

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

Members: Cllr Hugh Radesk (Chairman), Cllr Lucy Bardwell (Vice Chairman), Cllr Daniel Margetson & Cllr Katy Fox.

Also present: Mrs Susan Richardson, Clerk & RFO to the Council, taking the minutes, Cllr Mike Morris, (District Councillor), Cllr Jonathan Glen (County Councillor) (Part).

32/18 **Apologies**

Apologies were received from District Councillors Jane Worlock, Brian Burchfield.

33/18 **Councillor Resignation**

Cllr Dibbin has resigned as a Parish Councillor with immediate effect. Members wished to acknowledge the work he has, over many years, given in his role as Chairman, Vice Chairman and Councillor.

34/18 **Declarations of Interest**

None declared.

35/18 **Public Participation**

- (a) No members of the public were present.
- (b) District Councillor, Mike Morris, advised that Hart had taken enforcement action against the NE Hook developers relating to the clearing of road mud and debris. They have now engaged the services of an external company who clean the road regularly. Everyone acknowledged that it was much improved.

36/18 **Minutes of the previous meeting**

Cllr Fox proposed that the minutes 16/18 to 31/18 are accepted as a true record of the Council meeting held on the 20th June 2018. Cllr Bardwell seconded. **It was RESOLVED** that the Chairman sign the minutes.

ROUTINE BUSINESS & ADMINISTRATION

37/18 **Task List Progress Updates (Information Only)** - (i) The Clerk updated the meeting on her individual tasks both closed & outstanding. (ii) Each Councillor, present, updated the meeting on their individual tasks both closed and outstanding.

7.55 Cllr Jonathan Glen Arrived

FINANCE

38/18 **To Receive and Approve**

- (i) **It was AGREED** to approve the payments on account as presented, Appendix One.
- (ii) **It was AGREED** to approve the Bank Reconciliation to 31st May 2018, Appendix Two. Cllr Bardwell duly signed the Bank Reconciliation and corresponding bank statements as per May Agenda Item 10/18 (i) (d).
- (iii) **It was AGREED** to approve the Quarter One Accounts to 30th June 2018 as presented.

PLANNING

39/18 **To consider and make comment** on the following planning applications received from Hart District Council;

- (i) **18/00805/PRIOR Agricultural Grain Store, Frog Lane, Rotherwick**, Hook Cllr Mike Morris was updated on the disappointing lack of responses offered to the residents and Parish Council who have written letters and emails objecting to this planning application. Cllr

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

Morris promised to raise this with the relevant Planning Officials. Concern was also raised as to the materials which appear to have been delivered to the site. RPC will look out for any development which is not in the scope of the current permission.

- (i) **18/01460/HOU The Briars, Wedmans Lane, Rotherwick, Hook RG27 9BN** for single storey front, side and rear extensions, removal of chimneys, insertion of three roof lights, insertion of three velux windows, alterations to fenestration and conversion of garage to habitable accommodation. **It was Agreed** that having considered the application RPC have no objection to the size, scale and layout of the proposal. However, there is objection to the use of some materials. The Parish Council will request that the applicant removes the use of Corten Steel from the design as it is considered that this material is out of keeping with the street scene and not in accordance with the Village Design Statement in the Rotherwick Neighbourhood Development Plan. The Parish Council considers that the extension should be white render to match the neighbouring property, which is currently under development.

PROPOSALS & RESOLUTIONS

40/18 To Receive & Resolve

- (i) To accept the quotation to treat the 5 additional footpath finger posts identified around the village in the sum of £225.00. **It was RESOLVED** to place the order for the treatments as quoted.

ADMINISTRATION

41/18 General Council Administrative Matters

- (i) **To Receive & Resolve to Adopt**
- (a) The amended Financial Regulations taking account of the approved changes at the June Parish Council Meeting to Items 4.1, 5.5(c) and 6.15. **It was unanimously RESOLVED** to adopt the Amended Financial Regulations as circulated.
- (ii) **It was ACKNOWLEDGED** that, the Lengthsman has been difficult to contact so using up our allocated Lengthsman hours is going to be challenging. The Clerk will contact the Clerk at Newnham Parish Council who manages the Cluster Group for advice.
- (iii) **It was AGREED** to accept the Annual Inspection quotations of £65.00 plus VAT per site for the Playing Fields and Hudson Copse. These are scheduled for September. Full reports will be brought back to Council.
- (iv) **It was AGREED** to accept the Data Audit for 2018/19 and the Document Retention Policy 2018/19 as previously circulated.

42/18 PAVILION, PLAYING FIELDS & PLAYGROUND

- (i) Inspection - It was noted and recorded that, during the last inspection on Monday 18th July, no areas of damage or concern were noted.
- (ii) Pavilion Works - Quotations were Received & Discussed with the following actions Agreed:
- (a) **To Accept** the quotation to paint the exterior of the Pavilion in the sum of £2,170.00.
- (b) A quotation had been requested from the company replacing the veranda flooring to replace the 'plank bench' and for anchoring the new Memorial Bench. This afternoon, the Parish Council were made aware that, the two additional jobs had been carried out. **It was AGREED** that the work would be inspected by two councillors and their findings brought back to the August meeting.
- (iii) Walking Upright Station - following the unauthorised painting (by persons unknown to the Council) of some hurdles and some of the upright walking posts at the playing fields **it was**

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

AGREED that, a quotation would be sought from a company in Alton who offer sand blasting restoration in the hope that this would restore the posts. The posts appear to have been treated with a modern fence paint which, due to the warranty and wood treatment at manufacture may have been detrimental to the wood and is unsightly.

