

MINUTES OF ROTHERWICK PARISH COUNCIL MEETING HELD ON WEDNESDAY 17th OCTOBER 2018

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

Also present: Mrs Susan Richardson, Clerk & RFO to the Council, taking the minutes .

78/18 Apologies

Apologies were received from Cllrs Katy Fox, Steve Burrige and District Cllrs Mike Morris, Brian Burchfield & Jane Worlock.

79/18 Declarations of Interest

None declared.

80/18 Public Participation

No members of the public were present.

81/18 Minutes of the previous meeting

Cllr Daniel Margetson proposed that Minutes, 63/18 to 77/18, are accepted as a true record of the Council meeting held on the 19th September 2018. Cllr Lucy Bardwell seconded. **It was RESOLVED** that the Chairman sign the minutes.

ROUTINE BUSINESS & ADMINISTRATION

82/18 **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.

FINANCE

83/18 **It was AGREED to Approve;**

- (i) The payments on account as presented, Appendix One, with additional information as follows; **(a)** The payment to Petticoat Painters was £85.00 over previously approved spend recorded in Item 40/18. This is due to additional finger posts being found and treated.
- (ii) The Q2 Accounts Payments & Receipts to 30th September as presented.
- (iii) The Bank Reconciliation to 30th September 2018, Appendix Three. Cllr Bardwell duly signed the Bank Reconciliation & corresponding bank statements as May Agenda Item 10/18 (i)(d).
- (iv) The Capital Spend to 30th September 2019 presented by the RFO highlighting remaining budgeted spend available until to YE 2019.
- (v) The Notice of Conclusion of Audit for the YE 2018 along the External Auditor's comments.

PLANNING

84/18 **To consider and make comment** on the following planning applications received from Hart District Council;

- (i) **18/02077/HOU 1 Wedmans Place, Rotherwick, Hook RG27 9BS** **It was AGREED** to offer an objection to this planning application as follows:-

We have concerns that the proposed creation of car parking spaces in the front lawn garden of the property would be out of keeping with neighbouring gardens and would have a negative impact on the street scene. In addition, there may be some legal obstacles around granting vehicular access to the applicant's front garden by the company managing the car park.

The Parish Council also requests that the applicant considers amending the plans to more clearly show the distinction between the existing property and the proposed new extension. We would like to see the roof ridge line of the extension set slightly below the ridge line of

MINUTES OF ROTHERWICK PARISH COUNCIL MEETING HELD ON WEDNESDAY 17th OCTOBER 2018

the existing property, and the front elevation of the proposed extension set-back slightly from the existing property. This would clearly distinguish the new extension from the existing property, retain balance between the existing semi-detached properties and thereby enhance the street scene.

Finally, if the application is granted, we would like the proposed materials conditioned to match existing and the standard amenity conditions applied with respect to hours of work, parking of contractor vehicles and the delivery/storage of materials.

- (ii) **Owens Farm, West of Hook - It was AGREED** to upload to the Parish website a link to the Hook Action Group's update.
- (iii) **Update to Planning Application 18/02190/HOU The Briars, Wedmans Lane, Rotherwick, Hook RG27 9BN** Single storey front, side and rear extensions, following demolition or partial demolition of garage, lobby, kitchen, and two bedrooms, removal of chimneys, insertion of velux windows and alterations to fenestration. **It was AGREED** to offer no objection but to ask for clarification on materials.

RPC would like to reiterate our request to the delegate officer that they confirm the colour of the proposed render. Finally, we request the standard amenity conditions applied with respect to hours of work, parking of contractor vehicles and the delivery/storage of materials.

