

MINUTES
of the ANNUAL MEETING of
FROYLE PARISH COUNCIL
held in the Village Hall, Lower Froyle,
on Monday 8th May 2017 at 8.00 pm

Present:

<i>Parish Council:</i> Mr. K. Anfield Mr. I. Deans Mr. T. Fay Mr. I. Macnabb Dr. A. Roberts to Item 5 Froyle Park Mrs. J. Southern Mrs. J. Wallis Mr. N. Whines	<i>Clerk:</i> <i>Others: none</i>
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ITEM 1 ELECTION OF A CHAIRMAN

It was proposed and seconded that Mrs. J. Southern be Chairman for 2017-18.

01 17-18 There being no other nominations it was **RESOLVED** that Mrs. J. Southern would be the Chairman for the forthcoming year.

ITEM 2 APOLOGIES FOR ABSENCE None

ITEM 3 ELECTION OF A VICE-CHAIRMAN

It was proposed and seconded that Mr. I. Deans be Vice-Chairman for 2017-18.

02 17-18 There being no other nominations it was **RESOLVED** that Mr. I. Deans would be the Vice-Chairman for the forthcoming year.

ITEM 4 MINUTES OF THE PREVIOUS MEETING

Minutes of the meeting of the Parish Council held on 13th March 2017, enclosed.

03 16-17 It was **RESOLVED** that the Minutes of the meeting of the Parish Council held on 13th March 2017 be accepted as a true record.

ITEM 5 MATTERS ARISING FROM PREVIOUS MEETINGS

FPC 16.1.17

4.8.1 Appointment of Internal Auditor.

It was reported that a resident was considering offering to act as internal auditor and would like to see the accounts before deciding. The **Clerk** to send him the accounts for 2016-17.

The **Clerk** to write to Mr. Elliott thanking him for his many years' service as internal auditor.

FPC 13.3.17

ITEM 3 MATTERS ARISING FROM PREVIOUS MEETINGS, 523 etc UF dual purpose bin correspondence already circulated. *See item 12.2 below.*

ITEM 4 FINANCE

4.4 Other Financial Matters

567 3.4.17 FSA: where a UK authorised bank or building society goes out of business, we provide a protection limit of £85,000 per customer. Rules on which types of claims we can pay compensation for, and describe how much compensation to pay, at www.prarulesbook.co.uk. Deposits made by a parish council are excluded unless it is small - annual budget of up to €500,000.

www.prarulebook.co.uk/rulebook/Content/Chapter/303788/23-02-2017.

The **Clerk** to ask TSB Alton branch whether they are closing and if so where is the nearest branch.

ITEM 7 OTHER MATTERS

7.1 Playground/Hut 521 etc residents' responses re hut/playground project already circulated.

Mr. Macnabb tabled a report on the playground project. Some residents had asked for three further pieces of equipment ie a climbing net, a four-seat springer, and a roundabout.

It was **agreed** to install the amazon rope climber and the springer, and that to accommodate these two of the planned pieces would be eliminated, and that the roundabout would not be installed at this stage as this would result in materially exceeding the current budgeted expenditure for the playground.

Space for, and positions of, the new equipment, and whether there might be visibility issues for neighbours, were discussed. Implications for funding resulting from the latest plans were discussed.

It was **agreed** that the supplier would be asked to provide a ground plan of the proposed play equipment. It was **agreed** that a further £3325 would be made available.

The new playground plan to be reported in the Village Magazine.

Mrs. Southern reported that some residents had asked for fencing around the playground and that it would be possible for children to crawl through the hedge next to the road. There was discussion of the safety of a fence around the whole area in the dark on Bonfire Night, the level of supervision of children to be expected, and the amount of use of the play area.

It was **agreed** that the hedge would be made secure with perhaps chicken wire, that there was no money available for complete fencing at present, and that the matter would be considered at a second phase of refurbishment.

Mr. Macnabb and **Mr. Fay** agreed to fix the football posts.

Mr. Whines reported that he is pursuing EHDC for open space monies, and that the hut project is in abeyance until it is known whether EHDC funding would be available.

7.2 Froyle Park, already circulated

537 et seq Cornerstone Barristers J. Findlay re Froyle Park.

