

ROTHERWICK PARISH COUNCIL

You are summoned to attend the MEETING of ROTHERWICK PARISH COUNCIL as detailed below:

Susan Richardson

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Clerk, Rotherwick Parish Council

TIME, DATE AND LOCATION	7.30 pm, WEDNESDAY 18 th October 2017 Rotherwick Village Hall, The Street, Rotherwick.
MEMBERS:	Cllrs H Radesk(Chairman), L. Bardwell, S. Burrige, W. Craven, D. Dibbin, S. Hindshaw and D. Margetson

AGENDA

- 72/17 Declaration of Acceptance of Office** - Following the change of the Chairman at RPC's last meeting held on the 20th September, Cllr Hugh Radesk is required to read and sign the Declaration of Acceptance of Office of Chairman.
- 73/17 Apologies** - To receive any apologies for absence.
- 74/17 Declarations of Interest** arising from this Agenda, Members and Officers are invited to declare any relevant interests. Notwithstanding this item, Members may subsequently declare an interest at any point during the meeting.
- 75/17 Public Participation** -The meeting will recess for not more than 15 minutes so as to allow any members of public to address the meeting. To Receive District Councillor's Report & County Councillor's Report.
- 76/17 Minutes of the previous Meetings**
Receive and Approve the accuracy of the Minutes of the Council Meeting held on the 20th September 2017 (previously circulated).

ROUTINE BUSINESS & ADMINISTRATION

- 77/17 Clerk's Progress Report** - To Receive the Clerk's Progress Report (for information only).

FINANCE

78/17 To Receive and Approve:

- (i) Payments on account (Appendix One).
- (ii) Schedule of deposit payments received (Appendix One).
- (iii) The RPC Bank Account Reconciliation to 30.09.2017 (Appendix Two).
- (iv) The RPC's Bank DD & SO Schedule for the year 2017/18 (Appendix Three).
- (v) The second quarters Receipts & Payments Accounts (Appendix Four).

PLANNING

79/17 Applications - To Consider and make Comment on the following planning applications received from Hart District Council.

- (i) **17/02245/LBC** to replacement of windows at Bunkers Hill House, Reading Road, Rotherwick, RG27 9DA. Response by 23rd October 2017.
- (ii) **17/02169/LDC** replacement of existing failed conservatory to Penbria, Wedmans Lane, Rotherwick, RG27 9BN
- (iii) **17/02168/HOU** dormer window to the rear of Penbria, Wedmans Lane, Rotherwick, RG27 9BN

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PROPOSALS & RESOLUTIONS

80/17

- (i) **To Receive & Resolve** a request from a resident neighbouring Hudson Copse to fell an oak tree belonging to the Parish Council adjacent to their property. Supporting documents emailed to Councillors on the 9th October.
- (ii) **To Received & Resolve** actions which may be taken to enhance the content of the Rotherwick News.
- (iii) **To Receive & Resolve** the Grant Application from Rotherwick News for the year 2017 in the sum of £218.94 previously circulated by Cllr Burridge on the 6th October 2017.
- (iv) **To Receive & Resolve** the Grant Application from Rotherwick News for the year 2018-2019 in the sum of £604.00 previously circulated to all by Cllr Burridge on the 6th October 2017.
- (v) **To Receive & Resolve** a request from Katie & Will Fox of County Farm Holdings, Lyde Green Farm for Rotherwick Parish Council to provide a letter of support from the Parish Council to their Grant Funders supporting their venture, to sell milk straight from the cow at the farm gate, on behalf of the Residents of Rotherwick. Details circulated to Councillors by Cllr Burridge on the 28th September.
- (vi) **To Discuss & Resolve** action required by the Parish Council on behalf of the Residents of Rotherwick relating to the proposed South West Train's reduction in services calling at Hook & Winchfield during peak times.

ADMINISTRATION

81/17 Maintenance Register - To Discuss and Resolve any items of maintenance identified following the adoption of the Maintenance Schedule.

