

GREYWELL PARISH COUNCIL

Minutes of the Annual Greywell Parish Council meeting held in the Village Hall at 6pm on Wednesday 22 May 2024

In attendance: - Cllr M. Barter, Cllr R. Cole, Earl of Malmesbury, and Cllr L. Muir
Also in attendance - Beverley Bridgman (Parish Clerk), and District Cllr S. Highley (left at 6.12pm)

Draft minutes subject to confirmation

1. Election of Chair and signing of Declaration of Office

Cllr Barter was elected as Chair of Greywell Parish Council for the ensuing year. The Parish Clerk will provide Cllr Barter with a Declaration of Acceptance of Office for signature
(Proposed by the Earl of Malmesbury, seconded by Cllr Cole and unanimously agreed)

2. Election of Vice Chair and signing of Declaration of Office

Cllr Cole was elected as Vice Chair of Greywell Parish Council for the ensuing year. The Parish Clerk will provide Cllr Cole with a Declaration of Acceptance of Office for signature
(Proposed by Cllr Muir, seconded by The Earl of Malmesbury and unanimously agreed)

3. Receive and accept apologies for absence

Apologies accepted from Cllr Mogg. Apologies also received from County Cllr Glen, and District Cllr Dorn

4. Receive and note any declarations of interest relevant to the Agenda

None

5. The Chairman to approve as a correct record the minutes of the Parish Council meeting held on 13 March 2024

Approved and signed

6. Open the meeting to members of the public

1 member of the public attended the meeting

7. Receive reports from County and District Councillors

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

The Parish Council congratulated District Cllr Highley on his recent appointment as a Hart District Councillor.

Cllr Highley reported:

- He is a member of the Hart Overview and Scrutiny Committee
- Cllr Dorn has been elected as Vice Chair of Hart District Council (HDC) and is also a member of the Hart Development Management Committee, the Licensing Committee and the Standards Committee
- The developers for the pre-application at Lodge Farm, North Warnborough (22/01355/PREAPP) requested a meeting with senior members of the Hart Planning Department. The Planning Officer will add a report of this meeting to the HDC website in due course

8. Update on previous planning applications

Since the last Parish Council meeting the Parish Council has sent a comment of support for the following application:

Repairs to barn following vehicle collision at the Fox & Goose, The Street, Greywell, RG29 1BY
Reference 24/00522/LBC

9. Agree renewal of membership to the Whitewater Valley Preservation Society, and the Hampshire Association of Local Councils(HALC) /National Association of Local Councils (NALC)

Agreed

10. Approve the Electronic Payment request for May 2024

Approved - The electronic payment request and copies of all invoices had been circulated to Councillors prior to the meeting. The approved request can be found below:

Greywell Parish Council May 2024 Electronic Payment Request

To	Item	Amount	Invoice number	Type
Staff	Salary May 2024	£364.00		
	Home Office Allowance May 2024	£16.50		
	Total	£380.50		SO
Staff	Expenses May 2024	£25.19	May 2024	EP
Hampshire Association of Local Councils (HALC)	HALC Affiliation Fees 2024/25 & NALC Levy 2024/25	£196.00	6565	EP
Whitewater Valley Conservation Society	Annual Renewal 2024/25	£30.00	Renewal 24/25	EP
Community Heartbeat Trust	Annual Support 2024/25	£162.00	21067	EP
Do The Numbers Ltd	Internal Audit year ending 31 March 2024	£125.00	12/1576	EP
Stocksigns Ltd	2 x Speed Indicator Devices and associated equipment	£7272.00	236898	EP
Parish Council Websites	Domain transfer for greywell.info	£21.60	2818	EP

11. Note the current financial situation

Noted - The current financial situation can be found in Appendix A. The balances as at 16 May 2024 were:

Current Account: £60.29

Savings Account: £19887.97

12. Review Terms of Reference for the Parish Council Road Safety Working Group

The Parish Council Road Safety Working Group was set up to research speed indicator devices (SID), village gates and a 20mph speed limit for the village. The SID's have now been purchased and quotes received from Hampshire County Council (HCC) for the village gates. The Greywell Road Safety Group will now take the lead in gaining the parishes opinion of village gates and a 20mph speed limit for the village. They will also take the lead in raising funds for these projects.

