



MINUTES of the MEETING of FROYLE PARISH COUNCIL

held by Zoom video conference on **Monday 20th April 2020** at 19.00

Attendees			
<i>Parish Council:</i>			
Mrs. J. Southern (Chair) (JS)	Mr. N. Whines (NW)	Dr A Roberts (AR)	
Mr. I. Deans (ID)	Mr A. Aldridge (AA)	Mr I Macnabb (IM)	Mr A. Potter (Clerk)
<i>Other:</i>			
Mrs A Maher (AM)			
Apologies for absence:			
Received from District Councillor Costigan; Mr. S. Maher (SM)			
Declaration of Interest:			
AA declared an interest through his firm in the planning application 57559/002 although it was noted that this was for information only as the location was outside the Froyle parish boundary			
Confirmation of Minutes:			
01 20-21 It was resolved that the Minutes of the meeting of the Parish Council held on 9 th March 2020 be accepted and signed by the Chair as a true record.			

Item	Discussion	Agreed Action/Outcome	Status
4. Matters raised by residents and representatives of village based activities			
4a Provision of dog waste bin	<p>JS summarised the issues which questioned the sustainability of accepting a resident’s offer to empty a new waste bin in Westburn Fields if EHDC declined to do this. Clerk reported that EHDC had been contacted and they have agreed to empty a bin in this location instead of the one by the gate on Ryebridge Lane.</p> <p>Council agreed that a second bin at an exit from the Rec would be better located at Westburn Fields so moving the one by the gate to the new location was preferable to acquiring an additional bin.</p>	Clerk to contact EHDC and request that the bin by the gate be relocated to an agreed location on Highways land in Westburn Fields	Open

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4b Use of Rec to deposit garden rubbish during Covid-19 crisis	<p>A resident had suggested via Facebook that this be considered to assist residents while the Covid-19 restrictions were in place.</p> <p>After discussion, Council agreed that this was too difficult to manage and it would be important to ensure that only compostable materials were deposited. There was also a risk that such rubbish would encourage fly-tipping and vermin.</p> <p>NW suggested that EHDC be approached to enquire about the provision of compost bins for residents to purchase at a reduced price.</p>	Clerk to include a response to this suggestion in the Magazine and to contact EHDC re compost bins	Closed
4c Hedge cutting by 1 Westburn Fields	A resident has offered to cut the hedge in this location. Council noted that this was privately owned land, possibly by an absentee owner. The offer was welcomed and it was agreed to accept it provided enquiries were made by him of the landowner to obtain access.	Clerk to confirm with resident that the hedge could be cut provided he had contacted the landowner to obtain access.	Closed
5. Reports from Councillors			
5a Football Hut redevelopment project	<p>AA provided an update to Councillors.</p> <p>Voller Architectural Design have issued the final design drawings and these are now ready to go out to tender. The structural engineer recommended that the existing roof be removed and replaced by a new structure that would be supported on the external walls. This would allow the internal walls to be removed and the internal layout reconsidered.</p> <p>Clerk advised that from information he had received it appeared that the contract would need to be advertised on the Government Procurement portal 'Contract Finder'. The implications on possible contracting</p>	<p>AA to informally discuss with building contractors to provide an indicative price based on the new drawings</p> <p>Clerk to seek clarification on the requirement to post this opportunity on Contract Finder and the process of how to do this.</p>	Open

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	<p>strategies and selecting builders to tender were discussed and would be further investigated.</p> <p>After discussion it was agreed that AA should informally approach local builders who had previously provided an estimate and ask them to revalidate this against the more detailed design drawings. If the price was still in an acceptable range, a formal proposal would be issued to a shortlist of bidders. If it appeared that the cost was becoming uncompetitive as compared to a prefabricated open plan building, Council would reconsider whether the refurbishment option should be continued with.</p> <p>Councillors expressed various opinions on the benefits of revisiting the internal layout and this would be further discussed before prices were formally requested from builders.</p>		
5b Website development	<p>AM reported on progress and demonstrated the website to the meeting. Comments on content and layout were made.</p> <p>JS requested that the website go live as soon as possible with any design updates being addressed once it was public.</p> <p>NW enquired whether the Parish Council and Village Hall websites could be merged to enhance visual impact and provide a single point of entry for anyone seeking information about the village. It was agreed to look at this after the Parish Council website was operational.</p>	<p>All to provide short bios to AM for inclusion in the Councillors section</p> <p>AM to provide access to Councillors so content could be reviewed and feedback given prior to website going live</p>	Open
Other matters raised by Councillors	<p>JS advised that Garth Heyhurst had resigned from the Parish Council. Advice on whether this vacancy had to be filled immediately had been sought from Electoral Services and, under current circumstances, agreed that this was not possible. It was agreed to leave the vacancy</p>		Closed

