

MINUTES
of the ANNUAL GENERAL MEETING of
FROYLE PARISH COUNCIL
 held in the Village Hall, Lower Froyle,
on Monday 13th May 2013 at 8.00 pm

Present:

<i>Parish Council:</i> Mr. D. Collingborn Mr. I. Deans Mr. T. Goodsell Miss J Gove Mr. S. Lloyd Mr MJ Wells Mr. N. Whines	<i>Clerk:</i> <i>Others:</i> 1, and voluntary auditor Mr. Elliott
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ITEM 1 ELECTION OF A CHAIRMAN

It was proposed and seconded that Mr M. Wells be Chairman for 2013-14.

- 01 13-14** There being no other nominations it was **RESOLVED** that Mr. Wells 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 2013-14.

- 02 13-14** There being no other nominations it was **RESOLVED** that Mr. Deans would be the Vice-Chairman for the forthcoming year.

ITEM 4 MINUTES OF THE PREVIOUS MEETING

- 03 13-14** It was **RESOLVED** that the Minutes of the meeting of the Parish Council held on 29th April 2013 be accepted as a true record.

ITEM 5 MATTERS ARISING FROM PREVIOUS MEETINGS

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

ITEM 6 ELECTION OF OFFICERS TO FILL THE FOLLOWING POSTS:

- 04 13-14** It was **RESOLVED** that the following duties be undertaken by those indicated:

Archivist	Mr. & Mrs. Booth
Association of Parish Councils	Mr. Collingborn
Churchyard Maintenance	Mr. Wells
CPRE	Miss Gove
Footpaths	Miss Gove
Independent Auditor	Mr. Elliott
Lengthsman	Mr. Deans
Maintenance Volunteer (inc playground)	Mr. Collingborn Mr. Wells/
Open Spaces	Mr. Cray
Planning	Messrs. Collingborn, Deans, Whines, as Planning Committee
Publicity	Mr. Lloyd
Recycling Area	Froyle Village Hall Management Committee
Roads & transportation	Mr. Cray
Tree Warden	Planning Committee
Victim Support	Mr. Collingborn
Village Hall	Mr. Whines
Flag/flagpole	Mr. Collingborn

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

05 13-14 It was **RESOLVED** that members would attend the meetings below:

Date (Tuesdays, 6.30 pm)	Froyle Parish Council Representative
23 July, 2013 Kingsley Centre	Mr. Wells
22 Oct, 2013 Alton Maltings	Mr. Whines
28 Jan, 2014 Alton Maltings	Mr. Collingborn
22 Apr, 2014 Medstead Village Hall	Mr. Cray

ITEM 8 PARISH COUNCIL MEETINGS FOR 2013/14

06 13-14 It was **RESOLVED** that Parish Council meetings would be:

Type of meeting	Date	Remarks
Ordinary PC	1 st July 2013 (Monday)	
Ordinary PC	17th September 2013 (Tuesday)	
Ordinary PC	19 th November 2013 (Tuesday)	Initial Budget Meeting
Ordinary PC	14th January 2014 (Tuesday)	Budget/Precept Approval Mtg
Ordinary PC	3rd March 2014 (Monday)	
Annual Parish Meeting	23rd April 2014 (Wednesday)	
AGM PC	12th May 2014(Monday)	Election of Chairman etc

ITEM 9 FINANCE

9.1 Approval of Payments

07 13-14 It was **RESOLVED** to note and approve the following payments made since the agenda for the meeting of 4.3.13 had been prepared

					£
		cancelled	1062		0.00
27.2.13		cancelled	1063		0.00
27.2.13	Treloar College (IKC)	Mag printing	1064	13 12-13	110.00
11.3.13	Timberform	Timberline balance	CHAPS		13307.60
31.3.13	Ricoh UK Ltd	Photocopying	1065	13 12-13	10.25
31.3.13	Treloar College (IKC)	Mag printing	1066	13 12-13	110.00
31.3.13	P. Cullen	Salary and expenses	1967	19.11.12	988.34
1.4.13	HALC	Affiliation fee & NALC levy	1068	13 12-13	207.00
4.4.13	NALC	Local Council Review	1069	13 12-13	16.00
4.4.13	Bentley School	Grant 2013-14	1070	75 12-13	400.00
11.4.13	OCS Gp UK Ltd ta Cannon	Recreation ground mowing	1071	13 12-13	83.52
11.4.13	Landscape Group Ltd.	Dog bin	1072	13 12-13	85.80

9.2 draft accounts for the year ending 31st March 2013

08 13-14 It was **RESOLVED** to approve the payments, receipts, receipts and payments accounts summary, bank reconciliation, bank statements, notes to receipts and payments accounts with assets, balance sheet, for year ending 31st March 2013, and Internal Auditor's report (in Annual Return) which had been enclosed with the agenda.