551 27.3.17 Mrs. Youll. Drone from FP/552 27.3.17 Mrs. Youll Copy complaint to FP re drone/553

27.3.17 Mrs. Youll FP "response" to drone complaint.

555 27.3.17 Dr. Roberts re FP: written to EHDC in a personal capacity re fireworks, traffic, loud music.

586 7.4.17 EHDC N. Leach, solicitor, FP: response to FPC of 8 February 2017 & 23rd March 2017

597 12.4.17 EHDC L. Galloway: Froyle Park FOI documents.

607 27.4.17 EHDC N. Leach, solicitor: Response to FPC's Letter Before Action

610 28.4.17 Cornerstone Barristers J. Findlay response to EHDC response to LBA re FP

611 1.5.17 Dist.Cllr. Watts It was **agreed** to invite EHDC heritage officer to meet parish councillors. See item 12.1 below.

7.3 Trees 529 16.3.17 EHDC S. Garside: trees are not subject to a Tree Preservation Order or within a Conservation Area. If they are a threat to the highway you should report the matter to Hampshire County Council Highways 538 20.3.17 Hampshire Highways: Coldrey: trees are private, do not belong to HCC but to the adjacent land owners.

Mr. Macnabb to ask Mr. Wells to look at the condition of the trees.

Annual Parish Meeting 26.4.17

606 26.4.17 Dist.Cllr. Watts Damaged wall: to be repaired/ Walled garden: **Mrs. Southern** to ask Dist.Cllr. Watts to invite Peter Fellows meet parish councillors.

608 28.4.17 Dist.Cllr.Watts 1 David Fitzgerald's presence at FP: is inducting new person at site. 2 Signage, an email to Ian Dean with options. Andrew will meet to discuss.

All items had either already been reported, dealt with, pending or to be discussed below.

ITEM 6 ELECTION OF OFFICERS TO FILL THE FOLLOWING POSTS:

04 17-18 It was **RESOLVED** that the following duties be undertaken by those indicated:

EHAPTC/HALC	Chairman to delegate
CPRE	Mr. Whines
Flag flying/flagpole	Mr. Fay
Open Spaces (incl. playground maintenance)	Mr. Anfield, Mr. Macnabb
Maintenance (churchyard etc)	Mr. Deans
Footpaths	Mr. Macnabb
Lengthsman	Mr. Deans
Roads & transport	Mr. Deans
Tree Warden	Planning Committee (Mr. Deans & Mr. Whines)
Recycling Area	Froyle Village Hall Management Committee
Village Hall	Mr. Whines
Planning	Planning Committee (Mr. Deans & Mr. Whines)
Radian Housing and housing matters	Mr. Whines
Budget	Mr. Macnabb
Independent Auditor	Mr. Elliott until completion f/yr 2016-17, then vacant any councillor as appropriate, and Dr. Roberts to asked to help
Publicity	Mr. Macnabb
Village Magazine report	Mr. Macnabb
Archivist	Mr. & Mrs. Booth
Victim Support	Mrs. Wallis
Child and Vulnerable Adult Protection	Dr. Roberts

ITEM 7 REPRESENTATION AT COMMUNITY FORUM (ALTON & SURROUNDING VILLAGES)

05 17-18 It was **RESOLVED** that members would attend the meetings below:

Date (Tuesdays)	Froyle Parish Council Representative
27 th June 2017 6.30 pm	<i>Dr. Roberts</i>
31 st October 2017 6.30 pm	<i>Mr. Deans</i>
6 th February 2018 6.30 pm	<i>Mrs. Southern</i>

ITEM 8 PARISH COUNCIL MEETINGS FOR 2017-18 and ANNUAL PARISH MEETING 2018

06 17-18 It was **RESOLVED** that Parish Council meetings would be:

