

Minutes of the Annual Meeting of South Warnborough Parish Council
The Ridley Hall
Monday 16th May 2022

Present: Cllrs Gavin McBride (GM)(Vice Chair), Stephen Spreadborough (SS), Belinda Hall (BH) and Patricia Forsyth (PF).

In Attendance: Susan Richardson (Clerk & RFO), HDC Cllr John Kennet, Chris Dorn, and 7 Members of the Public.

01/22 Election of Chairman & Acceptance of Office

GM proposed and SS seconded the election of Stephen Highley as Chairman of South Warnborough Parish Council. It was unanimously RESOLVED to elect Stephen Highley as Chairman. SH's Declaration of Acceptance of Office will be signed ASAP outside of the meeting.

02/22 Election of Vice Chairman & Acceptance of Office

BH proposed and SS seconded the election of Gavin McBride as Vice Chairman of South Warnborough Parish Council. It was unanimously RESOLVED to elect Gavin McBride as Vice Chairman. GM signed an Acceptance of Office which was witnessed by the Clerk, as Proper Officer.

03/22 Declarations of Interest from all Councillors.

Parish Elections held on 5 May 2022 saw an uncontested election. GM, BH, SS signed their Declarations of Acceptance of Office together with their Disclosable Pecuniary Interest Regulation 2012 which were witnessed by the Clerk as Proper Officer.

04/22 Election of Co-Opted Councillors

A duly completed Parish Council Co-Option Application from Patricia Forsythe, a resident of South Warnborough, had been received. GM proposed Patricia Forsythe be co-opted onto the Parish Council, BH seconded and members unanimously RESOLVED to elect Patricia Forsythe as a co-opted parish councillor.

05/22 Apologies

Apologies were received from Cllr Stephen Highley, HCC Cllr Jonathan Glen.

06/22 Declarations of Interest

Members declared no interests in any Agenda items.

07/22 Public Session

HDC Cllr Chris Dorn gave an update on District Matters following the elections.

HDC Cllr John Kennett advised that the Ridley's Hall would be installing a heat pump, solar panels and defibrillator.

08/22 ROUTINE BUSINESS & ADMINISTRATION

- (a) Approval of Minutes from the parish council meeting held on 14 March (69/21 to 81/21) were APPROVED and signed by the Vice Chairman.
- (b) 2022/23 Parish Council Dates - were confirmed as 16 June, 18 July, 12 September, 7 November, 9 January, 13 March and 15 May.
- (c) Internal Auditor YE 2023 - It was AGREED to appoint Eleanor Green of Do the Numbers Limited as the IA for the YE 2022.

09/22 FINANCES

(a) Review & Approve;

- (i) Payments & Receipts on Account as presented in Appendix One were approved.

Chairman

- (ii) Bank Reconciliation to 30 April 2022 as presented in Appendix One) was approved.
- (iii) Summary Payments & Receipts Q4 to YE 2022 as presented in Appendix Two was approved.
- (iv) Bank Reconciliation to 31 March 2022 as presented in Appendix Two was approved.
- (v) Internal Audit Report to YE 2022 will be reviewed at the June 2022 meeting.

10/22 PROPOSALS & RESOLUTIONS

(a) To Review & Approve;

- (i) It was unanimously RESOLVED to delay adoption of the PC policies until June meeting when the elected Chairman could be in attendance.
- (ii) It was unanimously RESOLVED to delay adoption of Councillors' Roles & Responsibilities until the June meeting when the elected Chairman could be in attendance.

11/22 PLANNING

- (a) **22/00521/HOU Lees Farm, Lees Hill** for erection of a single storey extension to existing outbuilding, raising of the ridge height, insertion of two velux windows, alterations to fenestration, internal alterations, insertion of timber gate, replacement timber vehicular gates with brick piers, new timber pedestrian gate and associated alterations. As comments were invited by 20th April It had been AGREED to offer no objection.
- (b) **22/0545/LDC & 22/00544/LDC Lees Farm, Lees Hill** for Lawful Development Certificate seeking confirmation that land has been in continuous use as a domestic garden in associate with the dwelling house. As comments were invited by 2 May It had been AGREED to offer no objection.
- (c) **22/00564/HOU 2 Beechanger Cottage, Swainshill** for erection of a first-floor side extension, oak front porch and replacement orangery. As comments were invited by 27 April It had been AGREED to offer no objection. However, SWPC would appreciate HDC taking into consideration that the current sewage planning capacity installed for the combined properties may not meet relevant regulations and therefore may need an independent assessment as part of the planning review process.

