



MINUTES of the MEETING of FROYLE PARISH COUNCIL

held virtually by Zoom video conference on

Monday 12th October 2020 at 19.15

Attendees			
<i>Parish Council (PC):</i>			
Mrs. J. Southern (Chair) (JS)	Mr. N. Whines (NW)	Mr I Macnabb (IM)	Mr. I. Deans (ID)
Dr A Roberts (AR)	Mr A. Aldridge (AA)	Mrs A. McRiley (AM)	Mr A. Potter (Clerk)
<i>Other:</i>			
	Mr T Costigan (TC)		
Apologies for absence:		Mr. S. Maher (SM)	
Declaration of Interest: None			
Confirmation of Minutes:			
29 20-21 It was resolved that the Minutes of the meeting of the Parish Council held on 14 th September 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			
Flu vaccinations clinics (Ref this item brought to the August 10 th PC meeting)	Clerk reported that he had been advised by Mrs Essenson that the Government has changed the PPE and room cleaning requirements between patients for flu clinics. This means it is feasible to run the flu vaccination clinics at the Bentley surgery. Many thanks were expressed to the PC for being open to supporting the earlier outdoor requirement had this been required.		Closed
5. Reports from Councillors			
5a Football Hut redevelopment project	Attached report from the Football Hut sub-committee had been pre-circulated to PC. The issues raised therein re Finalisation of Design Drawings and Preparation of Tender Package including proposed builders was discussed and agreed.	30 20-21 it was resolved that: <ul style="list-style-type: none"> • The design drawings should be finalised with paving rather than decking with no balustrade and a 	Open

Item	Discussion	Agreed Action/Outcome	Status
	<p>ID asked whether the discussions on future operation in conjunction with the Village Hall (VH) had yet taken place. JS advised that the details were yet to be concluded but it had been agreed in principle that the VH booking system could be used and the VH cleaner would also clean the new building. It was agreed that these details had to be worked out before a contract award was made.</p> <p>NW asked whether a fallback position had been agreed if the tenders were unacceptable. JS confirmed that there was a maximum budget available so a fallback would need to be addressed if the tender prices all exceeded this.</p> <p>ID suggested and the meeting agreed, that the tender documentation could allow for post-tender negotiation to reduce scope, should the budget be exceeded.</p> <p>It was agreed that the target for receipt of tenders should be in time for an award decision at the PC meeting on 14 December. In order to achieve this, the tender package should be sent out at the latest by end October. This is a tight schedule as AA has recommended that 6 weeks should be allowed for responses due to the time currently being taken by builders to get prices from suppliers.</p> <p>All tenderers would be offered the opportunity to quote for both renovation and a new build to the same specification and layout (subject to the constraints of fitting a new building on the existing slab).</p>	<p>retaining wall against which the access to the playground would be landscaped;</p> <ul style="list-style-type: none"> • EHDC Tree Officer advice would be sought regarding removal of the tree at the rear of the current hut and whether planning permission would be required; • Macallan Penfold would be contracted for up to one day's work (max. £600) to prepare the work specification from the design drawings for inclusion in the tender package; • The tender would be issued based on a JCT Minor Works Contract; • The list of 6 builders provided in the report were approved to receive the tender package. <p><i>JS</i> to meet with VH committee members to finalise operational details</p>	
5b Website development	<p>JS reported that despite repeated attempts, she was still unable to contact Amanda Maher (AM) regarding delivery of the new website.</p> <p>NW advised that he had accessed a Hugo Fox Froyle Parish Council website that was live. Post meeting: Clerk has contacted Hugo Fox</p>	<p>Clerk to log on to Ionos platform to access the domain and determine whether the website can be activated</p> <p>JS to visit AM to discuss status and agree a way forward</p>	Open