43/18 HUDSON COPSE

- (i) Inspection - It was noted and recorded that, during the last inspection on Monday the 17th July no areas of damage or concern were noted.
- (ii) Fencing - No quotes were available to review at this meeting.
- (iii) Entrance Posts - Discussion took place regarding the siting of the upright posts at the entrance to Hudson Copse, previously agreed. A drawing was circulated showing 5 posts which was agreed by all.

44/18 VILLAGE AMENITIES

- (i) Inspection - It was noted and recorded that, the defibrillator during the last inspection on Wednesday 18th July, was in good working order. The sticker on the front of the cabinet has peeled off with the heat. We have tried Gorilla Glue to secure but a new one will be sourced from the supplier or manufacturer.
- (ii) Telephone Box - **It was AGREED** that the telephone box would benefit from being painted. Some paint remains from the last refurbishment. Members agreed that, if required, a further tin of undercoat and top coat could be purchased. We will liaise with volunteers.
- (iii) Bus Shelter - Quotations have been obtained, following agreement at the June meeting, to repair and refurbish the bus shelter in Cowfold Lane. **It was AGREED** to accept the quotation submitted in the sum of £2,040.00. Prior to placing the official order, the following will be confirmed (a) the boarding will be oak (b) the shingles will be Grade 1 Blue and (c) that the following fixing will be used, stainless steel for cladding and Silicone Bronze for cedar.
- (iv) Chicken Farm Fencing - The Parish Council were made aware of some damage to fencing within the Chicken Farm caused by an escaped bull from the Rosie Hampshire Wildlife Trust. We have inspected our fencing and, in light of the impending replacement fencing, no action was deemed necessary.

45/18 HIGHWAYS

Further to the Highways update provided under Agenda Item 29/18(i) at the June meeting, Highways have confirmed that they are seeking quotations for the items on our outline Proposal utilising the remaining S106 monies.

46/18 FOOTPATHS & VERGES

No update available.

- 47/18 DATE OF NEXT MEETING** - Wednesday 15th August 2018, Rotherwick Village Hall, The Street, Rotherwick, RG27 9GB at 7.30 p.m.

The Meeting Closed at 21.00

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

APPENDIX ONE - Accounts for Payment Approval – Agenda Item 38/18(i)

PAYEE	NETT	VAT	GROSS	DETAILS	CHEQUE/BACS
Petticoat Painters	1,390.00	0.00	1,390.00	Treatment of wooden furniture, noticeboards & information boards	Transfer

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

APPENDIX TWO - Agenda Item 38/18 (ii)

BANK RECONCILIATION

To 30/06/2018

Lloyds Bank

Current Bank Account 43763468

Balance per statement number 8 £ 37,807.59

Natwest Bank

Business Reserve Account 86551256

Balance per statement number 59 £ 63,145.51

Less unpresented cheques as at 30/06/2018

Cheque numbers 33, Transfers £98.51, £27.36 £ -139.91

Error Cheque 000020 against what was debited £ 5.00

Total cash at bank £100,818.19

Susan Richardson

Responsible Financial Officer to Rotherwick Parish Council

Dated 13/07/2018

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

APPENDIX THREE - Agenda Item 38/18 (iii)

SUMMARY RECEIPTS & PAYMENT ACCOUNT						
1st QUARTER ENDED 30 JUNE 2018						
Annual Budget	Actual-v-Budget			Figures shown exclusive of VAT		
				£	£	
RECEIPTS						
24997.5	100%	Precept (1st instalment)		24,997.50		
30	27%	Bank Interest		7.96		
2500	40%	Playing Fields Trust		1,000.00		
3500	31%	VAT Reclaim		1,079.35		
0	#DIV/0!	Grants		-		
0	#DIV/0!	Other		29.90		
TOTAL RECEIPTS						27,114.71
PAYMENTS						
6,200	23%	Net Salaries & Allowances		1,452.00		
0	#DIV/0!	HCC - Pension Contributions (e'ers & e'ees)		-		
600	16%	Clerk's Expenses Net VAT		93.03		
200	49%	Chairman's Allowance		98.92		
4000	8%	Repairs & Maintenance		321.01		
1700	0%	Insurance Premium		-		
500	7%	Grants & Donations:		33.00		
1600	0%	Training		-		
450	44%	Audit Fees		200.00		
450	92%	Subscriptions		415.00		
15000	6%	Projects		960.00		
3200	12%	Playing Fields Pavilion		392.04		
600	26%	General Expenses		158.78		
3500	3%	VAT on payments		117.98		
38,000		TOTAL PAYMENTS				4,241.76
BALANCE BROUGHT FORWARD on 01/04/17						77,945.24
ADD Total Receipts (as above)						27,114.71
LESS Total payments (as above)						4,241.76
Balance Carried forward 30/06/17						100,818.19
These cumulative funds are represented by:						
Current Account Balance at at 30/06/18 (Statement No. 8)				37,807.59		
Less: Cheques drawn but not debited as 30/06/18*				-	139.91	
Incorrect account -v-a cheque value Cheque No. 000020				5.00		
Deposit Account Balance as at 30/06/18 (Statement No. 59)				63,145.51		
Other Account				-		
						100,818.19
* Cheque 33 £14.04, Transfers £98.51, £27.36						
<i>Susan Richardson</i>						
Responsible Finance Officer to Rotherwick Parish Council						Dated : 13/07/2018