Type of meeting	Date	Time	Remarks
Ordinary PC	11th July 2017 (Tuesday)	7.45 pm	
Ordinary PC	September date to be suggested by <u>Mrs. Southern</u>	7.45 pm	
Ordinary PC	November date to be suggested by <u>Mrs. Southern</u>	7.45 pm	Initial Budget Meeting
Ordinary PC	January 2018 date to be suggested by <u>Mrs. Southern</u>	7.45 pm	Budget/Precept Approval Mtg
Ordinary PC	March 2018 date to be suggested by <u>Mrs. Southern</u>	7.45 pm	
Annual Parish Mting	April 2018 date to be suggested by <u>Mrs. Southern</u>	7.45 pm	
AGM PC	May 2018 date to be suggested by <u>Mrs. Southern</u>	7.45 pm	Election of Chairman etc

It was **agreed** that meetings would be held in the first half of the month in order to allow time for reporting in the Village Magazine, and that the hall would be booked for extraordinary meetings each month when there were no ordinary meetings.

ITEM 9 FINANCE

9.1 Approval of Payments

07 17-18 It was **RESOLVED** to note and approve the following payments made since the agenda for the meeting of 13.3.17 had been prepared

£

Date	Payee	Purpose	Cheque	Resolution	Gross amount
13.3.17	David C. Andrews	Patio etc	1326		1034.29
31.3.17	Ricoh UK Ltd.	Photocopier	1327	14 16-17	11.59
31.3.17	Treloar Trust (IKC)	Mag printing	1328	14 16-17	195.00
31.3.17	P. Cullen	Salary and expenses	1329	54 16-17	2876.67
31.3.17	HM Revenue & Customs	Tax deducted from salary	1330		862.20
5.4.17	Hants Ass Local Cls Ltd.	Annual subscription	1331	14 16-17	251.00
7.4.17	MJ Wells Garden Servs Ltd	Tree trim, hedging	1332		453.00
13.4.17	HMRC	VAT payment	CHAPS		222.50
26.4.17	CPRE	Annual subscription	1333	14 16-17	36.00
26.4.17	CM Dennis	Hut cleaning	1334		30.00
26.4.17	Br Telecommunications PLC	Telephone	1335	14 16-17	100.65
26.4.17	James Findlay QC	QC advice	1336		900.00
26.4.17	Treloar Trust (IKC)	Mag printing	1337	14 16-17	170.00
30.4.17	OCS Group UK Ltd.	Mowing	1338	14 16-17	249.60

9.2 Draft accounts for the year ending 31st March 2017

08 17-18 It was **RESOLVED** to approve the **draft accounts for the year ending 31st March 2017**

(payments, receipts, bank reconciliation, bank statements, notes to receipts and payments accounts with assets, balance sheet) and Internal Auditor's report (see Annual Return) which had been enclosed with the agenda.

9.3 Audit of Accounts year ended 31st March 2017

09 17-18 It was **RESOLVED** to complete the Statement of Assurance by answering Yes to *each of the following statements*:

'Yes' means that the council:

1 We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	has only done what it has the legal power to do and has complied with proper practices in doing so.
4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5 We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	considered the financial and other risks it faces and has dealt with them properly.

6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7 We took appropriate action on all matters raised in reports from internal and external audit.	responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.

9.3.2 Annual Return of Accounts

10 17-18 It was **RESOLVED** to approve the Annual Return of Accounts to BDO auditors for Audit Commission, a copy of which had been enclosed with the agenda.

9.4 Budget 2016-17 Actual figures at 31.3.17 compared with budget had been enclosed with the agenda.

9.5 Financial Risk Assessment

11 17-18 It was **RESOLVED** to accept the updated Financial Risk Assessment for the year 2017-18 as at May 2017 which had been enclosed with the agenda.

Mr. Macnabb to supply the Standard & Poor's rating for Hiscox.

9.6 Receipts and Payment Accounts 2017-18

12 17-18 It was **RESOLVED** to approve the receipts and payment accounts 2017-18 as at 2nd May, a copy of which had been enclosed with the agenda.

9.7 Payment of Invoices for Regular Services

13 17-18 It was **RESOLVED** that invoices for expenditure listed below (for services, stationery etc, which on many occasions need to be paid before the next meeting of the Parish Council) be paid as they are received, to avoid delaying payment unnecessarily.

