

MINUTES of the MEETING of FROYLE PARISH COUNCIL

held in the Village Hall, Lower Froyle, on Tuesday 10th December 2019 at 19.45

Attendees

Parish Council:

Mrs. J. Southern (Chair part time) (JS) Mr. G. Heyhurst (GH) Mr. N. Whines (NW)
Mr. I. Deans (Chair part-time) (ID) Mr A. Aldridge (AA) Mr A. Potter (Clerk)

Other:

Mrs Amanda Maher (AM) (as observer for Cllr Maher)

Apologies for absence:

Received from Cllr Roberts, Cllr Maher; Cllr Macnabb; District Cllr Costigan

Declaration of Interest:

There were no disclosures of any interest in an agenda item by those present

Confirmation of Minutes:

29 19-20 It was **resolved** that the Minutes of the meeting of the Parish Council held on 11th November 2019 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			
Froyle Park kitchen extract	No further discussion. Awaiting update from quarterly meeting with Froyle Park	SM/AR to raise at the Froyle Park quarterly meeting scheduled for 13 December	Open
Grit bins	ID responded to the concerns raised in November about the state of the grit bins advising that he had inspected all the bins in the parish and reported those requiring repair or refilling to Hampshire Highways.	ID to monitor action by Hampshire Highways	Closed
Footpath beside 1, Westburn Fields	No feedback on progress since last meeting	JS to progress the branch pruning and footpath restoration	Open
Sale of parkland in Upper Froyle	Concerns expressed by Froyle Wildlife Group regarding continued community access to the Gid Lane wildlife pond	Clerk to request a copy of the licence from Barry Clark so the matter can be followed up with Savills as necessary. SM to raise with NJG at next quarterly meeting	Open

Item	Discussion	Agreed Action/Outcome	Status
5. Reports from Councillors			
5a Parish Council Website redevelopment	<p>Mrs Amanda Maher presented a report on the proposed communications and website upgrade project and answered questions from Councillors</p> <p>It was stressed that there was an ongoing need to communicate effectively with residents who did not use social media platforms or email.</p> <p>An email distribution list was agreed to be set up which residents would opt into.</p> <p>The 'Next Door' App was promoted for local events awareness. This is already used in Bentley and Binsted and by some Froyle residents.</p> <p>The website redevelopment would utilise the Hugo Fox platform and format as much as possible</p>	<p>It was agreed that Mrs Maher should commence work on the project in January 2020 in conjunction with the Clerk. An indicative budget of £4350 for the project was agreed and this amount has been included in the 2020/21 precept calculation</p>	Open
5b Football hut redevelopment	<p>AA led a discussion on the proposed community uses for the building and presented a possible internal layout (Att 1) for the existing hut.</p> <p>Proposed Community uses are Froyle Archive store and research area; Parish Council office and meeting space; storage and facilities inc. kitchenette for community activities on the Rec e.g. proposed Froyle Junior Football team</p> <p>An indoor toilet with disabled access would be provided in the base plan with consideration given to a toilet with external access if considered necessary and the budget permitted.</p> <p>A fenced off external storage area at the rear of the hut was proposed for bulky items which were weather resistant e.g. goal posts</p> <p>NW expressed a personal desire which was not supported at this stage of the project to include more community meeting space rather than additional storage.</p>	<p>Council agreed the base case community uses and that the Hut subgroup should progress with detailed drawings for this. The drawings would then be costed for two delivery options (i) refurbishment and (ii) new build such as Passmore.</p> <p>Options for additional facilities such as the external toilet and upgrade of the storage space would be considered by the Council when funding is available and specific uses beneficial to the community become apparent.</p> <p>Clerk to draft a letter to EHDC explaining current plans and seeking to retain the previously approved S106 and Cabinet grant funding.</p>	Open

