



MINUTES of the MEETING of FROYLE PARISH COUNCIL

held at Aldersey House, Lower Froyle and by Zoom video conference on

Monday 10th August 2020 at 19.00

Attendees				
<i>Parish Council (PC):</i>				
Mrs. J. Southern (Chair) (JS)	Mr. N. Whines (NW)	Mr I Macnabb (IM)	Mr. I. Deans (ID)	Mr A. Potter (Clerk)
<i>Other:</i> Mrs A Maher (AM)				
	Mr B Clark (BC)	Mr C Findlay (CF)	Mrs M Essenson (ME)	
Apologies for absence:				
	Mr. S. Maher (SM)	Dr A Roberts (AR)	Mr A. Aldridge (AA)	Mr T Costigan (TC)
Declaration of Interest: None				
Confirmation of Minutes:				
23 20-21 It was resolved that the Minutes of the meeting of the Parish Council held on 13 th July 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			
4 Provision of dog waste bin	Referencing item 4a in the 13 July minutes, JS requested that a procedure be developed for emptying the 'old' bin by the Rec gate	JS & Clerk to meet and discuss	Closed
4a Speedwatch	CF presented the data gathered from the Speed Indicator Device (SID) test between 6 th and 9 th August. The data downloaded from the SID provided a comprehensive analysis of traffic flows and speeds for the period and CF advised that this could be presented in many different formats. The SID will be repositioned around the five approved locations every 2 weeks and a new rota produced. On the basis of the test experience the draft Method Statement and Risk Assessment will be updated and signed by the PC. The cost of additional brackets (£249.00), cones (£29.99) and road signs (£43.98) was provided and approved. An article on the scheme would be put into the Sept Magazine issue and a regular data reporting format would be developed for input each month thereafter. Names of those who are involved in relocating the SID need	CF to prepare a report for the Sept Parish Magazine and update Method Statement and Risk Assessment for PC sign off. CF to develop a reporting format for the Magazine	Closed

JS

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	to be recorded so that they can be recognised as Council employees during this time. This allows them to be covered by PC personal injury and third party liability insurance. Previously confirmed as acceptable with PC Insurers.		
4b Flu vaccination clinics	ME sought the PC views on the Bentley Surgery holding an outdoor flu vaccination clinic in the village on a drive through or walk through basis possibly using PC owned land. Outdoor clinics are required because a full change of PPE plus room wipe down would be required after each patient if held indoors as usual. The suggestion to arrange a three hour session on the Rec or VH patio was supported by the PC if a venue in Froyle was required.	ME would report back to the Surgery team and advise PC of whether and how they wished to proceed	Open
4c Froyle Wildlife tree planting on Rec	<p>BC presented a revised proposal for tree planting on the Rec following discussion of the first thoughts with IM and NW. This proposal was agreed by the PC. Funding of the estimated cost of £270 plus mulch and stakes was agreed. This would initially be paid by Froyle Wildlife who would then seek reimbursement from the PC at the end of the year or seek a grant from EHDC.</p> <p>NW and IM recommended to employ a tree surgeon to advise on the safety of the larger trees around the Rec. This recommendation was approved.</p>	<p>Clerk to enquire about the possibility of a grant from EHDC</p> <p>IM to arrange for a tree surgeon to survey the trees around the Rec and recommend any remedial action</p>	Open
4d Playground fence	Following further representation by a resident, IM presented quotes for a fence obtained from the playground maintenance contractor (Dick Randall) which came out at c.£12.5k. PC considered that this amount was excessive for a problem which, by regular observation of the playground, was not considered to be a major issue. It was agreed to place suitably worded 'Good Citizen' notices would be erected reminding dog owners that the playground was frequented by children and request extra vigilance of their dogs when in this area.	<p>Clerk to inform residents of the decision via Magazine.</p> <p>Clerk to develop wording for notice</p>	Closed
5. Reports from Councillors			