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	<p>who advise that they have deactivated the website and changed log in details to the Clerk.</p> <p>NW advised that the VH website redesign would probably now have to proceed independently of the PC website unless the PC decided to start again with a joint project. It was agreed that linked websites for the VH and PC was desirable.</p>		
5c Playground Inspection	<p>IM reported that the latest playground inspection had been undertaken on 17 September by the PC contractor, Dick Randall. This identified the upcoming need for repairs to rotten wood and some repainting of the ship. A quote for undertaking these works has been requested.</p>	<p>IM to obtain quote from Dick Randall for the ship repairs and determine with him how and when to proceed</p>	Open
5d Tree safety inspection on Rec	<p>IM reported that he was meeting a tree surgeon (Callum Kilby from Wyck) on 14/10 to discuss the state of the trees around the Rec.</p> <p>JS requested that this work should also be discussed with Kevin Anfield's who's son is a Froyle resident and has a similar business.</p> <p>The PC requested that the tree by the football hut was also inspected to obtain views on its possible removal.</p>	<p>IM to report back on the visits and provide quotes to the next PC meeting</p>	Open
5e Remembrance Sunday	<p>JS advised that subject to a satisfactory risk assessment it was planned to hold a socially distanced remembrance event on the Rec rather than by the War Memorial this year</p>	<p>No further action</p>	Closed
5f Notice boards	<p>ID reported that the PC notice board opposite Gid Lane was in a poor state of repair and should be considered for replacement. After discussion it was agreed that new enclosed notice boards could also be considered for locating on the end of the renovated football hut and possibly at the Anchor.</p> <p>TC commented that a number of villages had used Alton Menshed to provide new noticeboards and suggested they were contacted. TC would be prepared to contribute a Councillor grant of £500 towards a new noticeboard.</p>	<p>Clerk to contact Menshed re a replacement for the Gid Lane board and consider additional boards in the 2021/22 budget</p>	Open
5g Other matters: (i) Virtual Quiz		<p>No further action</p>	Closed

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	NW advised that the VH were planning a virtual quiz night on 7 November with all proceeds being donated to Alton Food Bank		
(ii) Fireworks	JS advised that the VH had agreed to fund two solo firework displays on Bonfire night one on Saintbury Hill and the other at the top of Husseys Lane; the logistics were still being worked through.	No further action	Closed
(iii) Trees along the Avenue	JS advised that with the current closure of the Froyle Park wedding venue the trees along the Avenue had become a danger to pedestrians using the public right of way due to falling branches. A survey should be undertaken by Froyle Park and any necessary remedial work undertaken as soon as possible.	TC to contact Froyle Park owners and request that a tree survey be undertaken	Open
6. Report from District Councillor (TC)			
CIL contribution (20107/105)	Court action was being undertaken against the developer by EHDC and the Clerk was being kept informed		
Planning White Paper	A draft of the EHDC response to the Planning White Paper consultation was provided for consideration by the PC in developing its own response (see 7d below)		
Collaboration between EHDC and Havant Council	The recently announced proposal for greater collaboration between the two councils was gaining traction as cost savings and improved services could result from operating under a single roof. Work is ongoing to develop the details. The public were not expected to see any major changes to the services they received.		
Speeding through village	JS raised the question of increased incidents of speeding through the village despite the best efforts of Speedwatch and installation of the Speed Indicator Device (SID). TC advised that speeding was a growing problem in many local villages. HCC would not entertain any lowering of the speed limit and TC suggested that contact should be made with other PC's such as Beech to determine what measures they had taken to address the issue.		
7. Planning Matters			
7a New Planning applications	One new Planning Application has been received since the last meeting (see attachment 7a). Feedback had been provided by the property owner on the outcome of his discussions with a neighbour re the application (57700/001) that was discussed at the previous meeting	31 20-21 it was resolved that the PC would make no comment to the new application 32 20-21 it was resolved to ratify the electronic approval for submission of a neutral response to application 57700/001 by the deadline of 29 Sept.	Closed

Item	Discussion	Agreed Action/Outcome	Status
7b Results of Planning applications	Nothing to report		
7c Compliance with approved Planning applications	Clerk reported that: - a summons regarding the outstanding CIL contribution (20107/105) had been issued by Basingstoke for a hearing on 8 December; - EHDC compliance had received notification from the developer that the walled garden (20107/093) rubbish had been cleared. Photos have been provided by the PC demonstrating that this was not the case. The matter is now being escalated by EHDC along with the outstanding condition to fill in the original opening in the listed wall	Clerk to maintain contact with EHDC regarding progress on both issues	Open
7d Other Planning & Development Issues (i) Veolia AAERF	ID provided an update on status of Veolia's AAERF application. A request for further information (Reg 25) had still not been sent by HCC to Veolia as it was understood that a consultant's report was still awaited (air quality?). A further 30 day public consultation will be conducted after the additional information is received making it unlikely that the application will be considered before the end of 2020.	ID to continue to monitor developments	Open
(ii) Planning White Paper	ID presented a draft response and requested Councillors to provide comments by Thursday 22 October at the latest. This would allow time for a final draft to be finalised and reviewed for submission by the closing date of 29 October. It was noted that the draft PC responses prepared by ID were broadly similar to the EHDC draft provided by TC albeit with local issues taken into consideration	Councillors to provide comments to ID by Thursday 22 October at the latest , ID to finalise response on receipt of comments from other Councillors for submission by 29 October	Open
(iii) Southampton to London Pipeline (Esso)	Clerk advised that notification had been received that the Secretary of State had approved the final route of the pipeline and no further objections would be considered. No information is available on when the work will be undertaken on the section through Froyle	No further action	Closed