Agreed there is no need to review the terms of reference for the Parish Council Road Safety Working Group and the group will now be disbanded

13. Review and approve Dignity at Work Policy

Reviewed and approved

14. Review and approve Training & Development policy

Reviewed and approved

15. Review and approve updated Asset Register

The Asset Register had been updated to take into account the recent purchase of speed indicators and associated equipment.

Reviewed and approved, a copy of the revised register can be found in Appendix B

16. Consider and approve Risk Assessment for the Speed Indicator Devices

Considered and approved. A copy of the Risk Assessment can be found in Appendix C

17. Note and sign end of year Banking Reconciliation

Noted and signed. A copy of the document can be found on www.greywellparish.gov.uk

18. Receive and note the Internal Auditors report for 2023-2024

Received and noted - all audit paperwork had been circulated to all Councillors prior to the meeting.

The Internal Auditor mentioned the following points:

- "The records of the council are managed on the clerk's own laptop. It would improve security and resilience if council records were held on a computer it owned"

Agreed to consider the purchase of a Parish Council owned laptop at a future budget calculation. In the meantime the Parish Clerk only uses her laptop for Greywell Parish Council business and backs up documents onto a memory stick each week. The Parish Clerk email is also managed by a website provider so, at the point of a change in Parish Clerk, would be removed from the Parish Clerks laptop.

- "When the budget and precept are calculated there is no clear reference to comparative figures.

Please ensure that budget calculations are based on prior and future values"

A full budget and precept calculation document that takes into prior and future values is always circulated to members prior to agreement at a Parish Council meeting. In the future this document will be published as part of the minutes

19. Consider, approve and sign Section 1 of the Annual Governance and Accountability Return (AGAR), the Annual Governance Statement

Considered, and approved by all members of the Parish Council. Signed by the Chair and Parish Clerk.

20. Consider, approve and sign Section 2 of the AGAR, Accounting Statements

Considered, and approved by all members of the Parish Council. Signed by the Chair

21. Note the period of Public Rights set by the Responsible Financial Officer

Noted the period of Public Rights will be 5 June - 16 July 2024. The notice will be published on the village noticeboard on Tuesday 4 June by Cllr Cole and the Parish Clerk will publish on the village website

22. Consider, approve and sign the Certificate of Exemption

Considered, and approved by all members of the Parish Council. Signed by the Chair and Responsible Financial Officer

23. Discuss and agree the Parish Council Insurance Policy for 2024-2025

The current insurance Policy comes to the end of a three year Long Term Agreement (LTA) on 31 May 2024. In view of this the Parish Clerk had obtained 3 quotes for consideration:

Quote A £522.92 or £507.97 on a 3yr LTA

Quote B £592.15 on a 3yr LTA

Quote C £241

Information regarding the cover provided under each quote was circulated to members prior to the meeting.

Agreed to proceed with quote C "Zurich Municipal" at an annual cost of £241

24. Update regarding the revised NALC template for Financial Regulations

The Parish Clerk confirmed a revised template has now been produced by the National Association of Local Councils (NALC). The template will be reviewed in preparation for approval at a future Parish Council meeting. In the meantime the existing Financial Regulations are sufficient

25. Note response from Hampshire Highways regarding the Hook Road Drainage Report and agree next steps (if any)

The Parish Clerk had received a response from Hampshire Highways following questions raised by the Parish Council at their March meeting:

- Parish Councillors note there are a few areas marked as high risk and needing work, is there a time scale for this?