9.3 Audit of Accounts year ended 31st March 2013

9.3.1 Statement of Assurance

09 13-14 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 approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	prepared its accounting statements in the way prescribed by law.
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 codes of practice that could have a significant financial effect on the ability of the council to conduct its business or on its finances.	has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done 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 has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We carried out an assessment of the risks facing the council 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 the council.
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 the council 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 13-14 It was **RESOLVED** to approve the Annual Return of Accounts to the Audit Commission, a copy of which had been enclosed with the agenda.

9.4 Budget 2012-13

Actual figures at 31.3.13 compared with budget had been enclosed with the agenda. Noted.

9.5 Financial Risk Assessment

11 13-14 It was **RESOLVED** to accept the updated Financial Risk Assessment as at May 2013 which had been enclosed with the agenda.

9.6 Receipts and Payment Accounts 2013-14

12 13-14 It was **RESOLVED** to approve the receipts and payment accounts 2013-14 as at 7th May, a copy of which had been enclosed with the agenda.

9.7 Payment of Invoices for Regular Services

13 13-14 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.

Subscription to Hampshire Association of Local Councils & NALC levy
Subscription to Local Council Review (NALC)
Subscription to Campaign to Protect Rural England
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)
English Landscapes
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

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 Other financial matters

9.8.1 S137 Expenditure

From <http://www.slcc.co.uk/news-item/section-137-expenditure-limit-for-2013-2014/394/>

Section 137 Expenditure: Limit for 2013/2014

Published 1st March 2013

The Department for Communities and Local Government (DCLG) has advised 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 2013-14 is **£6.98**.

This is the amount that results from increasing the amount of 2012-13 (£6.80) by the percentage increase in the retail index between September 2011 and September 2012 (of 2.6%), in accordance with Schedule 12B to the Act.

2012 Froyle electoral roll with amendments as at 2.5.12 was $454 + 20 - 9 = 465$. $£6.98 \times 465 =$
£3245.70. Noted.

9.8.2 Insurance premium £1569.95 paid 17.9.12 to Broker Network Ltd. Noted.

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

DATE	PAYEE	PURPOSE	S137 grants	OTHER grants
			£3148.40 limit	
14.5.12	Bentley School	Grant 12-13	400.00	
18.9.12	Victim Support	Grant	50.00	
18.9.12	Hampshire Cty Youth Band	Grant	50.00	
19.11.12	Mrs. A. Booth	Froyle Archive	400.00	
19.11.12	Froyle Village Hall	Refurbishment grant	1000.00	
5.12.12	Alton Counselling Service	Grant	100.00	
31.1.13	Jubilee Sailing Trust	Grant	50.00	
			2050.00	0.00

9.8.4 Debit card For payment for items ordered via the internet etc.

It was decided that as the need had arisen only once, not to apply for a debit or credit card.

9.8.5 Village Magazine

Mr. Wells reported on the meeting with magazine editors and councillors, and said that the parish council had agreed that a new computer and software were needed. He listed the editors for the coming year. Mr. Black said he had looked at seven or eight suppliers, but had to choose one that would supply for payment by cheque. A laptop computer, with a wide screen which was necessary for arranging layout, case and mouse had been ordered. A tier 1 machine had been chosen because manufacturers supply spare parts for some years after they cease manufacture of the machine. Software would probably be Pageplus6, because more expensive programs are more difficult to use.

9.8.6 Village signs. Deferred from 29.4.13

It was agreed that specially designed village signs could not be afforded.

Mr. Deans agreed to assess which signs needed replacement or repair and to tell the **Clerk** for reporting to Hampshire Highways.

9.8.7 Binding two copies of Froyle Parish Council Minutes: = £49.00 per copy zero VAT.

Agreed.

ITEM 10 PLANNING

10.1 Planning Applications *Deferred from 29.4.13*

Mr. Deans declared an interest in the following three applications and took no part in the decision.

10.1.1 533 53696/005 Blundens Farm, Ryebidge Lane, Upper Froyle, DETACHED DOUBLE GARAGE WITH FIRST FLOOR STORAGE AREA AFTER DEMOLITION OF NISSAN HUT (REVISION 53696/002).

14 13-14 It was **RESOLVED** to make **no objection** in principle to this application, but to request that a **condition** that the garage building be ancillary to the main dwelling be imposed.

10.1.2 534 53696/007 Blundens Farm, Ryebidge Lane, Upper Froyle AMENDMENT TO PREVIOUS APPROVED SCHEME - 53696 ADDITION OF ONE AND HALF STOREY EXTENSION TO REAR AND CONVERSION OF STABLE TO LIVING ACCOMMODATION.

15 13-14 It was **RESOLVED** to **object** to this application because while the additions to the building in the previous application had a lower roof line than the listed building and were thus subordinate to the listed building, the additions proposed in the present application overwhelm the listed building. FPC would like the integrity and distinctiveness of the listed building to be maintained.