Hampshire Association of Local Councils Subscription & NALC levy

Local Council Review (NALC) Subscription

Campaign to Protect Rural England Subscription

Hampshire Playing Field Association subscription

Southern Electric, for Sports Pavilion

South East Water, sewerage charge for Sports Pavilion

Council tax for Sports Pavilion

Playground: RoSPA inspection

Grass cutting Churchyard, Village Hall, War Memorial etc

OCS Group UK t/a Cannon grass cutting Recreation Ground (Resolution 176/02)

Mr. G. Wells, grass cutting

Printing the Village Magazine

Repayment of Village Magazine expenses

Hire of halls for Council and Committee meetings

Stationery and minor office equipment

Photocopier maintenance

Clerk's salary and expenses - the Chairman will be provided with full details and requested to authorise payment before the cheque is signed.

BT for telephone

Information Commissioner (renewal of entry registration)

Audit fee

Journal of Local Planning subscription

RBL Poppy Appeal wreath

Printing of new residents' welcome pack

All payments made under the above approval will be shown in detail on the agenda for the subsequent ordinary meeting. Other payments, eg major equipment purchases, services not undertaken on a routine basis and grants, both

those under S137 of the 1972 Local Government Act and other sections of the Acts, will be made only after approval has been given by specific resolution of the Council. These payments will also be shown in the agenda for the next ordinary meeting.

9.8 Applications for Grants None

9.9 Other financial matters

9.9.1 Grants: Previous f/yr grants paid by FPC (ref FPC 21.11.11).

DATE	PAYEE	PURPOSE	CHQ	RESL	S137 grants
					£3680.32 limit
13.5.16	Sue Sharman	Better Balance grant	1276	24 16-17	100.00
20.9.16	Victim Support	Grant	1298	37 16-17	50.00
14.11.16	Mrs. A. Booth	Archive grant	1309	44 16-17	600.00
16.1.17	Wey Valley Radio Alton	Grant	1320	53 16-17	100.00
					850.00

9.9.2 S137

S137 Expenditure: Limit for 2017/18, Published 27th February 2017: The Department for Communities and Local Government (DCLG) has confirmed that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for parish and town councils in England for 2017/18 is £7.57 per elector. 532 electors at 1.12.16, with revisions since +8 - 3 = 537. £7.57 x 537 = £4065.09

ITEM 10 PLANNING

10.1 Planning Applications

510 9.3.17 **39958/013 CAT Colt House**, Ryebriidge Lane, Upper Froyle, Lime tree in rear garden - Remove the small branches on the trunk and top. Consultation expired 30.3.17. FPC responded with no comment.

572 4.4.17 **24792/009 CAT Sunnyside**, Park Lane, Lower Froyle, Conifers x 9 - reduce by 3.6-4.5m leaving height of 2.5-3m, Willow - reduce crown by 2-3m back to past reduction points leaving height of 10-12m. Consultation expired 25.4.17. FPC responded with no comment.

583 6.4.17 **53696/011 HSE Misselbrook Farm**, Upper Froyle, Retention of logstore and garden shed. Consultation expired 4.5.17. FPC responded with no comment.

596 12.4.17 **37223/003 CAT Colt House**, Upper Froyle, Proposal: Remove 2 Leylandil type trees. Consultation expired 3.5.17. FPC responded with no comment.

10.2 Results of Planning Applications

533 17.3.17 **20107/094 Froyle House**, Ryebriidge Lane, UF, Conversion of 3 apartments into 5 smaller apartments and extend car park (amended description, as amended by plans received 03.02.2017) PERMISSION

534 17.3.17 **20107/095 Froyle House**, Ryebriidge Lane, Upper Froyle, Listed Building Consent for the conversion of 3 apartments into 5 smaller apartments and extend car park (amended description, as amended by plans received 03.02.2017) CONSENT

547 24.3.17 **57088 3 Jephson House**, Ryebriidge Lane, Upper Froyle Listed building consent - installation of a gas stove flue CONSENT

564 31.3.17 **57022/002 The Friars**, Upper Froyle, Fell two Sycamore trees on the verge outside the rear boundary of The Friars NO OBJECTION

598 13.4.17 **39958/013 Colt House**, Upper Froyle, Lime tree in rear garden - Repollard to previous pollard points. NO OBJECTION

599 13.4.17 **27454/031 Aldersey House**, Lower Froyle, Listed building consent - Replacement of existing sliding doors and replacement Oak framing, new glass balustrading and alterations to the rear elevation and internal removal of internal partition wall. CONSENT

ITEM 11 REPORTS BY OFFICERS AND COUNCILLORS None

ITEM 12 OTHER MATTERS

12.1 Froyle Park

The letter to the press to be sent this week was discussed.