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	<p>open until the Covid-19 restrictions have been lifted and the due process of notifying residents could be followed</p> <p>NW advise that the Village Hall was now closed and would remain so until the Government restrictions had been lifted. A Small Business Grant had been approved by EHDC to recognise the loss of income</p>		
<p>6. Report from District Councillor - No report provided.</p>			
<p>7. Planning Matters</p>			
<p>7a New Planning applications</p>	<p>Five new Planning Applications has been received since last meeting</p> <ul style="list-style-type: none"> - 37538/001 2 storey extension at 6 Westburn Fields, Froyle - 49828/007 Thinning sycamore tree at 1 Rye Bridge Cottages, Ryebriidge Lane, Upper Froyle - 58648 Ash tree reduce limbs at St Josephs Cottages, Ryebriidge Lane, Upper Froyle - 58678 Porch construction at The Reeves, Ryebriidge Lane, Upper Froyle - 57559/002 Conversion and restoration of redundant hop kilns, Coldrey Byre, Froyle Road, Lower Froyle (information only as outside parish boundary) <p>Application 37538/001 was discussed with regard to its impact on neighbouring properties and it was understood that at least one resident had objected. It was agreed that a comment would be submitted to EHDC recommending that a Method Statement should be prepared and agreed because the access required would impact on neighbours. It was also noted that the size of the extension was not consistent with the recommendations in the 2016 Froyle Village Design Statement.</p>	<p>02 20-21 it was resolved that Froyle Parish Council would submit no objections to application numbers: 49828/007; 58648; and 58678</p> <p>ID to draft a comment on application number 37538/001, regarding the need for a Method Statement and consistency with the Village Design Statement for Councillors to review and sign off.</p> <p>03 20-21 it was resolved that Froyle Parish Council would submit a comment to application number 37538/001 based on the draft developed by ID once agreed</p>	<p>Closed</p>

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7b Results of Planning applications	<p>Clerk reported that an appeal was expected to be submitted against the rejection of planning consent for a new car park at Froyle Park (55541). EHDC had not received any notification from the Inspectorate to date of an appeal being received. The expiry date for a submission is 18 May 2020</p> <p>Council agreed in principle that its position regarding any appeal was unchanged i.e. the 'overflow carpark' on Ryebidge Lane must be returned to pasture if a new car park is approved</p> <p>Clerk reported that EHDC had decided that the planning application (58562) for construction of a single storey dwelling in the walled garden was invalid and returned it to the developer.</p>		Closed
7c Compliance with approved Planning applications	<p>The EHDC Compliance Officer had advised re 20107/093 that the formal discharge of condition proceedings against the developer to reinstate the listed wall and to clear the rubbish from the walled garden had been suspended until the government's social distancing guidelines have been relaxed.</p> <p>With regard to 20107/110 regarding the planting of a hedge too close to a neighbour's boundary, EHDC advised that the complaint has been closed as no action can be taken until the property is occupied.</p>	<p>Clerk to maintain contact with EHDC to ensure that this is followed up as soon as it is possible and in particular to ensure that the rubbish is not burned to avoid toxic smoke being produced.</p>	Open
7d Other Planning & Development Issues	<p>Veolia AERF – Clerk and ID provided an update on the No Wey Incinerator Action Group (NWI). This was formed to coordinate a campaign against Veolia's proposed AERF following an open meeting of over 130 local residents in Froyle Village Hall on 12 March 2020. The meeting overwhelmingly voted in favour of opposing the planned AERF.</p>	<p>04 20-21 it was resolved to award contracts recommended and approved by NWI at a total budgeted cost of £13,700 which they have sufficient funding in place to cover:</p> <ul style="list-style-type: none"> - Adams Hendry for second phase Planning consultancy - Terrafirma for Landscape consultancy - Jonathan Cox for Ecology consultancy 	Open

