

MINUTES OF ROTHERWICK PARISH COUNCIL MEETING HELD ON WEDNESDAY 18th APRIL 2018

Members: Cllr Hugh Radesk (Chairman), Cllr Lucy Bardwell, Cllr David Dibbin, Cllr Daniel Margetson

Also present: Mrs S Richardson, Clerk & RFO to the Council, taking the minutes, Cllr Brian Burchfield, District Councillor (Part) & Cllr Rob Leeson, District Councillor (Part).

Abbreviations Used in these Minutes: Cllr - Councillor, RFO - Responsible Finance Officer, HDC - Hart District Council, HALC – Hampshire Association of Local Councils

Meeting Commenced at 20.35

161/17 Councillor Resignation – The Chairman confirmed that, Cllr Will Craven had resigned his position as Councillor. The Council wished to thank Cllr Craven for his contribution as a Parish Councillor. The Clerk will notify the Monitoring Officer accordingly.

162/17 Apologies

Apologies were received from Cllr Steve Burridge, Cllr Jonathan Glen (County Councillor) & Cllr Mike Morris (District Councillor).

163/17 Declarations of Interest

None declared.

164/17 Public Participation

(a) No members of the Public were present. Cllr Rob Leeson advised that he would not be standing for election as a District Councillor in May. The Parish Council expressed their thanks to Cllr Leeson for his regular attendance at RPC meetings, offering valuable information and support.

Cllrs Rob Leeson & Brian Burchfield left the meeting at 20.45

165/17 Minutes of the previous meeting

(i) **Proposal** – Cllr Bardwell proposed that the minutes 148/17 to 160/17 are accepted as a true record of the Council meeting held on the 27th March 2018. Cllr Margetson seconded the motion. **It was RESOLVED** that the Chairman sign the minutes.

Cllr Dibbin wished his non-acceptance of the Minutes to be recorded.

ROUTINE BUSINESS & ADMINISTRATION

166/17 Task List Progress Updates (Information Only) - (i) The Clerk updated the meeting on her individual tasks both closed and outstanding. (ii) Each Councillor, present, updated the meeting on their individual tasks both closed and outstanding.

FINANCE

167/17 To Receive and Approve

- (i) The Schedule of Payments on Account (Appendix One). **It was AGREED** to approve the payments on account as presented within Appendix One.
- (ii) Payments not previously motioned:
 - a. **It was AGREED** that the HALC Affiliation Fee for 2018 in the sum of £235.00 be approved for payment-. This is a slight increase on last year of £5.00.
 - b. **It was AGREED** that Cllr Radesk's expenses of £106.75 be approved for payment.

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PLANNING

168/17 To consider and make comment on the following planning applications received from HDC:-

- (i) **18/000612/HOU Bartletts Farm, Reading Road, Hook RG27 8JU** for single storey rear extension. **IT WAS RESOLVED** to offer no objection to this Planning Application.

PROPOSALS & RESOLUTIONS

169/17

- (i) **Proposal** - Cllr Radesk proposed that, IT assistance offered by a Parishioner approved for the Clerk. Recent weeks have seen some IT issues which she has been unable to resolve herself. Cllr Bardwell seconded the motion. **It was Resolved** to allow the Clerk to seek Parishioner IT assistance.

ADMINISTRATION

170/17 General Council Administrative Matters

- (i) Recording Devices at Parish Council Meetings - **It was AGREED** that the Clerk may use a recording device at Parish Council meetings to provide greater clarity for the minutes. At the meeting, where Minutes are signed by the Chairman, the recordings will be deleted. If a meeting is to be recorded it was agreed that, a Notice be clearly displayed and that, the Chairman would advise those present at the onset of that meeting. Cllr Dibbin is not supportive of Parish Council meetings being recorded.
- (ii) Roles & Responsibilities - **It was AGREED** that, this item would be delayed until a later meeting. With 2 Councillor vacancies it would be beneficial to revisit the Roles & Responsibilities when those vacancies are filled, and individual skill sets are revisited. Some of Cllr Craven's responsibilities, which require immediate reassignment, were agreed as follows:
- a. Cllr Daniel Margetson will join Cllr Lucy Bardwell on the Employment Committee covering any items which might immediately arise.
 - b. Cllr David Dibbin will lead on Playing Field Upkeep.
 - c. Cllr Lucy Bardwell offered to speak to the village resident who had supported Cllr Craven on playground inspection to see if they would continue with this for the time being.
 - d. Cricket, Tennis & Rugby Contracts will be managed within Parish Council meetings with administration supported by the Clerk, as previously.
- (iii) GDPR Actions - **It was ACKNOWLEDGED** that the Council has a good understanding of its responsibilities under the new GDPR Regulations which come into effect on the 25th May 2018. Our Audit of Data has already begun with some Councillors having switched to their org.uk email addresses with others due to follow shortly. Cllr Bardwell & the Clerk are set to meet with an IT advisor on Friday 20th April to talk through our website, email & social media activity.
- (iv) Shared Calendar & Action/Task List - **It was AGREED** that the Clerk & Chairman would utilise the 'shared' calendar. The Chairman confirmed that, each Councillor as well as the Clerk, would individually report on their Action List (from the excel file with separate tabs for each councillor). Reports should be prepared and circulated to all prior to each Parish Council meeting.
- (v) Dog Warden Engagement 2018/19 - **It was AGREED** that, for the time being, the engagement of the Dog Warden would not be required.

