

**Minutes of the Meeting of South Warnborough Parish Council**  
**The Ridley Hall**  
**Monday 15 November 2021**

**Present :** Belinda Hall (BH)(Chair), Gavin McBride (GM)(Vice Chair), Edward Clark (EC) (Vice Chair), Stephen Spreadborough (SS) and Stephen Highley (SH).

**In Attendance:** Susan Richardson (Clerk & RFO), HDC Cllr John Kennett, HCC Cllr Jonathan Glen (Part) and 2 Members of the Public.

**46/21 Apologies for Absence** none received.

**47/21 Declarations of Interest** Cllr Hall declared an interest in Item 51/21(b).

**48/21 Public Participation** Two members of the public were present. (a) The first MOP, the applicant of the PA covered in Agenda Item 51/21(b), provided background information to the PA furnishing members with answers to any questions raised. (b) The second MOP raised concerns as to the question of the whereabouts of monies raised by the community for the SWAGA. BH reassured the MOP that the raised funds remain 'identified' and 'reserved'.

**49/21 Approval of Minutes from Parish Council Meeting** held on 6 September 2021. SH **Proposed**, GM **Seconded** that the Minutes of 6 September be approved. **It was Resolved** to approve the minutes from the Parish Council meeting on Monday 6 September, items 34/21 to 45/21.

**50/21 Financial Update**

(a) The Q2 Financial Report to 30 September as presented in Appendix One was approved.

(b) Section 3 - External Auditor Report & Certificate 2020/21 was approved with comments noted.

(c) Banking Access remains limited to the Clerk/RFO. The Mandate adding signatories and facilitating online payments has been returned once again. The Clerk & GM are required to attend the Fleet branch of Lloyds with proof of their personal identity.

(d) Payments & Receipts, Bank Reconciliation to 30 September & Financial Statement to 10 November were all noted and approved.

(e) 2022/23 Budget – The Clerk confirmed that the Precept Demand must be submitted to HDC by 14 January. All Members **AGREED** to provide the Clerk with project ideas within the next two weeks to enable costings to be included within the Draft Budget. The Budget must be adopted and Precept set at the January meeting.

(f) 2021 Village Christmas Tree purchase was approved with a budget allocated of £70.00.

**51/21 To consider the following planning applications and/or appeals:**

(a) **21/02453/LBC South Warnborough Lodge, Lees Hill** to replace two windows (windows 1 & 2) and repair two other windows (windows 3 & 4). SWPC offered no objection.

*Cllr Hall left the meeting room ahead of the next Agenda item.*

(b) **21/02441/HOU Fallowfields, Swaines Hill** for erection of a detached Oak framed garage with storage within the roof space (retrospective) – (amendments to approved garage 19/00730/HOU). Although the deadline for comments had passed **It was AGREED** to email the allocated Planning Officer the following comment: SWPC resolved at its meeting tonight to offer no objection. However, the Parish Council noted the concerns expressed by owners of a neighbouring property and would encourage the applicant to take all measures necessary to ensure that the Barn is used for its intended use and not to be used as accommodation.

*Cllr Hall re-joined the meeting.*

(c) **21/02558/HOU 1 Beechanger Cottage, Swaines Hill** for demolition of conservatory and utility

room and erection of single storey rear extension. Comments by 5 November. SWPC failed to submit a comment.

**(d) 21/02664//HOU Manor Court, Lees Hill** for erection of a pool house, swimming pool and jacuzzi. It was **AGREED** to offer no objection.

**(e) 21/02762/HOU 4 Denver House, 4 Nash Meadows** for erection of a single storey rear extension. Comments by 22 November. It was **AGREED** to offer no objection.

It was **AGREED** that Planning would be added to Cllr Stephen Highley's Roles & Responsibilities. The Clerk reminded members that 'no response' to planning application emails was not acceptable indication of 'no objection'. All Cllrs must engage with all PC emails promptly and effectively more especially as the PC only physically meets every other month.