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	Where the Parish Council will be a primary recipient (or will rely primarily) on the advice NWI receive from consultants the PC have agreed to award contracts on behalf of NWI. The Parish Council discussed and agreed a strict process for contracting which will ensure that NWI follows a rigorous tender process and has funds to support any contracts proposed to the Parish Council.	These contracts will commence on submission of Veolia's planning application. Additional contracts have been agreed by NWI with Hydrogeo for hydrology and Air Quality Consultants but work held in abeyance	
8. Finance Matters			
8a Payments	Invoices, payment records and bank reconciliation were enclosed with the agenda (App 1) and tabled at the meeting. It was noted that invoices for goods and services included in the annual budget may be paid by BACS with online approval by two signatories in future and reported to the next Parish Council meeting as a list of payments	05 20-20 It was resolved to approve the invoices for payment and note the bank reconciliation. Clerk to review the Parish Council Financial Regulation and propose any necessary update to the next meeting	Closed
8b 2019/20 Full year income and expenditure	Clerk provided a full year analysis of receipts and payments for the financial year 2019/20 and a comparison with budget. The two main areas of variance were an underspend on maintenance activities offset by an increase in Parish Clerk salary. An unaudited surplus for the year of £7,697 was transferred to reserves.		Closed
8c Banking	Clerk advised that the previous Clerk's online banking access had not been removed when the account details were changed by TSB. It was agreed that this should be actioned asap	Clerk to submit the necessary paperwork to TSB	Closed
9. Matters raised by Clerk			
9a Tree Canopy Cover survey	Clerk circulated details of a survey being conducted for EHDC. JS commented that this may be a good record to have for the village and that she had identified a resident who would be interested in undertaking this work	JS to agree with resident to take on the survey	Closed
9b May 2020 Parish Magazine	Clerk advised that the Editorial Committee had decided to print and distribute the May magazine as normal		Closed

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	despite neighbouring parishes only publishing on-line. Councillors unanimously agreed.		
9c Lengthsman	<p>Clerk advised that the contract with the Lengthsman cluster had been signed after electronic circulation. One outstanding question will be addressed by the Cluster manager when the lock down restrictions are lifted.</p> <p>The first Lengthsman contractor visit to Froyle took place on 20/4 to undertake work specified by IM. Feedback would be given and sought from the contractor. It was agreed that for future months a list of typical work should be prepared and prioritised to inform the Lengthsman</p>	<i>ID</i> and <i>IM</i> to develop a list of work items for the Lengthsman to undertake. These would be transferred to the worksheet ahead of each scheduled visit.	Closed
9e AGM and Dates	<p>Clerk advised that the AGM in May was not required due to the Covid-19 crisis. JS and ID have agreed to continue in post as Chair and Deputy for the next 12 months. Dates of 2020/21 meetings were circulated and will be signed off at the next meeting</p>		Closed
10. Date of next meeting: Monday 11 th May 2020 time and location to be agreed. This will be a Wi-Fi enabled meeting if restrictions have not been lifted			

Chair

Date.....

Appendix 1 – Invoices for Approval

Invoice Date	Supplier	Description	Category	Invoice no.	Amount inc VAT (£)
12/03/2020	Brunel Surveys Ltd	Veolia site verified views	S137 project	15718	1,680.00
30/03/2020	Treloar Print	Covid 19 Flyers re Doctor practice	Admin	IKC 18793	36.00
07/04/2020	Voller Architectural Design	Detailed building regs/tender drawings for football hut	Capital	2001/JV	1,785.00
10/04/2020	Ricoh UK Ltd	Photocopier rental	Admin	101587871	117.34

Payments approved and/or paid since last meeting

Invoice Date	Supplier	Description	Category	Amount (£)	Approved by
25/02/2020	Treloar Print	March 2020 Parish Magazine printing	Magazine	117.39	Parish Council meeting 9/3
25/02/2020	Treloar Print	March 2020 Parish Magazine inserts printing	Magazine	36.00	Parish Council meeting 9/3
25/02/2020	Hampshire Association of Local Councils (HALC)	Officer Development training What you need to know Parts 1 & 2	Admin	160.00	Parish Council meeting 9/3
01/03/2020	David Heather Agricultural Contractor	Hedge cutting roadside	Maintenance	30.00	Parish Council meeting 9/3
02/03/2020	EHDC	Pre-Application Fee re football hut	Hut Project	24.00	Parish Council meeting 9/3
06/03/2020	Westcotec	Speed Indicator Device	Capital S106	3,780.00	Parish Council meeting 9/3
08/03/2020	Treloar Print	No Wey Incinerator flyers	Admin	163.00	BACS payment signatories
24/03/2020	Treloar Print	April Parish Magazine printing (IKC 18778)	Magazine	182.00	BACS payment signatories
24/03/2020	Treloar Print	Flyer 'Stay in touch' (IKC 18708)	Admin	10.00	BACS payment signatories
24/03/2020	Froyle Village Hall	Veolia Residents meeting (1364)	Admin	30.00	BACS payment signatories
24/03/2020	Froyle Village Hall	Veolia three Parish meeting (1370)	Admin	25.00	BACS payment signatories
24/03/2020	A. Potter	Clerk salary (Jan - Mar 2020 net of PAYE)	Admin	1,620.00	BACS payment signatories
24/03/2020	A. Potter	Clerk expenses (Jan-Mar 2020)	Admin	107.20	BACS payment signatories
25/03/2020	Froyle Village Hall	Parish Council meetings (1363)	Admin	90.00	BACS payment signatories
27/03/2020	HMRC PAYE	PAYE payment for Clerk Q4 salary inc adjust	Admin	398.40	BACS payment signatories
27/03/2020	Froyle Wildlife	Transfer of Councillor grant for cost of the willow dome	Grant	180.00	BACS payment signatories