10.1.3 535 53696/008 Blundens Farm, Ryebidge Lane, Upper Froyle AMENDMENT TO PREVIOUS APPROVED SCHEME - 53696/001 ADDITION OF ONE AND HALF STOREY EXTENSION TO REAR AND CONVERSION OF STABLE TO LIVING ACCOMMODATION.

16 13-14 It was **RESOLVED** to **object** to this application because while the additions to the

building in the previous application had a lower roof line than the listed building and were thus subordinate to the listed building, the additions proposed in the present application overwhelm the listed building. FPC would like the integrity and distinctiveness of the listed building to be maintained.

10.2 Results of Planning Applications

550 3.5.13 22111/032 West End Farm, Spollycombe Lane, Upper Froyle, CHANGE OF USE FROM REDUNDANT FARM STORAGE BUILDING AND A FARM OFFICE FROM AGRICULTURAL USE FOR STORAGE, TO THE SUPPLY, SERVICING AND HIRE OF TRAILERS WITH ANCILLARY SALES INCLUDING THE USE OF A REAR HARD STANDING AREA REFUSAL. Noted.

ITEM 11 MATTERS ARISING FROM ANNUAL PARISH MEETING

A copy of the draft minutes of the annual parish meeting held on 15th April 2013 had been circulated to councillors.

ITEM 12 REPORTS BY OFFICERS AND COUNCILLORS None.

ITEM 13 OTHER MATTERS

Mr. Wells declared an interest in the following item and did not take part in the discussion.

13.1 Liaison with Froyle Estate

Mr. Whines considered that as FPC had objected to two planning applications by Froyle Estate, they needed better relations with the estate's trustees. He suggested the trustees could discuss their planning applications with FPC in the future. Cllr. Glynis Watts had agreed to facilitate a meeting between the Froyle Estate trustees and FPC.

The **Clerk** to ask Miss Watts and Cty. Cllr. Mark Kemp-Gee to approach the trustees of Froyle Estate to suggest a meeting with FPC, not before the next parish council meeting.

It was **agreed** to continue discussion of this item to the next parish council meeting to decide the structure of the meeting etc.

13.2 Letter to Nicolas James Group (551 3.5.13 Mr. Lloyd)

Mr. Lloyd felt that as the Nicolas James Group had granted approximately £50,000 in discretionary money for the benefit of Froyle, FPC should write to thank them.

The **Clerk** to write to thank NJG.

ITEM 14 CORRESPONDENCE RECEIVED

A list of the correspondence received since the agenda for the meeting of 29th April 2013 had been prepared had been enclosed with the agenda. Some matters did not require any action, some items had already been circulated to councillors, and other items were dealt with earlier in the meeting. Other matters, some of which the papers were at the meeting, were noted below:

544 26.4.13 EHDC Councillor Newsletter - Joint Core Strategy Special Edition - April 2013

545 26.4.13 NALC NPPG meeting feedback

547 29.4.13 EHDC Local Planning Application Requirements Consultation

557 7.5.13 EHAPTC Joint Core Strategy consultation

ITEM 15 MATTERS RAISED BY COUNCILLORS AND OFFICERS

15.1 Miss Gove was thanked for her years of being FPC **Vice Chairman**.

15.2 Jubilee Green Miss Gove reported that in 1977 Treloar Trust had apparently owned the green, and that FPC had had the pond filled in and a plaque installed. FPC had asked Treloar Trust if they could lease or sell Jubilee Green, but there had been a disagreement and nothing had happened. In 1998 their ownership was again indicated by the Treloar Trust, and in 2000 there was correspondence between FPC and the Treloar Trust which indicated that Treloar owned the green, but they had since said that they have no deeds of ownership of Jubilee Green.

Miss Gove agreed to liaise with Mr. M. Carr, copying to Treloar Trust, on the advisability of FPC registering ownership of Jubilee Green with the Land Registry, and would ask the Treloar Trust whether they are still of the opinion that they do not own Jubilee Green.

15.3 Recreation Ground dog mess: **The Clerk** was asked to investigate signs from EHDC or HCC sign shop, for each entrance to the recreation ground, and the use of the rubbish bin by the bus stop as a dual use bin instead of the current dog bin.

ITEM 16 MATTERS RAISED BY RESIDENTS

16.1 Cowslips, verge between Village Hall and Hadwick's Corner. Mr. Lloyd reported that these had been mown. The **Clerk** was asked to write to EHDC to ask that they be mown round instead of over.

16.2 Manhole cover in pavement between Village Hall and Hadwick's Corner: Mr. Whines reported that it is a trip hazard. **Mr. Whines** agreed to speak to the water board.

ITEM 17 MATTERS FOR REPORTING IN VILLAGE MAGAZINE

Mr. Deans: EHDC planning meeting re Treloar site, school etc.

West End Farm planning application result.

Election results.

ITEM 18 DATE OF NEXT MEETING

Ordinary PC 1st July 2013 (Monday)

The meeting closed at 10.00 pm.