

# GREYWELL PARISH COUNCIL

## Minutes of the Greywell Parish Council meeting held in the Village Hall at 6pm on 13 March 2024

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**In attendance: - Cllr M. Barter, Cllr R. Cole, Cllr H. Mogg and Cllr L. Muir**

**Also in attendance - Beverley Bridgman (Parish Clerk) and County Cllr J. Glen (left at 6.11pm)**

### Draft minutes subject to confirmation

#### **1. Receive and accept apologies for absence**

Apologies received and accepted from The Earl of Malmesbury

#### **2. Receive and note any declarations of interest relevant to the Agenda**

None

#### **3. The Chairman to approve as a correct record the minutes of the Parish Council meeting held on 17 January 2024**

Approved and signed

#### **4. Open the meeting to members of the public**

4 members of the public attended the meeting

#### **5. Receive reports**

The monthly report from County Cllr J. Glen had been circulated to all Cllrs and the village email circulation list prior to the meeting.

Cllr Glen advised that in February he attended a Villages Oppose Warehouses (VOW) meeting in respect of the proposed planning application at Lodge Farm, North Warnborough. He confirmed there is a further VOW meeting planned in Hook on 28 March

#### **6. Consider and discuss the following planning applications:**

**a) Erection of a single storey detached oak framed garden outbuilding for use as home office, home gym and garden room**

**Royal Oak House, Hook Road, Greywell, RG29 1BU**

**Reference 24/00090/HOU**

Discussed and agreed to submit a comment of support

**b) Refurbishment of original crittall windows and installation of integral security locks within original frames**

**Old Pound Cottage, Hook Road, Greywell, RG29 1BU**

**References 24/00456/HOU and 24/00457/LBC**

Discussed and agreed to submit a comment of support

#### **7. Update on previous planning applications**

Since the last Parish Council meeting on 17 January 2024 the following application has been approved by Hart District Council (HDC):

Two new internal partitions at ground floor and one existing internal door opening blocked up on first floor at Royal Oak House, Hook Road, Greywell, RG29 1BU

Reference 23/02223/LBC

#### **8. Discuss and agree renewal membership to the Basingstoke Canal Society**

Discussed and agreed to renew at a cost of £30

## 9. Approve the Electronic Payment request for March 2024

Approved - A copy of the approved document can be found below:

To	Item	Amount	Invoice number
Staff	Salary March 2024	£316.94	
	Home Office Allowance March 2024	£16.50	
	Total	<b>£333.44</b>	March 2024
Staff	Expenses March 2024	<b>£8.70</b>	March 2024
Village Hall Committee	Hall Hire March 2024	<b>£15.00</b>	240005
Parish Council Websites	35% Deposit for New Website	<b>£238.98</b>	INV-2593
Parish Council Websites	Balance due for new website, 12 months hosting and support plus purchase of new domain name	<b>£830.46</b>	INV-2653
Basingstoke Canal Society	Annual Renewal	<b>£30.00</b>	Renewal March 2024
C Gallop	Grass Cutting 2024-2025-to be paid 1.4.24 (agreed minute ref 15 November 2023-20)	<b>£300.00</b>	24-25

## 10. Note the current financial situation

Noted - The current financial situation can be found in Appendix A. The balances as at 7 March 2024 were:

Current Account: £264.46

Savings Account: £7640.09

## 11. Review and approve Bank Standing Orders for the financial year 2024-2025

Paper work confirming the one standing order for salary payments had been circulated to Councillors prior to the meeting.

Reviewed and approved. Document signed by Cllrs Barter & Cole

## 12. Approve updated Risk Assessment for the defibrillator

Approved

## 13. Review and approve Parish Council Policies and Procedures that are due for review in March 2024

All paperwork had been circulated to Councillors prior to the meeting. The following were reviewed and approved:

Asset Register

Code of Conduct

Complaints Procedure

Data Protection Policy

Document Retention and Disposal Policy and Appendix A

Financial and Management Risk Assessment

Publication Scheme

Standing Orders - reviewed and approved and, on recommendation of the Parish Clerk, agreed the Standing Orders will be reviewed in more depth in line with the National Association of Local Councils (NALC) model over the next 12 months. This work will be completed by the Parish Clerk, the Chair and Vice Chair

Financial Regulations - reviewed and approved. The Parish Clerk advised the Greywell Financial Regulations reflect a model produced by NALC in 2019. A revised model is predicted to be published at the end of March 2024 at which time the Parish Clerk will update the Greywell Financial Regulations for a further review and approval at the next Parish Council meeting

**14. Discuss and agree a domain name for the new Parish Council website**

Discussed and agreed the new domain name will be [greywellparish.gov.uk](http://greywellparish.gov.uk)

**15. Discuss the Greywell Conservation Area Appraisal**

Noted the last Greywell Conservation Area Appraisal was completed in 2009. Many of the areas listed on the HDC website have not reviewed their appraisal for many years.

As mentioned by District Cllr Dorn at the November 2023 Parish Council meeting the Hart Overview and Scrutiny Committee are currently reviewing the appraisal guidelines and template.

Discussed and agreed the Parish Council will wait for HDC to approve a revised procedure and template after which next steps can be discussed

**16. Discuss the Hampshire Highways drainage survey report for Hook Road**

Discussed and noted the report shows various problems classed as "high risk". The report also advises that not all ditches could be surveyed as they need re-profiling/dredging.