Appendix – Bank reconciliation

<u>FROYLE PARISH COUNCIL</u>			
<u>BANK RECONCILIATION at 31.03.20</u>			
Income (excluding VAT collected)			34,577.93
Less Expenditure (excluding VAT paid)			-26,676.32
Movement			7,901.61
Brought Forward from 2018-19			57,889.21
Sub Total			65,790.82
VAT Paid			1,122.03
VAT Collected			-1,392.94
Cash in Hand or at Bank			65,519.92
Balance shown in Receipts/Payments Accounts			
<i>Cheques paid not yet on bank statement</i>			
<u>Date</u>	<u>Payee</u>	<u>Cheque No.</u>	<u>Amount</u>
	TOTAL		0.00
<i>Amounts received not yet on bank statement</i>			
<u>Date</u>	<u>From</u>	<u>Cheque/cash</u>	<u>Amount</u>
	TOTAL		0.00
<i>Balance shown on Bank Statement A/C 0037134 at 31.03.20</i>			63,291.00
<i>Balance shown on Bank Statement A/C 7529822 at 31.03.20</i>			2,228.92
Total at bank			65,519.92
Less uncleared items			
	Receipts		0.00
	Payments		0.00
Balance including uncleared items @ end March 2020			65,519.92
<i>Check</i>			0.00

Appendix 2019/20 Income & Expenditure report

		Full Year Budget	Full Year Actual	Over/Under Budget
RECEIPTS				
	EHDC Precept	28,300.00	28,300.00	0.00
	Grants received	0.00	4,100.00	4,100.00
	Bank interest	2.00	3.42	1.42
	Magazine advertisements	1,215.00	1,792.50	577.50
	Other income (net VAT)	197.00	130.70	-66.30
	TOTAL RECEIPTS exc VAT	29,714.00	34,326.62	4,612.62
EXPENDITURE				
	Insurance	907.00	943.56	36.56
	Clerk's salary (gross inc PAYE)	4,430.40	5,920.16	1,489.76
Admin.	Hall Hire	410.00	525.00	115.00
	Clerk expenses (Postage, consumables, travel, phone)	500.00	1,452.32	952.32
	Photocopier Rental	456.00	411.00	-45.00
	Miscellaneous	0.00	0.00	0.00
	Chairman's Allowance	0.00	467.00	467.00
	Total Admin	1,366.00	2,855.32	1,489.32
	Audit, Data, Legal Fees	800.00	705.00	-95.00
Maintenance	Rec, VH area, Jblee Gn play area, footpaths,	4,178.00	1,902.50	-2,275.50
	Churchyard	1,065.00	1,170.00	105.00
	Car Park Drain clear	200.00	0.00	-200.00
	War Memorial	82.00	444.11	362.11
	Play Equipment inspection & maintenance	2,500.00	3,345.00	845.00
	Other Labour/Maintenance	1,500.00	0.00	-1,500.00
	Total Maintenance	9,525.00	6,861.61	-2,758.39
	Magazine	2,300.00	2,001.00	-299.00
Sports Hut	Servs (Elect, Rates, Water)	350.00	90.38	-259.62
	Hut maintenance	500.00	0.00	-500.00
	Total Sports Hut	850.00	90.38	-759.62
Grants & Subscriptions	S137 & Other Grants	2,000.00	1,850.00	-150.00
	Subscriptions	351.00	367.00	16.00
	Total Grants & Subscriptions	2,351.00	2,217.00	-134.00
	Election	150.00	119.60	-30.40
Expensed projects	Comms & website	0.00	0.00	0.00
	Village Hall patio repointing	0.00	0.00	0.00
	Total	0.00	0.00	0.00
Capital expenditure	New equipment (Laptop for Clerk & SID)	0.00	4,108.29	4,108.29
	Football Hut	0.00	874.00	874.00
	Total Capital Expenditure	0.00	4,982.29	4,982.29
	Total Expenditure	22,679.40	26,695.92	3,921.52
	Receipts less Expenditure exc VAT	7,034.60	7,630.70	691.10
RESERVES				
	Balance brought forward at start of year			57,889.21
	Surplus/deficit 2019/20			7,630.70
	Balance carried forward			65,519.91
		Total Allocated	Spent	Balance
Allocated Funds	Football Hut (Parish Council)	25,000.00	874.00	24,126.00
	EHDC Grant	7,500.00		7,500.00
	Total Football Hut Project	32,500.00	874.00	31,626.00
	Veolia action group seed money	1,000.00	0.00	1,000.00
	Total Allocated funds	33,500.00	874.00	32,626.00
	Unallocated Reserves			32,893.91