I regret that I am unable to provide Parish Council members with a timescale for the attendance to any defects noted within the report. As I am sure you will be aware the County Council is facing a funding deficit of circa £132 million in the next financial year. Whilst no one truly knows the impact to highway maintenance budgets in the immediate and longer-term future it is highly likely that any available funding for drainage systems will be targeted where there is flood risk to internal dwelling spaces.

- Councillors have also noted that not all the ditches could be surveyed as they need re-profiling/dredging are you able to confirm when this will be completed please?

Under Common Law ditches are regarded as being the responsibility of the adjoining landowner. This ruling was made by Lord Denning in the 1970's and is based upon the fact that historically ditches were constructed to form land boundaries. Highway authorities are only regarded as being responsible for ditches where they have piped them, diverted them or where they have significantly increased their capacity.

In Greywell I believe that the only ditches that the County Council as the highway authority is responsible for are the one opposite Woods Lane and adjacent to the property named Shenton and at Little Bacon Copse as these were altered in the early 2000's as part of drainage improvement work by the authority.

Agreed the Parish Clerk will contact Hampshire Highways for clarity and proof of ownership of the ditches

26. Discuss and agree next steps for phase 2 of road safety in the village, the purchase and installation of village gates

The Parish Clerk advised the 2024 cost of installing village gates had not yet been received from HCC, the 2023 quote was £6361.99.

The Greywell Road Safety Group has advised they will raise village funds for the gates. These funds will be held with the Village Hall Committee with the plan to "gift" to the Parish Council for the purchase and installation of village gates.

To ensure everything is 'above board' agreed the Parish Clerk will research the gifting of funds to the Parish Council and report to Councillors in due course

27. Confirm the date and time of the next meeting, 24 July, and agree meeting date for September 2024

Confirmed the next Parish Council meeting will be held in the village hall at 6pm on Wednesday 24 July. Agreed the following meeting will be held at the same time and venue on 2 October

28. 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

29. To discuss confidential business regarding the Parish Clerk working hours

As agreed at the January Parish Council meeting the Parish Clerk had been monitoring her working hours. A document detailing both the jobs actioned and number of hours worked was circulated to all Councillors prior to the meeting.

Discussed and noted that together with the day to day management of the Parish Council and ongoing and new projects there is an increased work load for the Parish Clerk.

Agreed the Parish Council is happy to pay overtime at the current rate for the additional hours worked from 22 January 2024-31 May 2024.

Agreed the Parish Clerk will continue to monitor her workload and working hours.

Agreed Councillors will consider a review of the contracted hours at the next budget calculation

There being no other business the meeting finished at 6.59pm

Greywell Parish Council Monthly Sheet for May 2024 (Appendix A)

Lloyds Current Account

Balance as at 7 March 2024

£264.46 (agrees statement dated 28 March 2024)

Payments

Date	To	Amount
14 March 2024	Basingstoke Canal Society 2024 Annual Renewal	£30.00
14 March 2024	Staff Expenses Feb/March 2024	£8.70
14 March 2024	BWP Creative Ltd Invoice INV-2593	£238.98
14 March 2024	BWP Creative Ltd Invoice INV-2653	£830.46
15 March 2024	Greywell Village Hall Invoice 240005	£15.00
28 March 2024	Staff Salary and Home Office Allowance March 2024	£333.44
2 April 2024	C Gallop - Grass Cutting 2024-2025	£300.00
11 April 2024	Transfer to Lloyds Savings Account	£7000.00
29 April 2024	Transfer to Lloyds Savings Account	£6716.33
30 April 2024	Staff Salary and Home Office Allowance April 2024	£380.50

Receipts

Date	From	Amount
13 March 2024	HMRC VAT re-claim for period 1.8.23-29.2.24	£183.11
14 March 2024	Transfer from Lloyds Savings Account	£1000.00
26 March 2024	Transfer from Lloyds Savings Account	£500.00
11 April 2024	Hart District Council (Precept 2024-2025)	£7250.00
29 April 2024	Hampshire County Council S106 funds	£6716.13