12/22 PROJECT UPDATES

- (i) Village Gates - a meeting is scheduled for 27 May with Hampshire Highways to finalise the positioning of highways signs/furniture entering the village from Odiham.
- (ii) Bus Shelter - HDC's Adam Craig has confirmed that having spoken to his colleague in Highways and Trees if the PC wanted to move forward with any shelter (to be owned by the PC) being on the grass verge the PC will need to obtain an arboriculturists to advise on the significance of roots round and as part of this exploratory dig the site a S171 Licence (Licence to excavate or place traffic management on highway) will be required. It was AGREED to proceed with these requirements.
- (iii) Platinum Jubilee Garden - Covered in the Annual Parish Assembly under 2022/23 projects. The PC would like to offer its sincere thanks to its relentless watering volunteers; Stephen & Sunara Highley, Gavin McBride with a special thanks to our local farmer who has helped by clearing fencings, removing rubbish, delivering water in a bowser to aid the watering process. The garden is looking fabulous, members encouraged MOP to visit and enjoy whilst its in full bloom.

13/22 Highways & Footpaths

- (i) SID (Speed Indicator Device) - Function of the SID remains unclear.
- (ii) Lengthsman - The Clerk confirmed SWPC has been awarded a new Lengthsman Associate Agreement for 2022/23. SWPC has quite a lot of unused hours which it is at risk of losing if they are not used this year. We start the year with 50 hours which is equivalent to £1,250.00. It was AGREED to request vegetation clearance at two entry points: entry to the village from Lees Hill and entry to the village from Alton.
- (iii) Footpaths Status Report - SS reported all footpaths remain clear with no reports of obstructions.

14/22 Any Other Business

- (i) Gigabit Project Update from Guy Henshaw *“Gigabit broadband is finally started to arrive in the village with several of our roads now activated and installations complete. Further sections of the village have yet to be commissioned and I await an update from Openreach on the due date for that.”*
- (ii) Granary Court – The Clerk obtained an update from HDC’s Enforcement Officer prior to the meeting who has confirmed that a Planning Contravention Notice is being sent to the site owner to establish the full nature and use of the site. HDC Enforcement continue to investigate usage of each unit and whether planning applications have been obtained where required. HDC Environmental have confirmed that the vehicle washing service does not need to register their business, but they may need consent to discharge from the local water company. HDC Enforcement remains engaged.
- (iii) Ridleys Piece - Reports of vandalism and continued parking unrest resulted in Cllr Stephen Highley facilitating a meeting between several residents, VIVID Home’s Neighbourhood Manager and Stephen Highley on 10 May. The Neighbourhood Manager is keen to help restore peace by finding a solution, where possible for VIVID to do so. At the meeting, the Ridley Piece Community Group presented him with a petition outlining their areas of concern which he will deliver to his line manager within the 10 days of the meeting. Contact will also be made with the local PCSO Liz Wallace regarding the vehicle damage experienced by some residents.
- (iv) Bench Repair - The bench near the War Memorial has been reported as broken. The PC have engaged the services of a local craftsman to repair. **Post Meeting Note:** The bench has been repaired and the concrete stand levelled to avoid further twisting of the bench frame.

15/22 Date of the Next Meeting - Thursday 16th June at 19.30 in Ridleys Hall.

APPENDIX ONE - Agenda Item 09/22(a) & (b)

| | | | |
|----------|---------------------------|--|---------|
| 05.04.22 | Tafton Warren | Lease for playing field | 250.00 |
| 19.09.22 | PKF Littlejohn | External Audit YE 2021 | 240.00 |
| 15.03.22 | White House Design | Jubilee Garden Hedging | 685.00 |
| 29.03.22 | Rumba Electrical | Repair to electrical box at SWAGA | 54.00 |
| 04.04.22 | HALC | Annual Affiliation | 286.64 |
| 01.04.22 | Larkstel Limited | March bin emptying | 46.80 |
| 01.05.22 | Larkstel Limited | April bin emptying | 46.80 |
| 01.04.22 | Swaddling Garden Services | Ground Maintenance (March) | 430.00 |
| 01.05.22 | Swaddling Garden Services | Ground Maintenance (April) | 430.00 |
| 04.05.22 | White House Design | Final Invoice for Platinum Jubilee Garden | 4728.30 |
| 21.04.22 | Susan Richardson | April Salary | 455.00 |
| 19.04.22 | Web Direction | www.swaga.com | 1.50 |
| 13.05.22 | Susan Richardson | Administration & April salary shortfall | 167.00 |

| | | | |
|----------|-------------------------|--|-----------|
| 11.04.22 | Hart DC Precept 2022/23 | | 31,938.00 |
|----------|-------------------------|--|-----------|