Item	Discussion	Agreed Action/Outcome	Status
(iv) Tree survey Notice of Intent	The owner of Old Brewery House provided the PC with details of a tree survey on his property, the actions from which were being submitted to EHDC for approval. PC members were invited to visit his property to understand the recommended actions.	No further action	Closed
8. Finance Matters			
8a Payments	Invoices, payment records and bank reconciliation were tabled at the meeting (see attachment 8a) It was agreed that the invoice from Voller Architectural Design would not be settled until the final drawings had been signed off.	33 20-21 It was resolved to note the invoices paid since the last meeting and the end September bank reconciliation. AA to notify Clerk when the Voller invoice can be paid	Closed
8b Finance Report (and 2021/22 budget)	Clerk presented the attached mid year report. Income and expenditure were on target with a forecast surplus at end year of c. 12 months operating (precept) expenditure. It was assumed that all existing designated reserves were spent. It was agreed that the repointing of the VH patio would be carried out at the same time as the football hut project and the £3000 budget would be carried over to 2021/22 as a designated reserve. Clerk reminded the PC that a draft budget should be prepared for consideration at the November meeting so it could be finalised and signed off in December prior to submission of the precept request.	Councillors – to advise the budget required for 2021/22 in their areas of responsibility to Clerk by end October	Open
8c Insurance renewal	Clerk confirmed that the PC insurance had been renewed on a three year agreement with Hiscox commencing 1 October. Approval for this was received electronically from Councillors.	34 20-21 it was resolved to ratify the electronic approval of the insurance renewal with Hiscox	Closed
8d Information Commission (ICO)	Clerk advised that a request had been received to set up a direct debit to settle the annual GDPR registration. It was agreed that this should be done	Clerk to obtain signatures and submit the form to the ICO	Closed
9. Other matters raised			
9a EHDC briefing re Planning for Travellers sites	A briefing on this topic would be held on 27 October. JS offered to attend	JS to attend and report back to PC at next meeting	Closed

Item	Discussion	Agreed Action/Outcome	Status
9b HALC mini conferences	Two mini conferences will be held by HALC on 20/10 and 4/11 covering a variety of subjects. Anyone interested in attending should advise Clerk	Clerk to submit registration forms for attendees	Closed
9b Removal of Linden Homes signage	Clerk advised that he had received no response from Linden Homes to the PC letter and the banners/signage were still in place	TC to contact Linden Homes to have the signs removed	Closed
<p>10. Date of next meeting: Monday 9th November 2020 - time and location to be confirmed.</p>			

Chair .....

Date 12/11/20.....

Attachments

Item 7a Planning Applications received since last meeting

Froyle Parish - Planning Applications Comments												
Ref	Date Submitted	Address	Description	Councillor Comments								
				JS	ID	AA	AR	IM	NW	SM	AM	
58648/001	24/09/2020	St Josephs Cottages	UF 14xConifer (T1)- Remove									
57700/001	01/09/2020	3, Ryebidge Cottages GU34 4LB	UF Two storey and single storey rear and side extension following demolition of rear lean to									

Item 8a Invoices for Approval and Payment

Date	Supplier	Description	Category	Invoice no.	Amount inc. VAT (£)
5/10/2020	Voller Architectural Design	Revised building regs/tender drawings for football hut	Capital	2001/JV	1,200.00

Payments made since last meeting

Date paid	Supplier	Description	Category	Amount (£)	Approved by
22/09/2020	Andrew Potter	Clerk salary net of PAYE	Salaries	1,620.00	BACS signatories
22/09/2020	Treloar Print	October magazine	Magazine	160.00	BACS signatories
22/09/2020	Dick Randall Services Ltd	Playground inspection & ship repair	Maintenance	189.60	BACS signatories
22/09/2020	Andrew Potter	Clerk expenses (phone, Zoom, postage, SID cones & sign)	Admin	147.96	BACS signatories
02/10/2020	Arthur J Gallagher	Insurance renewal	Insurance	1,174.69	BACS signatories

