

Minutes of the Meeting of South Warnborough Parish Council
The Ridley Hall
Monday 10th June 2019

Present Cllr Lady Belinda Hall
Cllr Michelle Brown
Cllr Chris Preston
Cllr Stephen Spreadborough

Mrs Elizabeth Ford (Clerk)
Cllr John Kennett (HDC Ward Member)

4 members of the public

1. Apologies for absence

Apologies were accepted from Cllr Ed Clark. Apologies were also received from County Councillor Jonathan Glen and District Councillors Ken Crookes and Chris Dorn.

2. Declaration of interests

Cllr Brown declared a pecuniary interest in item 6 b).

3. Approval of minutes from the Parish Council AGM on 13th May 2019

The minutes of the AGM on 13th May 2019 were approved.

4. Financial Reports

a) Bank reconciliation

The bank reconciliation was checked against the bank statements and all signed. Bank balances on 9th June 2019 were:

SWPC Treasurers (current) account	£ 26,642.78
SWPC Burial Ground Account	£ 2,928.01
SWPC Recreation Area Trust Account	£ 9,758.70
SWPC - SWAGA CMM Account	£ 2,452.64
NS&I Savings Account	£ 6,058.07

b) Minute agreement to payments

It was resolved to approve the payments listed below (total £881.49)

Retrospective Payments to be Authorised 10 June

24/05/2019 Playsafety Annual Inspection	£ 103.20
31/05/2019 Swadling Garden Services GMC	£ 438.00

Payments to be Authorised 10 June

24/05/2019 B Hall Assembly expenses	£ 91.79
10/06/2019 Do the Numbers Ltd, internal audit	£ 190.00
10/06/2019 E Ford, expenses	£ 58.50
	<u>£ 881.49</u>

c) To consider changes to the bank mandates for the Parish Council and South Warnborough Recreation Area Trust Accounts

It was resolved that all Councillors would be added as signatories on all the Parish Council accounts and the SWRAT Account. **It was resolved** that the bank mandates would be changed to enable the Clerk to make electronic payments without signatory authorisation of the electronic payment instruction to the bank once scanned invoices had been reviewed and written authorisation (email) obtained from two signatories.

Payments would continue to be authorised at meetings as currently. A revision of the Financial Regulations would be made to accommodate these changes.

5. **Reports from Representatives** (Highways; RoWs; Village Green & War Memorial; SWAGA; SWLP: Shop; Village Hall; Village Fete; Parish Lengthsman; Police)
Reports were received on Highways, Village Green & War Memorial, Shop, Village Hall, Village Fete
- a) To consider purchase of new zip wire for recreation ground
It was resolved not to purchase a new zip wire for the playground.
 - b) To consider the replacement of the two sets of goal posts at the recreation ground
It was resolved to replace the two goal posts with fixed posts for a cost of £1,200 exc VAT subject to favourable comparison with two other quotes and confirmation that the quote included for the making good of the existing post holes.
Cllr Spreadborough would remove the damaged goal post at the gate end of the SWAGA.
 - c) To consider the annual inspection report
This had been circulated prior to the meeting and no comment was made.
 - d) To consider new arrangements for the management of the SWAGA
Due to the ongoing lower number of members on the SWAGA committee, **it was resolved** that the management of the SWAGA would be carried out by the Parish Council with the assistance of the SWAGA committee in the role of an advisory committee. The Clerk would obtain information on playground inspection training for Cllr Spreadborough so that he could take over the weekly inspection from the Clerk.
 - e) To consider adoption of the Village Fete Committee as a sub-committee of the Parish Council
It was resolved to adopt the Village Fete Committee as a sub-committee of the Parish Council. A draft term of reference for the committee had been prepared and was under review. The Clerk would advise the Parish Council insurance company that the Village Fete was organised by the sub-committee on behalf of the Parish Council.
 - f) To confirm arrangements for the village fete
These were discussed. The proceeds from the 2019 village fete would be donated towards the replacement of play equipment in the Parish Council playground.
 - g) To consider the distribution of flyers in the village to recruit more volunteers
The wide range of village activities which was currently organised by resident volunteers was discussed. There was a great need for new volunteers to come forward to support the existing group but the decision on the distribution of flyers was deferred.
6. **To consider the following planning applications:**
- a) **19/01007/FUL, Land At Swaineshill Pickaxe Lane.** Installation of private domestic sewage treatment system with associated drainage and power connections to domestic curtilage. Services to serve change of use barn into 3 bedroom dwelling, in accordance with consent 17/01520/PRIOR.
The application was discussed and **it was resolved** to submit the comment of no objection.
 - b) **19/01142/LBC, Street Farmhouse Alton Road.** Insertion of a new internal timber door and associated doorframe and pocket lining within an existing opening at ground floor level within the existing listed farmhouse.
Cllr Brown had declared a pecuniary interest in the application and took no part in the discussion or determination of the comment on the application but provided a summary of the application to the meeting. The application was discussed and **it was resolved** to submit the comment to support the application.
 - c) **19/01144/CA, Orchard Lodge, The Walled Gardens, Froyle Lane.** Fell Spruce tree.
The application was discussed and **it was resolved** to submit the comment of no objection but to request that a replacement tree was planted.
7. **To report comments submitted since the last meeting**
19/00734/FUL, New Farm Froyle Lane. Change of Use of land from storage to agricultural and erection of new agricultural storage building. Parish Council comment to support request by County Archaeologist for archaeological evaluation before decision on the application.