- (i) **To Receive, Discuss & Resolve** the quotation from Premier Ground & Maintenance Limited for the pond clearance at The Street, Rotherwick in the sum of £160.00 + VAT.
- (ii) **To Receive & Resolve** action to be taken for refurbishing the external paintwork of the phone kiosk sited in The Street.
- (iii) **To Receive & Resolve** actions to be taken regarding the Duck House in the village pond at the top of The Street.
- (iv) **To Receive** an updated from Cllr Burridge following his attendance at the HDAPTC meeting on the 17th October 2017 as the Parish Council's representative.
- (v) **To Review** the current balance of hours within our Lengthsman Scheme ensuring hours within the Contract period ending March 2018 are used accordingly.

82/17 Pavilion and Playing Fields

- (i) **To Receive & Discuss** the Annual Inspection Report on the Playing Fields previously circulated by the Clerk on the 9th October 2017. To **RESOLVE** to rectify any defects highlighted.

83/17 Highways & Footpaths

- (i) **To Receive & Discuss** any updates relating to the Highways and Footpaths.

84/17 Project Updates

(i) **Hudson Copse**

To Receive & Discuss the Annual Inspection Report circulated by the Clerk on the 10th October and to **RESOLVE** to rectify any defects highlighted.

85/17 Date of Next Meeting - Wednesday 15th November 2017 at Rotherwick Village Hall, The Street, Rotherwick, RG27 9GB commencing at 7.30 p.m.

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APPENDIX ONE

Accounts for Payment Approval - Agenda Item 78/17 (i)

Payee	Nett £	VAT £	Total £	Details	Cheque No.
CLlr S Burridge (Retrospectively)	160.80	2.16	162.96	NDP Drinks (2016) & Posts	000409
CLlr L Bardwell (Retrospectively)	108.79	21.75	130.55	Wood for Bird & Bat Boxes	000410
BDO LLP	200.00	40.00	240.00	External Audit Annual Fee	000412
HALC	75.00	15.00	90.00	Budget Course (Clerk)	000411
Premier Grounds & Garden Maintenance	114.16	22.83	136.99	Grass Cuts x 3, 2 plants for chicane	000413
Discount Displays	15.95	3.19	19.14	Stand Offs for Signs at Playgrounds/Playing Fields	000414
The Play Inspection Company	130.00	26.00	156.00	Annual Safety Inspection of Playground & Hudson Copse	000415

Schedule of Deposits Received - Agenda Item 78/17 (ii)

Payer	Nett £	VAT £	Total £	Details	Date Credited
HM Revenue & Customs	3261.59	0.00	3261.59	VAT for the period November 2016 - June 2017	15.09.2017
Southern Electric	111.21	0.00	111.21	Refund of Overpayment during the year 2016/17	15.09.2017

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APPENDIX TWO

Bank Reconciliation to 30/09/2017 - Agenda Item 78/17 (iii)

BANK ACCOUNTS

NatWest Bank

Current Bank Account

Balance as per Statement No.79 32,831.66

NatWest Bank

Business Reserve Account

Balance as per Statement No. [x] £53,126.44

Less Presented Cheques as at 30/09/2017

Cheque Numbers 000407, 000406 & 000404 £ -385.04

Total Cash at Bank £85,573.07

CASH BOOK

Opening Balance 01/07/2017 £85,317.62

ADD Receipts in the Quarter £ 5,369.15

LESS Payments in the Quarter £ 5,113.70

Closing Balance at 30/06/2017 £85,573.06

I certify that the above is a true and accurate record as at 30th September 2017.

Susan Richardson

Responsible Financial Officer & Parish Clerk

Dated: 11th October 2017

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APPENDIX THREE

Bank Direct Debits & Standing Orders for the Year 2017-2018 - Agenda Item 78/17 (iv)

As per Rotherwick Parish Council's Financial Regulations please approve the list of Direct Debits & Standing Orders current allocated from the NatWest Bank, current account.

Monthly

Webgenie Media (website hosting, 24/7 support & RPC email accounts)	£14.95
South East Water (water provision to the Pavilion)	£ 6.00
Clerk & RFO salary	£484.00
Southern Electric (varying amounts dependent on meter read)	£

Annually

Campaign to Protect Rural England (22/05/17)	£50.00
ICO (legal requirement under Data Protection Act) (20/10/17)	£35.00

Action Note

On the 1st of September 2017 a DD for £50.00 was taken against the RPC's current account. The Committee were unable to identify and no paperwork could be found. The Clerk at the September Parish Council Committee meeting was asked to cancel immediately.