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- (vi) Lengthsman Scheme 2018/19 - A 2018/19 Contract will be made available to Rotherwick Parish Council as part of the Newnham cluster. We anticipate being awarded 50 hours with some carry over hours from the 2017/18 year, the amount of which is yet to be agreed.

171/17 Pavilion, Playing Fields & Playground

- (i) Inspection - The most recent Parish inspection was noted and recorded as 26th March 2018 with no additional action requirements being identified.
- (ii) Works List - A list of 'works' has been compiled by Cllr Dibbin and circulated. From the list **It was AGREED** to obtain quotations to:-
- a. clear fallen debris from around the playfield, as a whole. Especially around the Tennis Courts and under the large tree on the edge of the Cricket pitch. Generally clear leaves from around the Pavilion.
 - b. cut back brambles and treat the area with a weed killer. The Contractor must clearly display a notice when this is undertaken as there are horses in the adjacent fields and to notify members of the public.
- (iii) ITW Cricket Club Contract - **It was AGREED** to issue the Cricket Club Contract (subject to rubbish clearance) making a couple of small adjustments as discussed. An email had been received from ITW Cricket Club the response to which will be actioned by the Clerk, contents as directed by the Council.
- (iv) Ground Maintenance Tender 2018 - The two quotations obtained for grass cutting and ground maintenance were felt to require further investigation as they were not identical in their service provision. A recommendation, following enquiries, will be made at the May meeting allowing a final decision to be made. In the meantime, the grass requires cutting ASAP and the Clerk was asked to arrange this with our current contractor.

172/17 Hudson Copse

Inspection - It was noted and recorded that the last inspection was carried out on the 27th March with no additional action requirements being identified. The Clerk continues to chase the manufacturers of the grasshopper bench regarding the identified split previously reported on.

173/17 Village Amenities

- (i) Inspection - It was noted and recorded that on this day, 18th April 2018, the Defibrillator, which is checked by Richard Whistler & Cllr Bardwell (Lead Councillor), is in good working order.

174/17 Footpaths & Verges

It is recognised that some verges within the village have suffered due to the winter weather and **it was AGREED** to obtain quotations, potentially utilising our Lengthsman hours to:

- a. repair some of the verges along Wedmans Lane as identified.
- b. cut back some of the trees/shrubs along Hook Road which are encroaching into the road forcing traffic to cross the 'white line'.
- c. cut back the bramble/hedge overgrowth affecting the Hook Road road-sign at the crossroads with The Street, Cowfold Lane & Wedmans Lane.

175/17 Date of Next Meeting - Wednesday 16th May 2018, the Annual Meeting will be held at Rotherwick Village Hall, The Street, Rotherwick, RG27 9GB at 7.30 p.m.

The Meeting Closed at 23.20

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APPENDIX ONE – Accounts for Payment Approval – Agenda Item 167/17(i)

PAYEE	NETT	VAT	GROSS	DETAILS	CHEQUE/B ACS
Cllr Lucy Bardwell	6.02	0.67	6.69	Refreshments Annual Litter Pick. Agenda Item 121/17 (iii)	Online Transfer
Hart District Council	52.00	10.40	62.40	Patrolling by Dog Warden 30/03 & 31/03. Agenda Item 93/17 (iv)	000020
Premier Ground & Garden Maintenance	149.16	29.83	178.99	Grass Cut 2017 & Noticeboard Repair. Agenda Item 121/17 (i) a	000023
Premier Ground & Garden Maintenance	84.16	16.83	100.99	Grass Cutting as per 2017 Contract	000023
Cllr Hugh Radesk	89.89	16.86	106.75	Expenses – Wood Treatment, Printer Cartridges, Cable Ties, Refreshments. Agenda Item 167/17(i) b	Online Transfer
HALC	235.00	0.00	235.00	HALC Affiliation Fee and NALC Levy for year 2018/19. Agenda Item 167/17(i) a	000021