**(f) Alton Materials Recovery Facility, A31 Alton (application number 33619/007)** additional amendments to application circulated to all for additional comments by 29 November. It was **AGREED** to submit an additional comment which SH will circulate to all for comment. **Post Meeting Note:** The following comment was submitted:

*"Further to your amended email of 5 October which extended the consultation period on the above planning application to 29 November, South Warnborough Parish Council discussed the additional comments at its meeting on Monday 15<sup>th</sup> November and concluded that this did not address the concerns expressed in its previous submitted note of objection. To reiterate these were:*

*The setting of the proposed development is a rural area including areas of high landscape and wildlife habitat value, protected in part as National Park. The development would have a significant negative impact on this area of high environmental quality. The Parish Council maintains its view that this location is not suitable for the proposed development as it cannot accommodate the works without significant and unnecessary harm to this area of North Hampshire. In addition, the Parish Council also notes and agrees with several key points that have been raised through the consultation process from other authorities, specifically: The industrial size and scale of the development is excessive in context, with its rural location and relative to the existing commercial building and that of the immediate properties within the radius of the development. The significant incremental increase in large HGV movements through local villages continuous through the year, will be intrusive and in conflict with the overall desire to limit pollutant impact on the environment. It is for these reasons that the Parish Council reiterates its further objection."*

**(g) 20/03185/FUL Chosley Farm, Biddenden Road** for the erection of a solar photovoltaic farm. HDC's Planning Committee meeting held on 10 November approved the planning application.

**(h) Community Benefit Fund** – An email received on 5 November from Stephanie Baker of HDC advised that, should community benefits be offered to a community by a developer on individual proposals, there is no timescale for a package to be agreed between the developer and the Parish Council. Any approach between the PC and the developer must be made outside of HDC. This email was circulated to all members. The Clerk emailed the Chosley Farm developer, DLP Planning Limited, on 9 November to open up dialogue and received a positive response on 12 November. The availability of Community Benefit Fund will be investigated further. The Clerk will work with our new Cllr Lead on planning, SH.

## **52/21 Playground/SWAGA**

It was **AGREED** that Cllrs who had attended the Playground Inspection Course would conduct weekly inspections of the playground equipment. The Clerk confirmed that, within the Contract with Eibe Play Limited, quarterly inspections and reports will be generated by them. **Post Meeting Note:** The first inspection is scheduled for 17 December. Upon receipt a Risk Assessment Schedule will be created for use by Cllrs conducting the weekly inspections.

**It was AGREED** to purchase new signage, £288.00 plus V.A.T., as recommended in the post installation inspection. The signage will be displayed at the Main Entrance to the ground and at the entrance to the MUGA.

**It was AGREED** to engage with the Lengthsman regarding (a) overhang tree management near to the high-wire (b) reinstatement of the left wall at the SWAGA entrance (c) mound regress and grass seeding around the 'tunnel' play station. **Post Meeting Note:** The Clerk met with the Lengthsman his quotation is awaited. The work to the tunnel 'mound' is scheduled for Spring 2022.

**53/21 Highways Update**

**(a) Village Gates** -The latest email, dated 12 November, received from Kevin Hyde, Senior Traffic Engineer of HCC circulated to all offers some alternative recommendations relating to the gate width, positioning etc. SH recommended that he and GM review the HCC's final proposal aligning with their post site visit report after which an email will be circulated to all, including the Clerk, with their recommendations. As soon as the final Project is agreed by all the costings can be included in the 2022/23 budget and re-engagement with the local company who have very kindly offered community project funding.

**(b) SID** - The functioning of the SID remains uncertain. Some members report that the battery may be failing, despite a new battery being purchased in March of 2021. The Clerk advised that Long Sutton & Well have the same SID and it might be possible for one of their batteries to be fitted to the SWPC SID to test the battery viability or identify whether some other malfunction requires attention. GM offered to inspect the SID and refer back to the Clerk. The Clerk also confirmed that Highways, in pulling together the Village Gates Project', have offered to install additional SID posts should they be of benefit.

**(c) Bus Shelter** - SH advised colleagues that he had been in touch with a 'tree specialist' who can advise and possibly offer a counter opinion on tree root disturbance to that of HDC's Tree Officer, which may facilitate the 'bank siting' for the proposed new bus shelter. The option of building out into the layby, offered thus far, is unsatisfactory to all. The Clerk provided SH with contact details of Adam Craig, HCC's Passenger Transport & Infrastructure Officer with whom she has been liaising.

**54/21 Footpath Update** no update.

**55/21 Defibrillator Update** the Pro Forma invoice, approved earlier, ordering replacement pads can now be actioned. Clear sight of the Parish defibrillator remains a concern.

**56/21 Lengthsman Update** the Clerk will meet with the Lengthsman to discuss the tasks noted within above Item 52/21 together with replenishment of stones to the village steps at Lees Hill as raised by a parishioner back in August. **Post Meeting Note:** Quotation awaited.