Item 8a Bank reconciliation @ 30 September 2020

<u>FROYLE PARISH COUNCIL</u>			
<u>BANK RECONCILIATION at 30.09.20</u>			
Income (excluding VAT collected)			78,624.99
Less Expenditure (excluding VAT paid)			-61,167.55
Movement			17,457.45
Brought Forward from 2019-20			69,299.91
Cash in Hand or at Bank			86,757.36
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 30.09.20</i>			23,622.38
<i>Balance shown on Bank Statement A/C 07529822 at 30.09.20</i>			63,134.98
	Total at bank		86,757.36
Less uncleared items			
	Receipts		0.00
	Payments		0.00
Balance including uncleared items @ end September 2020			86,757.36
<i>Check</i>			-0.00

Item 8b Financial report @ 30 September 2020

- **Receipts** were in line with the budget other than a small increase from magazine advertising. 'Other items' are predominantly net VAT repayments.
- **Expenditure** is also consistent with budget. Variances include savings on using Zoom for meetings rather than hiring Village Hall but is mainly due to non-receipt of invoices for work done especially re grass cutting and the website.
- **Reserves** have been increased to include the business grant of £10,000 received for the football hut and S106 highways grant from EHDC of £1,500 re SID posts and sockets installation.

It is assumed that all designated reserves will be spent by the end of the financial year with the exception of the budget for Village Hall patio repointing (see below).

- The overspend on SID (£269) is with respect to the additional brackets plus cones and sign for Speedwatch team when they are moving the SID.
 - The NWI account for the full year is fully balanced. The income and expenditure includes VAT paid and recovered from HMRC. At end September the recovery of VAT paid on invoices in the period July-September is still outstanding from HMRC hence the apparent overspend.
 - The 2020/21 budget assumed Village Hall patio repointing in the current year (£3,000). This work is planned to be undertaken in conjunction with the Football Hut refurbishment and is not now expected to be completed until 2021/22. The funds received in the 2020/21 precept for this work have been placed in a Designated Reserve until the work is undertaken.
- **Forecast end year position** assumes that all designated reserves currently held will be fully utilised with only the patio repointing carried forward to 2021/22.

The full year 2020/21 budget is forecast to be fully expended leaving general reserves @ 31 March 2021 of just under £30,000 which is the equivalent of one year's operating budget (precept).

Froyle Parish Council - 2020/21 Financial Status Report

Year to Date (YTD) Position @ end September 2020				YTD Budget	YTD Actual	YTD Budget Over/Under	Budget 2020-21	Full year Forecast	Full year variance Over/Under
RECEIPTS									
	EHDC Precept			29,149	29,149	0	29,149	29,149	0
	Magazine advertisements			145	220	75	1,215	1,215	0
	Other income (inc VAT receipts)			100	597	497	200	808	608
	TOTAL RECEIPTS			29,394	29,966	572	30,564	31,172	608
EXPENDITURE									
	Insurance			0	0	0	1,200	1,175	-25
	Clerk's salary (gross inc PAYE)			4,050	4,314	264	8,100	8,100	0
	Admin.								
	Clerk expenses (postage, consumables, travel)			250	91	-159	500	500	0
	Photocopier Rental			200	186	-14	400	400	0
	Village Hall hire & Zoom			190	72	-118	390	150	-240
	Phone			50	48	-2	100	100	0
	Miscellaneous inc VAT payments			250	640	390	500	500	0
	Total Admin			940	1,037	97	1,890	1,650	-240
	Audit, Data, Legal Fees			650	595	-55	740	740	0
	Maintenance								
	Public areas (Rec, war memorial, churchyard etc)			1,000	0	-1,000	4,000	4,000	0
	Playground equipment (inspection & maintenance)			2,000	722	-1,279	2,000	2,000	0
	Football hut (maintenance, utilities etc)			50	0	-50	250	250	0
	Footpaths & signage			50	0	-50	100	100	0
	Drains & ditches			500	0	-500	750	750	0
	Less: work undertaken by Lengthsman			-500	0	500	-1,000	0	1,000
	Other unspecified maintenance			250	0	-250	500	500	0
	Total			3,350	722	-2,629	6,600	7,600	1,000
	Magazine			870	924	54	1,870	1,870	0
	Grants & Subscriptions								
	S137 & Other Grants			600	200	-400	1,650	1,650	0
	Subscriptions			376	344	-32	376	344	-32
	Total Grants & Subscriptions			976	544	-432	2,026	1,994	-32
	Expensed projects								
	Comms & website			4,000	300	-3,700	4,350	4,350	0
	Village Hall patio repointing			0	0	0	3,000	0	-3,000
	Total			4,000	300	-3,700	7,350	4,350	-3,000
	Total Expenditure			14,836	8,435	-6,401	29,776	27,479	-2,297
	Receipts less Expenditure			14,558	21,530	6,972	788	3,693	2,905