Item	Discussion	Agreed Action/Outcome	Status
At this point of proceedings, the meeting considered item Item 8b on the agenda, 2020/21 budget and proposed precept, after which discussion Cllr Southern left the meeting and handed the Chair to Cllr Deans			
5c Ditches	ID presented a report on the state of the ditches in the Parish including a proposed strategy and action plan to enhance drainage water flows.	ID/IM to engage with landowners to coordinate action and access where necessary for any proposed work on the drains.	Open
5d Permissive footpath	GH reported that there had been no further communication with Nicholas James Group (NJG) since the last meeting and, with the proposed sale of the parkland, did not consider that this matter could be progressed further.	No further action	Closed
5g Neighbourhood Watch	No activity reported	JS to discuss possible ways to proceed with the Village Convenor (Mr John Thursfield)	Open
5h Other matters reported by Councillors			
Flag raising protocol	GH advised that the flag protocol identified a number of occasions in Feb and March 2020 for which the flag at the Rec should be raised. As he was away at this time, volunteers were sought to look after these duties.	Mr Ron Figgins , who attended the meeting as a resident, offered to stand in for GH on these occasions. Clerk to raise the matter in the Magazine to seek volunteers to be put on a future rota.	Closed
6. Report from District Councillor - No report provided			
7. Planning Matters			
7a New Planning applications	One new Planning Applications has been received since last meeting – 34259 re felling of a hawthorn tree	No comments were raised at the meeting regarding this new application	Closed
7b Results of Planning applications	It was reported that the planning application for a car park in Ryebriidge Lane (55541) has been rejected by EHDC. NW raised the point that with the car park no longer being progressed, clarification should be sought on the status of the traffic management plan which was required for the Froyle Park development	ID and NW to determine how and whether this matter should be progressed as raising it now may have implications on the proposed sale of parkland (see item 4 above)	Open
7c Compliance with approved Planning applications	AA advised the meeting that he had informally raised the matter of the unsatisfactory state of the repair to the listed wall with the EHDC Chief Conservation Office (Peter Fellowes). Mr Fellowes advised that he was very	AA to remain in contact with Mr Fellowes on this matter	Open

Item	Discussion	Agreed Action/Outcome	Status
	aware of the issue. AA encouraged him to visit Froyle and inspect the wall at the earliest opportunity to determine what further action is required		
7d Other Planning & Development Issues	<p>Local Plan - Major Sites Consultation (Northbrook Park)</p> <p>The Clerk advised the Council that Mr David Brown at EHDC had replied to our follow up letter. He repeated his earlier response that any further discussion should be taken up directly with Cllr Thomas. No answer was provided to the second matter regarding the process going forward.</p> <p>Council was provided with informal minutes (Att 2) taken by Bentley Action Group (BAG) of a meeting held with EHDC on 5 December.</p>	<p>No further action to be taken. Other routes will be sought to obtain clarification on the approval process going forward (see below)</p> <p>JS to approach BAG to seek clarification on the process going forward and whether any further opportunities would be available to lobby before a preferred site was selected. (ID to brief JS as she had left the meeting before this item was discussed)</p> <p>BAG would be consulted on whether it would be more effective for Froyle to work with them or independently on this process going forward.</p>	Open
8. Finance Matters			
8a Approval of payments	Invoices, payments records and bank reconciliation were enclosed with the agenda were tabled at meeting (App B).	30 19-20 It was resolved to approve the payments and bank reconciliation	Closed
8b 2020/21 Budget	Clerk presented a draft 2020/21 budget (Att 3) that included provision for two one-off projects to be undertaken in 2020/21 viz (i) comms and website upgrade and (ii) Village Hall patio repointing. With these one-off projects, proposed annual expenditure including a 5% contingency only left £254 for transfer to capital reserves.	Council agreed the principles that (i) the proposed precept should as a minimum cover annual expenditure with no recourse to reserves and (ii) any balance remaining should be transferred to a capital reserve. Council further agreed that having had a significant increase in precept for 2019/20, it did not wish to propose a 2020/21 precept significantly higher than inflation despite the small balance remaining in the 2020/21 budget for transfer to capital reserves.	Open

Item	Discussion	Agreed Action/Outcome	Status
		31 19-20 Council resolved that the Clerk as Financial Officer should request a precept of £29,149 an increase of 3% over 2019/20. This request would be submitted by 31 December 2019.	
8c Grants	<p>Clerk reported that all conditions for the S106 grant to purchase and install a Speed Indicator Device (SID) had been met and the S72 licence issued by Hampshire Highways.</p> <p>Clerk advised that a request for a grant had been received from CPRE Hampshire to help fund their work (Att 5).</p>	<p>Speedwatch team led by Gordon Marshall to (i) finalise the HSE risk assessment and SID movement procedures and (ii) order the installation of posts and the SID.</p> <p>Council agreed that no further funds would be provided to CPRE at this time as the Council subscribed to CPRE and the use of the additional funds was not sufficiently clear as to the benefits to Froyle. Should this become clearer, the request could be reconsidered .</p>	Closed
8d Parish Magazine advertising rates	Clerk advised that the Magazine editors had advised that Treloars printing rates were not expected to be increased in 2020/21 and therefore proposed that advertising rates should remain unchanged	32 19-20 Council resolved that magazine advertising rates should be held at 2019/20 levels	Closed
8e Lengthsman scheme	Clerk reported on the operation of the Lengthsman scheme which provides additional funding from Hampshire Highways and could be used for such works as clearing ditches	It was agreed that Froyle should seek to join a Lengthsman cluster for 2020/21. Clerk to approach the relevant person in Hampshire to register our interest and ascertain whether there is space in a cluster and how to proceed.	Closed
9. Matters raised by Clerk			
9a Photocopier	Clerk reported that the contract with Ricoh could not be terminated early without paying the outstanding rental for the remainder of the contract period	Council agreed to continue the contract and consider offering photocopying facilities to residents when the Parish office was up and running.	Closed
9b Banking authorities with TSB	Clerk is progressing the mandate to reduce the number of cheque signatories to four and utilise internet banking more effectively	No further action	Closed