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5a Football Hut redevelopment project	<p>Clerk reported that AA had made enquiries about the cost of roof trusses per the action from the previous meeting but the information needed was not yet sufficient to inform any decision.</p> <p>NW indicated that he was unclear where the project was heading and suggested that three quotes should be obtained for prefab buildings.</p> <p>JS confirmed that the decision had been taken at the July meeting to proceed on the basis of the Voller design unless the cost of a pitched roof could be delivered within the existing budget.</p> <p>JS expressed concern that the timeline for the project was stretching and progress needs to be made by end September. Clerk commented that at present the timeline is being driven by funding applications which are expected to be decided by end Sept. If funding applications are successful, then the project should be ready to issue tenders for the work immediately thereafter. To do this, the costing of the roof trusses and the results a joint study by the Village Hall (VH) Committee and PC on operation of the facility must be completed to avoid further delays.</p> <p>NW reported that the Stage 2 application to Veolia for funding had been validated and would now go to the relevant committee for consideration. An application for £10,000 had also been submitted to the HCC Parish & Town Council fund for consideration.</p>	<p>AA to finalise costings for trusses</p> <p>JS to set up study group with VH Committee Chair</p>	Open
5b Website development	<p>AM demonstrated the new website and undertook to action the comments received. The switch to the new website will be made as soon as the suggested changes have been completed. This will disconnect the Parish Council website from Froyle.com.</p> <p>NW enquired whether the VH website could be integrated with the PC one while being managed independently and AM agreed to investigate this.</p> <p>AM was advised that Councillors were having difficulty getting set up on MS teams and agreed to arrange one to one Zoom sessions to assist with this.</p> <p>NW asked about who would have the authority to update website content. It was agreed that a protocol on this needs to be developed. This protocol should distinguish between the authority required for</p>	<p>AM to set up one to one Zoom sessions with Councillors re MS Teams.</p> <p>AM to work with Clerk on an operational protocol for updates etc.</p>	Open

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	<p>posting information on routine activities and that for changing the structure and content of the website.</p> <p>Clerk advised that Mr M Blanche had agreed to assist him with website updates and design changes going forward.</p>		
5c Councillor Vacancy	<p>Clerk advised that the requisite number of Froyle residents had not requested EHDC Electoral Services to hold an election, allowing the PC to fill the casual vacancy by co-option.</p> <p>Clerk advised that Mr Lelliott has put his name forward for consideration and will be asked to submit a letter explaining why he was interested.</p>	Clerk to post the notice of Casual Vacancy and write to Mr Lelliott asking him to formally write and express why he was interested.	Open
<p>6. Report from District Councillor - No report provided.</p> <p>JS advised that she had spoken with TC and he had agreed to provide a written report in future. He has been requested to attend Parish Council meetings on occasions especially when there was a major issue and advise the position of EHDC on such matters e.g. the recently published White Paper on changes to the Planning regulations.</p>			
<p>7. Planning Matters</p>			
7a New Planning applications	<p>Three new Planning Applications have been received since the last meeting (see attached) of which the deadline for comment had passed. No objections had been received from Councillors to any of these.</p>	24 20-21 it was resolved that no objections would be submitted by the PC to any of these applications.	Closed
7b Results of Planning applications	Nothing to report		
7c Compliance with approved Planning applications	<p>Clerk reported that EHDC Compliance had been requested by TC to progress the outstanding CIL contribution (20107/105). A summons has now been issued to the developer by EHDC Legal.</p> <p>Clerk advised that a chaser letter had been sent to EHDC asking when a site visit would be undertaken to view the walled garden rubbish clearance and also when repairs to the listed wall would be undertaken (20107/93). No reply had been received to date.</p>	Clerk to maintain contact with EHDC to get a date for the site visit	Open

JS.

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7d Other Planning & Development Issues	<p>Veolia AERF (Planning application 33619/007) – ID provided an update on the No Wey Incinerator Action Group (NWI) activities. Over 600 objections have already been submitted including from local MP's and Alton Town Council. Many more are believed to be awaiting uploading due to delays in the HCC system. The final consultants' report has been published and circulated to the PC.</p> <p>An outline of a Froyle objection has been circulated to Councillors for comment. JS agreed to flesh this out into a draft submission for Councillors' review.</p>	<p>25 20-21 it was resolved to submit an objection to this application</p> <p>JS to develop draft response for submission to HCC by 14 August.</p>	Open
8. Finance Matters			
8a Payments	<p>Invoices, payment records and bank reconciliation were tabled at the meeting (see attached)</p> <p>It was noted that an additional £5,000 had been received from NWI for consultants' costs and this had been transferred to reserves pending invoices being received for payment.</p>	26 20-21 It was resolved to note the invoices paid since the last meeting and the end July bank reconciliation.	Closed
8b External Auditor report	Clerk reported that the external auditor's report had been received and contained no comments. This would be posted with the accounts on the PC website.	Clerk to post report and accounts on website	Closed
8c Small business grant	Clerk advised that EHDC had informed him that the Football Hut now qualified for a £10,000 Small Business Grant under the Covid regulations. This followed clarification of qualifying organisations which confirmed that precepted Parish Councils could now apply. The PC agreed that the grant should be applied for provided the fact that there had been no loss of revenue was clearly stated. The grant could be used to reduce the application already submitted to EHDC for the renovation project if that project becomes over funded.	Clerk to submit application with explanation of how the grant would be used.	Closed
9. Matters raised by Clerk			
9a National Citizen Services (NCS) volunteering scheme	Clerk redistributed details of the scheme which had been notified by the County Councillor as it was not discussed at the previous meeting in detail. It was agreed that further information should be sought on the background to the volunteers, how they would be supervised, nature of	Clerk to discuss with the scheme organiser to determine how and if the volunteers could be used in Froyle	Closed