Agreed the Parish Clerk will contact Hampshire Highways for their time scale to action both the "high risk" problems and re-profiling/dredging of the remaining ditches

**17. Update from Cllr Barter regarding the Lengthsman visit on 28 February**

Cllr Barter confirmed ditches at the Pumping Station and Deptford Lane Bridge were cleared during the February visit. Three grips on Hook Road were also cleared.

Cllr Barter discussed re-distribution of the removed soil from the ditches with the Lengthsman; whilst the Lengthsman could action this it would use up the yearly allowance of hours. In view of this Cllr Barter has asked those responsible if this job can be included within the next "Village Clean Up" Cllrs Barter and Malmesbury have taken photographs and "what3words" information regarding further grips to be cleared on Hook Road during future Lengthsman visits

**18. Update from Cllr Muir regarding the defibrillator**

A volunteer system to check the defibrillator is now up and running. The Parish Clerk will prepare a document for Councillors to review later in the year regarding the Village Emergency Telephone System (VETS) and defibrillator training opportunities

**19. Discuss Parish Council response (if any) to the Hampshire County Council Future Services Consultation**

Discussed and agreed the Parish Council will submit a response to the Highways Winter Services and Household Waste Recycling Centre part of the consultation. Cllr Barter will draft a response for approval by Councillors and submission by the Parish Clerk before 31 March. County Cllr Jonathan Glen will be cc into the Parish Council response

**20. Discuss and agree whether the Parish Council wishes to call an Annual Parish Meeting**

Prior to the meeting the Parish Clerk circulated a document to all Councillors which provided an explanation of the Annual Parish Meeting and the Annual Parish Council Meeting.

Discussed and agreed that at this time the Parish Council does not wish to call an Annual Parish Meeting

**21. Confirm the date and time of the Annual Parish Council Meeting in May and agree a date for the July Parish Council meeting**

Confirmed the Annual Parish Council meeting will be at 6pm in the village hall on Wednesday 22 May 2024. The July meeting of the Parish Council will be at the same time and place on 24 July 2024

**22. To agree that under the Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from the meeting whilst confidential business is discussed**

Agreed to close the meeting to the press and public under the Public Bodies (Admission to Meetings) Act 1960

**23. To discuss confidential business regarding the Parish Clerk working hours**

The Parish Clerk confirmed she will continue to monitor her working hours and report back to the Parish Council as necessary

**24. To discuss confidential business regarding tenders received for a Speed Indicator Device (SID) and agree:**

- **Number of SID's to be purchased**
- **The tender to be accepted**
- **Next steps**

As confirmed at the January Parish Council meeting the budget for installation of an SID is £9110.04. Following the Parish Councils request for an additional SID siting HCC has issued a revised quote of £2063.64 to cover installation of the associated equipment for a SID.

Since January the Parish Council Road Safety Working Group and the Greywell Road Safety Group has researched and gathered information regarding SID's. This document, including quotes from 6 companies was circulated to Councillors prior to the meeting.

Discussed and agreed:

- 2 SID's will be purchased
- The accepted tender is from Messagemaker, quote reference NB50501/3 for 2 "Smiley (Battery Powered) SID with Bluetooth Data Capture at a total price of £6060 ex VAT
- The Parish Clerk will:
  - Contact Messagemaker to advise acceptance of their quote
  - Contact Hampshire County Council to determine their procedure for distributing S106 funds to the Parish Council
  - Contact Hampshire Highways for the approximate time scale for installing the necessary equipment for the SID
  - Place an order for the SID's once all information is in place

The Parish Council would like to thank the Greywell Road Safety Group for their help in researching and preparing a document for consideration by the Parish Council

There being no other business the meeting closed at 7.17pm

**Email: [parishclerk@greywell.info](mailto:parishclerk@greywell.info)**

## Greywell Parish Council Monthly Sheet for March 2024 (Appendix A)

### Lloyds Current Account

Balance as at 11 January 2024

£619.91 (agrees statement dated 31 January 2024)

#### Payments

Date	To	Amount
18 January 2024	Greywell Village Hall Committee Invoice 230025	£24.00
18 January 2024	Staff Overtime Dec 2023 & up to and including w/e 19 January 2024	£164.57
30 January 2024	Staff Salary & Home Office Allowance January	£333.44
29 February 2024	Staff Salary & Home Office Allowance February	£333.44

#### Receipts

Date	From	Amount
8 February 2024	Lloyds Savings Account	£500.00

**Balance as at 7 March 2024**

**£264.46** (agrees on line statement dated 7 March 2024)

### Lloyds Savings Account

Balance as at 11 January 2024

£8131.15 (agrees statement dated 7 February 2024)

#### Payments

8 February 2024	Transfer to Lloyds Current Account	£500.00
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#### Receipts

Date	From	Amount
9 February 2024	Bank Interest	£8.94

**Balance as at 7 March 2024**

**£7640.09** (agrees on line statement dated 7 March 2024)

#### **Total Balance as at 7 March 2024**

Lloyds Current Account	£264.46
Lloyds Savings Account	£7640.09
Unpresented cheques	Nil
Cancelled cheques	Nil
Net Bank Balance	<b>£7904.55</b>

**Chairmans Signature and date:**