Item	Discussion	Agreed Action/Outcome	Status
9c Acquisition of Accounting software	Clerk has made enquiries about the HALC spreadsheet package from the Worldham Clerk and Internal Auditor (Tim Light).	Council agreed to include a provision of £350 in the 2020/21 budget for acquisition of accounting software if required.	Closed
9d Correspondence received/sent	<p>Clerk advised that a letter had been received from National Grid informing of upgrades to cables in the area during 2020 but this was not expected to result in any interruption to power supplies to the village.</p> <p>Clerk has made enquiries of Hampshire Highways regarding the erection of signage to developers' sites. Having failed to receive a timely reply, a letter has been sent from the Council to Cala homes requesting that they remove the two inappropriate signs in Ryebidge Lane, Upper Froyle to their Atherton Hill development</p>	No further action	Closed
10. Date of next meeting: Monday 13 th January 2020 at 19.45 in the Froyle Village Hall.			

Chair 

Date 13/1/20

Appendix – Bank reconciliation

FROYLE PARISH COUNCIL

BANK RECONCILIATION at 31.12.19

Income (excluding VAT collected)	28,845.47
Less Expenditure (excluding VAT paid)	<u>-14,228.82</u>
Movement	14,616.65
Brought Forward from 2018-19	<u>57,889.21</u>
Sub Total	72,505.86
VAT Paid	-543.63
VAT Collected	<u>76.73</u>
Cash in Hand or at Bank	<u>72,038.96</u>

Balance shown in Receipts/Payments Accounts

Cheques paid not yet on bank statement

<u>Date</u>	<u>Payee</u>	<u>Cheque No.</u>	<u>Amount</u>
TOTAL			<u>0.00</u>

Amounts received not yet on bank statement

<u>Date</u>	<u>From</u>	<u>Cheque/cash</u>	<u>Amount</u>
TOTAL			<u>0.00</u>

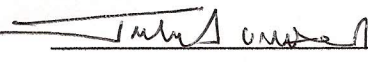

Balance shown on Bank Statement A/C 0037134 at 31.12.19	69,810.89
Balance shown on Bank Statement A/C 7529822 at 31.12.19	<u>2,228.07</u>
Total at bank	<u>72,038.96</u>

Less uncleared items

Receipts	0.00
Payments	<u>0.00</u>

Balance including uncleared items @ end December 2019	<u>72,038.96</u>
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Check	0.00
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Approved: 


Date: 13 / 1 / 20.

Appendix – Financial Status Report @ 31 December 2019

The year to date (end December) expenditure is £8,371 under the full year budget although this underspend is expected to reduce to £2,262 by end year. The main reasons for this forecast year end result is an underspend against the maintenance budget of £4,024 partially offset by an overspend on Admin of £2,949 largely due to the increase in contracted hours for the Parish Clerk.

Other areas of underspend are on the Magazine costs (£507), Sports Hut maintenance and utilities while a future use is being decided (£760), and unallocated grants and subscriptions (£884). Unbudgetted capital expenditure (£958) was incurred on the purchase of a laptop computer for the new Parish Clerk.

Net receipts less expenditure forecast at year end will result in a transfer of £9,638 to reserves.

Forecast reserves at the end of the financial year are £60,027 net of the Cabinet grant received from EHDC (£7,500) in 2017 towards the cost of the football hut project. £25,000 of the reserves have been allocated to the football hut project with the balance of £35,027 currently unallocated.

(see details below)

Account Name	2019 Budget	2019 Actual	2019 Forecast	2018 Actual
1000	1000	1000	1000	1000
1001	1001	1001	1001	1001
1002	1002	1002	1002	1002
1003	1003	1003	1003	1003
1004	1004	1004	1004	1004
1005	1005	1005	1005	1005
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1007	1007	1007	1007	1007
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1009	1009	1009	1009	1009
1010	1010	1010	1010	1010
1011	1011	1011	1011	1011
1012	1012	1012	1012	1012
1013	1013	1013	1013	1013
1014	1014	1014	1014	1014
1015	1015	1015	1015	1015
1016	1016	1016	1016	1016
1017	1017	1017	1017	1017
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1020	1020	1020	1020	1020
1021	1021	1021	1021	1021
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1100	1100	1100	1100	1100