**57/21 Website** this item was missed so will appear on the January 2022 Agenda.

**58/21 To confirm date and location of next meeting**

The next meeting will be held on Monday, 27 January 2022 @ 7.30 p.m. in Ridley's Hall.

APPENDIX ONE – Agenda Item No. 50/21(a)

<b>SOUTH WARNBOROUGH PARISH COUNCIL</b>						
<b>SUMMARY RECEIPTS &amp; PAYMENT ACCOUNT</b>						
<b>2nd QUARTER ENDED 30 SEPTEMBER 2021</b>						
Annual Budget	Actual-v-Budget		Figures shown exclusive of VAT			
		<b>RECEIPTS</b>	£		£	
30,418.00	100%	Precept	-			
25.00	0%	Bank Interest	-			
7,000.00	14%	Other	640.59			
250.00	404%	VAT				
<b>37,693.00</b>		<b>TOTAL RECEIPTS</b>			<b>640.59</b>	
<b>PAYMENTS</b>						
6,006.00	51%	Net Salaries & Allowances (Quarter Two )	1,365.00			
400.00	18%	Clerk's Expenses Net VAT (Quarter Two )	-			
100.00	0%	Administration	-			
125.00	110%	Chairman's Allowance	138.00			
22,000.00	0%	Repairs & Maintenance	-			
800.00	135%	Insurance Premium	-			
1,000.00	0%	Grants & Donations: Fete Donation	-			
250.00	0%	S137	-			
250.00	0%	Training	-			
125.00	0%	Hall Hire	-			
500.00	40%	Audit Fees	-			
150.00	190%	Subscriptions	-			
250.00	0%	Website	-			
3,800.00	65%	Grounds Maintenance	1,152.00			
1,575.00	21%	Playground & SWAGA Costs	86.00			
800.00	91%	Misc/Other inc. Election Expenses	674.99			
250.00	61%	VAT on Payments	152.20			
<b>38,381.00</b>		<b>TOTAL PAYMENTS</b>			<b>3,568.19</b>	
					BALANCE BROUGHT FORWARD on 01/06/21	
					84,447.62	
					<b>ADD</b> Total Receipts (as above)	
					640.59	
					<b>LESS</b> Total payments (as above)	
					3,568.19	
					<b>Balance Carried forward 30/09/21</b>	
					<b>81,520.02</b>	
These cumulative funds are represented by:						
Current Account Balance (per statement)			70,481.95			
Burial Account (per bank statement)			3,549.01			
NS&I Account (per bank statement)			6,150.56			
SWAGA Account (per bank statement)			1,338.50			
<b>Less: Cheques not presented</b>						
					<b>81,520.02</b>	
Susan Richardson						
<b>Responsible Finance Officer for South Warnborough Parish Council</b>					<b>Date:</b> 11.11.21	

**APPENDIX TWO - Agenda Item 50/21(d)**

**Payments for Approval**

19.09.21	PKF Littlejohn	External Audit YE 2021	240.00
30.08.21	Swadling Garden	Ground maintenance	384.00
10.09.21	Aerohealth	Audit Padpak	130.68
20.10.21	SSE Southern Electric	SWAGA Electricity Usage	197.84
01.10.21	Larkstel Limited	September waste collection	46.80
01.10.21	Tufton Warren Farm LLP	Rent 01/10/21 to 31/03/22	250.00
02.11.21	Ridley Hall	Hall Rental: July, June, Sept & Nov	50.00
30.06.21	Lawn Master	Scheduled grass maintenance	24.00
30.09.21	Swadling Garden	Ground maintenance	384.00
24.08.21	Eibe	Supply and fit new playground	59,976.00
07.09.21	Lawn Master	Scheduled grass maintenance	24.00
01.11.21	Larkstel Limited	October waste collection	46.80
10.11.21	Upper Bridge Enterprises	Website annual licence fee	204.89
10.11.21	Susan Richardson	SLCC, Mileage, Post & WFH Allowance	251.13

**Receipts for noting since 23 August 2021**

26.08.21	GM Luff & Partners	Cremation Plot	80.00
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**BANK RECONCILIATION**

£

Treasurer Account	70,841.95
Burial Account	3,549.01
SWAGA Account	1,338.50
NS&I	6,150.56
<b>Total Cash as at 30 September 2021</b>	<b>81,520.02</b>

**FINANCIAL STATEMENT as at 10 November 2021**

Less Payments Due (above)	-62,210.14
<b>Total Cash as at 10 November 2021</b>	<b>19,309.88</b>

Reclaimable V.A.T. available	10,268.15
Burial Ground Payment not yet cleared	45.00