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	work offered and whether it should be for community benefit or provided to individual residents. Consideration will be given to identify possible projects based on the clarifications received.		
9b Consultation on members Code of Conduct	Clerk distributed a consultation paper issued by HALC. Councillors were encouraged to review and submit comments either directly or via the Clerk	Councillors to review and comment on the paper.	Closed
9c Hampshire Superfast broadband scheme	Clerk circulated details of a Hampshire County Council scheme which would enable eligible residents to get vouchers to obtain superfast broadband.	Clerk to investigate availability of the scheme for Froyle residents	Open
9d Neighbourhood Watch Burglary Campaign	Clerk distributed briefing papers on this initiative. The PC agreed to defer involvement to a future meeting when the setting up of a new Neighbourhood Watch scheme in Froyle had been agreed. It was noted that there was some useful information contained in the pack which could be used.	Clerk to include on agenda for a subsequent meeting	Open
10. Date of next meeting: Monday 14 th September 2020 - time and location to be confirmed.			

Chair 

Date 14.9.20

Attachments

Item 7a Planning applications received since last meeting of P/C

Ref	Date Submitted	Address	Description	Councillor Comments						
				JS	ID	AA	AR	IM	NW	SM
28408/013	05/08/2020	Warren Cottage, GU34 4LJ	LF Decorative birch - crown lift							
51878/009	14/07/2020	Froyle Cottage, GU34 4JX	UF Spruce crown reduction							
39958/015	14/07/2020	Cattleys, Ryebidge Lane, GU34 4JX	UF Leylandii spruce crown reduction							

Item 8a Invoices for Approval and Payments since last meeting

Date	Supplier	Description	Category	Invoice no.	Amount inc. VAT (£)
28/07/2020	Westcotec	Speedwatch sign additional brackets	Maintenance	11346	249.00
31/07/2020	Terra Firma	Landscape consultancy services	NWI	2164/9431	3,816.00
31/07/2020	PKF Littlejohn	External Auditor	Admin & Finance	SB20200093	240.00
05/08/2020	Air Quality Consultants	Air quality consultancy services	NWI	10006	5,100.00

Payments approved and/or paid since last meeting

Date paid	Supplier	Description	Category	Amount (£)	Approved by
27/07/2020	Adams Hendry Consulting	NWI Planning consultancy (June 2020)	NWI	585.00	BACS signatories
27/07/2020	Hampshire Stoves Ltd	Cut down limb above zip wire	Maintenance	390.00	BACS signatories
27/07/2020	Ricoh UK	Photocopier rental (inc usage credits)	Admin	106.18	BACS signatories

Item 8a Bank reconciliation @ 31 July 2020

<u>FROYLE PARISH COUNCIL</u>			
<u>BANK RECONCILIATION at 31.07.20</u>			
Income (excluding VAT collected)			62,233.93
Less Expenditure (excluding VAT paid)			-19,904.99
Movement			42,328.94
Brought Forward from 2019-20			69,299.91
Cash in Hand or at Bank			111,628.86
Balance shown in Receipts/Payments Accounts			
<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>Cheques paid/ BACS payments approved not yet on bank statement</i>			
<u>Date</u>	<u>Payee</u>	<u>Cheque No.</u>	<u>Amount</u>
TOTAL			0.00
<i>Balance shown on Bank Statement A/C 00037134 at 31.07.20</i>			58,539.79
<i>Balance shown on Bank Statement A/C 07529822 at 31.07.20</i>			53,089.07
Total at bank			111,628.86
Less uncleared items			
	Receipts		0.00
	Payments		0.00
Balance including uncleared items @ end July 2020			111,628.86
Check			0.00

Approved
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