30/09/2019				34,132.09
These cumulative funds are represented by:						
		Current Account Balance			9,846.92	
		Less: Cheques drawn but not debited as at 30.09.19			-	
		Treasurers Account Balance			12,460.45	
		Worldham Community Benefit Fund			13,153.17	
						35,460.54

Appendix 3: Draft Budget 2020/21

BUDGET CALCULATIONS AS AT 06/11/19

Balances carried forward 31st March 2019

Instant Access	6236.29
Treasurers	12398.08
	<u>18634.37</u>

	Actuals 2018/19	Budget 2019/20	YTD as at 15/10/19	Predicted income to year end	Draft Budget 2020-21
	£	£	£	£	£
RECEIPTS					
Precept	10586	12170	6085	12170	
Bank Interest	49	6	31	62	65
VAT repayment	1346				
Village Hall	818	500	685	800	800
Wayleave	4	4			
Grants	1315				
S106	3745				
Other income	1499		90	150	
TOTAL BUDGET RECEIPTS	19362	12680	6891	13182	865

	Actuals 2018/19	Budget 2019/20	YTD as at 15/10/19	Predicted spend to year end	Draft Budget 2020-21
	£	£	£	£	£
PAYMENTS					
Net salaries and allowances	6080	7,250	3742	7000	7100
Pension Contributions (employer's & employee's)		1,000		0	
Travel costs		120		120	120
Chair's Allowance		30		30	30
Stamps & Stationery	110.83	500	140	350	350
Project costs	5901				
Section 137 Payments	100	100		100	100

Grants	900				
Repairs & maintenance	2732	1,000	18	1000	1000
Village Hall electricity	559	700	851	1200	1200
Village Hall water rates	62	50	24	50	50
Inspections/septic tank	66	65	101	101	120
Subscriptions & Fees	187	350	330	330	330
Audit fees	200	200	240	240	240
Grant allocation		600	700	700	700
Grass cutting (village hall)		150		150	150
Playground maintenance	833	675	69	612	700
Training		250		250	400
Election costs		150	120	120	500
Insurance	1062	1,090	1104	1104	1200
VAT on payments	1796				
NET BUDGET EXPENDITURE	20589	14,280	7439	13457	14290

Worldham Community Benefit Fund				
Opening balance 31st March 2019				8960.20
	4285	4410	4391	4391.00
				13351.20
Defibrillator costs			165	165.00
VE Day				1500.00
PCC boundary wall repair				600.00
				2265.00
Balance at year end 2019/20				11086.20
Traffic mitigation project costs balance				4332
Closing balance				9019.20

Traffic mitigation - £5,718 Highways, £750 DC grant, balance WCBF

Appendix 4: Terms of Reference for Staffing Advisory Committee

Membership

Membership of the Sub Committee is established at the Annual Meeting of the Council and should consist of 3 members one of which should be the Chair of the Council. The Sub Committee reports to the Council

The Chair of the Staffing Committee will be appointed by Council at the Annual Meeting

Meetings of the Staffing Sub Committee

At least one meeting will be held every year to review staff contracts, job descriptions and HR policies.

The Clerk is not required to attend these meetings unless specifically requested to do so by the Chair.

Otherwise meetings will be convened as and when necessary, eg to deal with grievance or disciplinary matters; to recruit to staff vacancies; or to deal with other emerging personnel issues

Due to the confidential nature of the business being discussed, meetings will not be held in public and any minutes are confidential.

Terms of Reference

a) Responsibilities

- I. To establish and keep under review the staffing structure in consultation with the Council.
- II. To draft, implement, review, monitor and revise policies for staff.
- III. To ensure the Council complies with all legislative requirements relating to the employment of staff.
- IV. To review staff salaries and terms and conditions of employment and make recommendations to Council.
- V. Council.
- VI. To review, as part of the Council's budget setting process, the recommended figures for pay reviews for the following financial year.
- VII. To form a recruitment panel when necessary to carry out interviews and recommend appointments to Council
- VIII. To arrange execution of new employment contracts and any changes to contracts.
- IX. To establish and review performance management, including annual appraisals and staff training programmes.
- X. To deal with any other matter that a meeting of the full Council considers appropriate to be referred to the Staffing Sub Committee.

b) Staff Management

- I. To approve timesheets and sign off additional hours worked as either time off in lieu or for payment by the Council and to make recommendations on staff related expenditure to the Council.
- II. To carry out annual performance reviews for all staff.
- III. To keep under review staff working conditions and health and safety issues.

- IV. To monitor and address regular or sustained staff absence.
- V. To review staff training requirements and make recommendations to Council.
- VI. To appoint one member of the Staffing Sub Committee to administer staff leave requests and monitor staff absences.

c. Grievances/Complaints

- I. To consider a grievance a grievance or disciplinary matter relating to a member of staff.
- II. To oversee any process leading to dismissal of staff, including redundancy.
- III. To consider any appeal against a decision in relation to pay.
- IV. Any appeal by a member of staff with regards a grievance or disciplinary matter should be referred to 3 Councillors not on the Staffing Committee.