Mrs. Southern and **Mr. Whines** to investigate whether free legal advice would be available from HALC and whether HALC could direct FPC to a solicitor experienced in these matters.

The possible outcomes of further approaches to EHDC via legal action to determine whether EHDC's decisions were correct in law, and likelihood of success if appeal made to the Ombudsman in view of the fact that the ombudsman determines whether correct procedures have been followed, rather than whether the decisions arising from those procedures were just. It was noted that a resident has contacted the Ombudsman and that affected neighbours would have a claim under human rights legislation.

It was **agreed** to write to the Herald and to individual EHDC councillors.

It was agreed that **Mrs. Wallis** would ask J. Findlay QC about prospects eg what are the chances of success at Judicial Review, and what can be expected from EHDC if FPC was successful. Further action to depend on funding.

12.2 Dual use bin, Upper Froyle

Mrs. Southern reported that she had seen no litter in the bin. **Mrs. Southern** to ask residents about an alternative bin.

12.3 Tree planting on Jubilee Green 574 5.4.17 Mr. Deans Tree planting on Jubilee Green

Mr. Deans reported that an EHDC officer would look at the site, and that it was acceptable to plant trees as long as they did not interfere with sight-lines.

Neighbours found the proposal acceptable. Mr. Deans reported that they would like to claim ownership of the adjacent small parcel of land. It was **agreed** that FPC had no objection to this. **Mr. Deans** to ask the advice of Mr. Wells.

ITEM 13 CORRESPONDENCE RECEIVED

A list of the correspondence received since the agenda for the meeting of 13th March 2017 had been prepared had been enclosed with the agenda. Some matters did not require any action, and some items had already been circulated to councillors. Other matters, some of which the papers were at the meeting, were noted below:

520 13.3.17 EHAPTC Simon Jenkins - notes from EHAP&TC Meeting, plus Housing White Paper Briefing

522 14.3.17 EHDC Local Plan Part 3 explained

570 4.4.17 Came & Co. confirm that while the Contractor's insurance will cover any loss or damage to third parties or their property arising from their activities the cover provided under the Hiscox Policy arranged on the Parish Council will remain in force.

ITEM 14 MATTERS RAISED BY COUNCILLORS AND OFFICERS

14.1 Mr. Fay: had received queries on whether people could rent the **car park** at the village hall. It was agreed that this would not be possible and that people should be encouraged to enquire whether parking space was available depending on village hall use.

14.2 Mr. Fay: query about erecting **gazebos** on the recreation ground.

14.3 Mr. Fay: query on flying **flag** on 'European Union' day.

14.4 Mr. Macnabb: **grass** on recreation ground needed cutting. Clerk to ask OCS to cut as soon as possible and before the gardens open weekend. Mr. Wimshurst to be asked to quote for ad hoc cutting.

14.5 Mr. Macnabb: to ask Mr. Wells to trim the **beech hedge**.

14.6 Mr. Deans: to ask **Speedwatch** group to provide progress report.

14.7 Mr. Whines: to pursue Freedom of Information request regarding the Froyle Park **car park** application, and suggested that FPC should reply to Mr. Leach regarding Condition 8

14.8 Mr. Wells had reported that the handrail at the steps to the War Memorial needs attention.

14.9 It was agreed that the start time for all parish council meetings would be 7.45 pm.

ITEM 15 MATTERS RAISED BY RESIDENTS None.

ITEM 16 MATTERS FOR REPORTING IN VILLAGE MAGAZINE

To ask residents whether there are any issues they would like the parish council to consider.

ITEM 17 DATE OF NEXT MEETING

11th July 2017 (Tuesday) at 7.45 pm.

The meeting closed at 10.35 pm.

Date.....

Chairman.....