8. Update on other previous applications

19/00996/CA, Amberley, Lees Hill. Crown reduction by 20% to two mature walnut trees situated to the rear of property. Status: Decided – no objection.

19/00731/HOU, Fallowfields, Swaines Hill. Erection of a detached Oak framed mower store. Fallowfields Swaines Hill. Parish Council comment no objection. Status: Granted.

19/00648/HO, Long Crumples, Swaines Hill. Single storey rear extension, conversion of garage/playroom into a habitable accommodation, alterations to fenestration and removal of balcony. Parish Council comment no objection. Status: Granted.

19/00353/FUL, Street Record, Lees Hill. Erection of three dwellings, cart shed carport and associated site works following demolition of existing barn. Parish Council comment to object. Status: Refused.

9. N.B. There was no item 9. – this was a typographic error on the agenda

10. Update from County Councillor

Jonathan Glen had sent apologies that he could not attend the meeting.

11. Update from District Councillor

The Local Plan Inspector had replied to Hart DC broadly accepting the Plan. The changes would require further consultation and so the Plan would now not be in place until September.

12. To receive internal audit report and decide actions

The internal audit report had been circulated previously and was discussed. **It was resolved** that Cllrs Hall and Brown would carry out a detailed review of the asset list.

13. To receive and approve 2018/2019 Accounts

The 2018/2019 Accounts had been circulated previously and were discussed. Cllr Hall checked and signed the bank reconciliation as correct and **it was resolved** that the accounts were approved.

14. To receive and approve Section 1 of the 2018/2019 Annual G&A Return

Section 1 of the 2018/2019 Annual G&A Return had been circulated previously and was reviewed. **It was resolved** to approve it.

15. To receive and approve Section 2 of the 2018/2019 Annual G&A Return

Section 2 of the 2018/2019 Annual G&A Return had been circulated previously and was reviewed. **It was resolved** to approve it.

16. Questions and answers from the floor - None

17. To confirm date of meetings until May 2020

The dates of meetings until May 2020 would be as follows:

2019 - Monday 8th July; Monday 16th September; Monday 11th November

2020 – Monday 6th January; Monday 9th March; Monday 11th May

The meeting finished at 9.40pm.

Signed Chairman _____ Date _____

Parish Clerk Elizabeth Ford

Appendix A- Financial Summary for June 2019

<u>BANK BALANCES AS AT 9th June 2019</u>			
		SWPC Treasurers Account	£ 26,642.78
		SWPC Burial Ground Account	£ 2,928.01
		SWPC Recreation Area Trust	£ 9,758.70
	01-May-19	SWPC - SWAGA CMM	£ 2,452.64
	01-Jan-19	NS&I Savings Account	£ 6,058.07
			<u>£ 47,840.20</u>

SWPC TREASURERS ACCOUNT BALANCE CARRIED FORWARD 13th May £ 28,704.09

Receipts to 9 June

£	-	
£	-	£ 28,704.09

Authorised Payments to 9 June

952	30/04/2019	Tufton Warren, recreation ground rent	£	250.00	
953	13/05/2019	Clerk expenses	£	128.91	
954	13/05/2019	Came and Company	£	555.20	
955	13/05/2019	HALC	£	273.00	
956	13/05/2019	HPFA	£	40.00	
SO	31/05/2019	Clerk salary (May)	£	273.00	
			<u>£</u>	<u>1,520.11</u>	£ 27,183.98

Retrospective Payments to be Authorised 10 June

958	24/05/2019	Playsafety Annual Inspection	£	103.20	
SO	31/05/2019	Swadling Garden Services GMC	£	438.00	
			<u>£</u>	<u>541.20</u>	£ 26,642.78

Payments to be Authorised 10 June

957	24/05/2019	B Hall Assembly expenses	£	91.79	
959	10/06/2019	Do the Numbers Ltd, internal audit	£	190.00	
960	10/06/2019	E Ford, expenses	£	58.50	
			<u>£</u>	<u>340.29</u>	£ 26,302.49

Outstanding Payments nil