RESERVES									
@ 30 Sept 2020					@ 31 March 2021				
Balance brought forward at start of year					69,300				69,300
Surplus/deficit @ end of period					17,457				-36,616
Balance carried forward					86,757				32,684
Allocated to:		B/F	Allocated	Spent	Balance	B/F	Allocated	Spent	Balance
Designated Funds									
	Football Hut (Parish Council)	24,126	3,634	-2,760	25,000	24,126	3,634	-27,760	0
	EHDC Cabinet Grant	7,500	0	0	7,500	7,500	0	-7,500	0
	EHDC S106 Community Grant	0	0	0	0	0	14,000	-14,000	0
	EHDC Business Grant	0	10,000	0	10,000	0	10,000	-10,000	0
	Veolia Grant	0	0	0	0	0	15,000	-15,000	0
	Total Football Hut Project	31,626	13,634	-2,760	42,500	31,626	42,634	-74,260	0
	No Wey Incinerator	1,000	37,159	-44,423	-6,264	1,000	43,423	-44,423	0
	Speed Indicator Device	3,780	1,500	-5,549	-269	3,780	1,500	-5,549	-269
	Village Hall Patio repointing	0	0	0	0	0	3,000	0	3,000
	Total Designated funds	36,406	52,293	-52,732	35,967	36,406	90,557	-124,232	2,731
General Reserves									
	2020/21 Budget remaining				21,530				3,693
	Unallocated surplus				29,260				26,260
	Total General Reserves				50,790				29,953
Total Reserves					86,757				32,684

Report of the Football Hut sub-committee meeting 7/10/20

Present: Andrew Potter (AP), Andrew Aldridge (AA), Nick Whines (NW) and Alex Roberts (AR)

The meeting discussed the updated design drawings, requirement for a schedule of works/specification for inclusion in the tender and proposed builders to seek tenders from.

Design drawings:

In order to avoid level issues plus slippery boards requiring maintenance, it was proposed to replace the decking with paving, using a low wall and infilling with hardcore to provide a stable base. No steps or balustrade will be required when the area is subsequently landscaped. The paving would be extended from that on the front around the side of the building.

AA to ask James Voller to include these changes in the final drawings.

The extended width of the terrace to give access to the external toilet will require the tree to be removed.

AR to consult with the EHDC tree officer re the removal of the tree at the far end of the hut and whether planning permission would be required for this.

Preparation of a tender package including proposed builders

Although considered fairly onerous for small independent builders, a JCT minor works contract was considered necessary to protect the interests of the Parish Council. This will ensure like for like quotes are obtained with all risks defined. It was estimated that it would require a day's work to extract the specifications needed for inclusion in the tender package for the renovation and new build options. James Voller does not provide this service as he focuses on providing drawings for smaller jobs and, without any other name being readily identified, it is proposed that this work is carried out by Macalan Penfold. The potential conflict of interest for AA was recognised and he excused himself from the decision but, without other names, this route appeared the most expedient and allows delivery to be overseen by AA.

AA to provide a cost estimate to complete this work.

An equivalent price for the total project is required to compare both the renovation and new build options. After discussion it was agreed that Owl Barns were the only timber framed builder who could project manage and deliver a complete building including demolition etc. It is proposed that a single tender package be issued to all bidders requesting prices for either or both options. Builders identified to quote covering a range of small and larger local builders are:

- **Robert Croft** (Bentley based, <https://www.racroftltd.co.uk/>)
- **Robert Wilson & Co** (Odiham-based, known by AA; a traditional family-run firm who use in house labour),
- **RM Construction** (Haslemere based, known by AP; specialises in smaller building refurbishment and extensions <https://www.rmconstructionlimited.co.uk/>)
- **Craig Povey** (small building firm recommended by James Voller and based in Basingstoke; Craig provided the detailed estimate based on previous drawings used for grant applications),
- **Paul Harris** (Froyle based independent builder; has already put time into advising and providing estimates on this project over a period of time).
- **Owl Barns** (Bordon based; NW has been in discussion with them regarding this project over a period of time <http://www.owlbarns.com/>)

Following approval of the tender list and preparation of the tender package with final drawings and specification, it is planned to send out by end October. Work to commence as soon as possible following award.