BANK RECONCILIATION 30 APRIL 2022

| | |
|-------------------|-----------|
| | £ |
| Treasurer Account | 38,914.97 |
| Burial Account | 0.00 |
| SWAGA Account | 946.50 |
| NS&I Account | 6,151.18 |

TOTAL CASH AVAILABLE

46,012.65

Chairman

APPENDIX TWO - Agenda Item 09/22 (c) & (d)

| SOUTH WARNBOROUGH PARISH COUNCIL | | | | | | |
|---|-----------------|---|--------------------------------|--|---|------------------|
| SUMMARY RECEIPTS & PAYMENT ACCOUNT | | | | | | |
| <u>YEAR ENDED 31 MARCH 2022</u> | | | | | | |
| | | | Figures shown exclusive of VAT | | | |
| Annual Budget | Actual-v-Budget | | £ | | £ | |
| | | <u>RECEIPTS</u> | | | | |
| 30,418.00 | 100% | Precept | 30,418.00 | | | |
| 25.00 | 2% | Bank Interest | 0.62 | | | |
| 7,000.00 | 9% | Other | 664.71 | | | |
| 250.00 | 0% | VAT | | | | |
| 37,693.00 | | TOTAL RECEIPTS | | | | 31,083.33 |
| | | <u>PAYMENTS</u> | | | | |
| 6,006 | 98% | Net Salaries & Allowances | 5,868.00 | | | |
| 0.00 | #DIV/0! | HCC - Pension Contributions (eer's & eee's) | - | | | |
| 400.00 | 94% | Clerk's Expenses | 374.78 | | | |
| 175.00 | 79% | Chairman's Allowance | 138.00 | | | |
| 125.00 | 40% | Hall Hire | 50.00 | | | |
| 500.00 | 80% | Audit Commission | 400.00 | | | |
| 350.00 | 70% | Admin Expenses | 243.94 | | | |
| 1,100.00 | 98% | Insurance | 1,079.10 | | | |
| 400.00 | 71% | Subscriptions | 285.32 | | | |
| 250.00 | 68% | Website | 170.74 | | | |
| 100.00 | 0% | Grants & Donations: Village Fete | - | | | |
| 250.00 | 30% | Section 137 Payment | 74.25 | | | |
| 0.00 | #DIV/0! | Training | - | | | |
| 22,000.00 | 227% | Projects | 49,980.00 | | | |
| 3,800.00 | 91% | Ground Maintenance | 3,441.99 | | | |
| 2,175.00 | 98% | Playground & SWAGA Costs | 2,127.36 | | | |
| 800.00 | 104% | Miscellaneous (Misc, Other & Election Expenses) | 833.89 | | | |
| 250.00 | 4239% | VAT on payments | 10,596.40 | | | |
| 38,681.00 | | TOTAL PAYMENTS | | | | 75,663.77 |
| <u>RECEIPTS & PAYMENTS SUMMARY</u> | | | | | | |
| BALANCE BROUGHT FORWARD on 01/04/0 | | | | | | 58,621.59 |
| ADD Total Receipts (as above) | | | | | | 31,083.33 |
| LESS Total payments (as above) | | | | | | 75,663.77 |
| Balance Carried forward 31/03/0 | | | | | | 14,041.15 |
| These cumulative funds are represented by: | | | | | | |
| Current Account Balance | | | 3,632.96 | | | |
| Less: Cheques drawn but not debited as at 31.03.0 (nos.) | | | - 240.00 | | | |
| Burial Account | | | 3,549.01 | | | |
| NS&I Deposit Account | | | 6,151.18 | | | |
| SWAGA Account | | | 948.00 | | | |
| | | | | | | 14,041.15 |
| Responsible Finance Officer to South Warnborough Parish Council | | | | | | 31.03.2022 |

Chairman