Froyle Parish Council - 2019/20 Financial Status @ end December 2019 (9 months)

		Full Year Budget	Actual YTD	YTD budget Over/Under	Full year Forecast	Full year variance Over/Under
RECEIPTS						
	EHDC Precept	28,300	28,300	0	28,300	0
	Grants received	0	150	150	150	150
	Bank interest	2	3	1	3	1
	Magazine advertisements	1,215	216	-999	1,215	0
	Other income (net VAT)	197	178	-19	180	-17
	VAT net received/paid	0	-1	-1	207	207
	TOTAL RECEIPTS less prcpt & VAT	29,714	28,845	-869	30,056	342
EXPENDITURE						
Insurance		907	944	37	944	37
Admin.	Hall Hire	410	265	-145	415	5
	Audit, Data, Legal Fees	800	705	-95	705	-95
	Clerk's salary (gross inc PAYE)	4,430	2,282	-2,149	6,332	1,901
	Administration & Travel	500	976	476	1,226	726
	Chairman's Allowance	0	467	467	467	467
	Photocopier Rental	456	313	-143	400	-56
	Total Admin	6,596	5,008	-1,588	9,545	2,949
Maintenance	Rec, VH area, Jblee Gn play area, footpaths,	4,178	745	-3,433	1,817	-2,361
	Churchyard	1,065	1,170	105	1,170	105
	Car Park Drain clear	200	0	-200	0	-200
	War Memorial	82	444	362	444	362
	Play Equipment inspection & maintenance	2,500	2,070	-430	2,070	-430
	Other Labour/Maintenance	1,500	0	-1,500	0	-1,500
	Total Maintenance	9,525	4,429	-5,096	5,501	-4,024
Magazine		2,300	1,293	-1,007	1,793	-507
Sports Hut	Servs (Elect, Rates, Water)	350	90	-260	90	-260
	Hut maintenance	500	0	-500	0	-500
	Total Sports Hut	850	90	-760	90	-760
Grants & Subscriptions	S137 & Other Grants	2,000	1,100	-900	1,100	-900
	Subscriptions	351	367	16	367	16
	Total Grants & Subscriptions	2,351	1,467	-884	1,467	-884
Election		150	120	-30	120	-30
Capital expenditure		0	958	958	958	958
Total Expenditure		22,679	14,309	-8,371	20,418	-2,262
Receipts less Expenditure		7,035	14,537	7,502	9,638	2,603
	Contingencies	1,134	0		0	
	Transfer to Reserves	3,780	0		0	
	Total Budget	27,593	14,309		20,418	
RESERVES						
	Balance brought forward at 1 April 2019	57,889	57,889		57,889	
	Surplus/Deficit 2019/20	7,035	14,537		9,638	
	Forecast Reserves @ 31 March 2020	64,924	72,426		67,527	
Allocated Reserves	Football Hut	25,000	25,000		25,000	
	War Memorial	500	0		0	
	Maps and boards	500	0		0	
	Website	2,000	0		0	
	Total	28,000	25,000		25,000	
	EHDC Cabinet grant received for football hut project	-7,500	-7,500		-7,500	
	Unallocated Reserves	29,424	39,926		35,027	

Appendix – 2020/21 budget as approved for Precept submission

		£
INCOME:	Precept	29,149
	Magazine advertisements	1,215
	Other	200
TOTAL INCOME		30,564
EXPENDITURE:		
Clerk's salary	Gross	8,100
Administration & Travel	Clerk expenses (postage, consumables, travel)	500
	Photocopier Rental	400
	Village Hall hire	390
	Phone line	100
	Miscellaneous	400
	Total	1,790
Insurance	Cane & company	1,200
Subscriptions	CPRE	37
	HALC	298
	Hants Playing Field Assoc	41
	Total	376
Audit, Data, Legal Fees	Tim Light (internal audit)	395
	PKF Littlejohn LLB (external audit)	205
	Information Commissioner	40
	Other advice	100
	Total	740
Maintenance	Public areas (Rec, war memorial, churchyard etc)	4,000
	Playground equipment (inspection & maintenance)	2,000
	Football hut (maintenance, utilities etc)	250
	Footpaths & signage	100
	Drains & ditches	750
	Other unspecified maintenance	500
	<i>Less: Work undertaken by Lengthsman</i>	<i>-1,000</i>
	Total	6,600
Magazine	Printing	1,870
Grants	S137 and other	1,650
Expensed projects	Comms & website	4,350
	Village Hall patio repointing	3,000
	Total	7,350
Total Expenditure before Contingency & Reserves		29,776
Contingencies (5% of Revenue Payments)		1,489
Reserves for Capital Projects		254
Total Expenditure inc. Contingency & Reserves		31,519
NET INCOME LESS EXPENDITURE		788