Balance as at 16 May 2024

£60.29 (agrees on line statement dated 16 May 2024)

Lloyds Savings Account

Balance as at 7 March 2024

£7640.09 (agrees statement dated 5 April 2024)

Payments

14 March 2024	Transfer to Lloyds Current Account	£1000.00
26 March 2024	Transfer to Lloyds Current Account	£500.00

Receipts

Date	From	Amount
11 March 2024	Bank Interest	£8.44
9 April 2024	Bank Interest	£6.67
11 April 2024	Transfer from Lloyds Current Account	£7000.00
29 April 2024	Transfer from Lloyds Current Account	£6716.33
9 May 2024	Bank Interest	£16.44

Balance as at 16 May 2024

£19887.97 (agrees on line statement dated 16 May 2024)

Total Balance as at 16 May 2024

Lloyds Current Account	£60.29
Lloyds Savings Account	£19887.97
Unpresented cheques	Nil
Cancelled cheques	Nil
Net Bank Balance	£19948.26

Chairmans Signature and date:

Greywell Parish Council

Asset Register

<u>Item</u>	<u>Date Acquired</u>	<u>Value</u>
Telephone Box	2011	£1.00
Defibrillator	2017	£1000.00
2 x Messagemaker Smiley (Battery Powered) Speed Indicator Device	May 2024	£5100.00
7 x CZ Sheet metal pole brackets with sign fix rails for speed signs	May 2024	£700.00
2 x Battery + Battery Cable assembly	May 2024	£190.00
2 x Bluetooth for Data Capture Speed Signs (Module + Antenna)	May 2024	£1.00
	Total Value	£6992.00

Reviewed and approved May 2024

Review Date March 2025

Greywell Parish Council
Speed Indicator Device (SID) Risk Assessment

Activity	Hazards	To Whom	Risk Level	Controls
Loading and transit	Manual handling	Volunteers	H	Use safe lifting techniques
	Shift of load	Equipment	H	SID to be travelled flat and securely placed to avoid movement
Set up working area	Personal injury	Volunteers	H	Ensure appropriate footwear, and clothing are worn
		Volunteers	H	Ensure ladder is set up on stable and even ground
	Inclement weather	Volunteers	M	Ensure appropriate clothing is worn and ladder steps are dry
	Traffic Awareness	Volunteers	H	Ensure hi-viz tabards are worn
Access and egress	Traffic conflict	Volunteers and public	H	Locations to be accessed from off road parking where possible
	Vehicle Impact	Volunteers and public	H	Traffic warning signs and cones to be placed appropriately
				Work to be completed in daylight hours only
				All volunteers to wear hi-viz tabards
				Vehicles parked on highway to display hazard warning lights
Working on highway	Slips, trips and falls	Volunteers	H	Assess conditions before placing signage and equipment
				Extra care to be taken on sloping ground

Activity	Hazards	To Whom	Risk Level	Controls
				Beware of trip hazards, such as debris, litter or vegetation on site
Installation	Damaged SID equipment	Volunteers	M	Equipment to be checked and any damage reported to the Parish Clerk
	Working at height	Volunteers	H	Ensure step ladder is securely placed
				One volunteer to stabilise step ladder
	Manual handling	Volunteers	H	Use safe lifting techniques
				Ensure appropriate tools are available for fixings
				If appropriate gloves to be used for added grip
	Faulty mountings	Volunteers and equipment	H	Ensure pole is stable
				Check fixings are in good order (not loose, rusted or missing) Any damage to be reported to the Parish Clerk

Risk Levels: H (high)
M (medium)
L (low)

All volunteers must complete a "Consent to hold contact information" form and be given a copy of this Risk Assessment

Approved: May 2024

Review Date: May 2024