ADMINISTRATION

85/18 General Council Administrative Matters

- (i) Capital Spend Projects 2019/2020 - No 2019/20 projects were identified. The Clerk reminded those present that the Draft Budget must be presented to the November meeting.
- (ii) Annual ICO Renewal - **It was acknowledged** the Annual Renewal Date of the 25th October, renewal will be automatic. The latest certificate has been received and will be uploaded to the Parish website.
- (iii) RPC's HDAPTC Representative - No decision made, preferring to defer until more Councillors were present.
- (iv) Policing Priorities Quarterly Meeting, 30th October - Cllr Katy Fox will be attending as the RPC representative. Cllr Margetson raised concerns at the amount of road traffic accidents over recent weeks occurring on the B3349 Reading Road bend where it forks off to Rotherwick via the Hook Road. **It was AGREED** to ask Cllr Fox to raise this at the meeting on the 30th October.
- (v) Co-Option Councillor - Following an informal meeting with Cllrs Radesk & Bardwell Rotherwick parishioner, Andrew Sinclair submitted his Parish Councillor Co-option Application Form which the Clerk circulated to all. Cllr Hugh Radesk proposed Andrew Sinclair's election which was seconded by Cllr Lucy Bardwell. **It was RESOLVED** to elect Andrew Sinclair as a co-opted Rotherwick Parish Councillor.
- (vi) Councillor Co-Option Recruitment - No further update.
- (vii) HALC Officers Update - **It was AGREED** to support the Clerk's attendance at the HALC Officers' Update seminar on the 30th October. The cost of the 2.5 hour seminar is £40.00.
- (viii) Lengthsman Cluster Action - **It was AGREED** to (a) proceed with the present arrangements and review ahead of the 2019 Contract. (b) Approve the hour allocations now received for the list of jobs discussed and listed under Agenda Item 70/18 (iv). (c) To contact the Hartley Wespall Clerk, respectfully requesting permission to cross boundary lines to complete the rubbish clearance along Rotherwick Lane leading to Hartley Wespall.

MINUTES OF ROTHERWICK PARISH COUNCIL MEETING HELD ON WEDNESDAY 17th OCTOBER 2018

86/18 PAVILION, PLAYING FIELDS & PLAYGROUND

- (i) Inspection - The play equipment was inspected week commencing 8th October and all was in order, with the exception of the kids' spider ladder on the playground equipment, the second screw on LHS is loose - not to the extent it will pull out, but there is a bit of play still. **It was AGREED** Cllrs Radesk & Bardwell will inspect on 19th October.
- (ii) Annual Inspection Report - The Annual Inspection Report was circulated to all Cllrs upon receipt. **It was AGREED** that Cllrs Radesk & Bardwell would inspect the 'Moderate Risk' areas on 19th and arrange for quotations for repair/renewal to be sought.
- (ii) Pavilion Works - No quotations presented.

87/18 HUDSON COPSE

- (i) Inspection - Last inspection at the time of Annual Inspection.
- (ii) Annual Inspection Report - Annual Report circulated to all Cllrs upon receipt with no actions identified. **It was AGREED** to continue with our own weekly inspections.
- (ii) Fencing Quotations - No updated quotations available. Additional contractors are being met on the 19th October.

88/18 VILLAGE AMENITIES

- (i) Defib Inspection - It was noted and recorded that, the defibrillator during the last inspection on Wednesday 17th October 2018, was in good working order.
- (ii) Chicken Farm Land - Cllr Radesk, Bardwell & Fox met with the landowners adjacent to the RPC's ransom strip. RPC have sought some, local, legal advice on the fence placement & future management.

89/18 HIGHWAYS

- (i) Neighbourhood Watch Signs - A proposal to install Neighbourhood Watch Signs around the village was discussed. **It was AGREED** to purchase 5 signs at a cost of circa. £20.00 each. Cllr Radesk suggested that the RPC would install themselves avoiding the new signage.
- (ii) New Village Signage - Cllrs Radesk & Bardwell met with Highways to discuss the new village signs and their locations and requested that the new signs be sourced from the same company previously used to ensure continuity of material and style. We await their confirmation of this detail, but locations and repositioning proposals (i.e. to avoid collision with traffic and improve aesthetics/declutter) look good.

90/18 FOOTPATHS & VERGES

- (i) Fingerposts - Identified and treated are 11 fingerposts within the Parish but, a recent walkabout sees the figure being nearer 34. Cllr Bardwell's 'schematic map' will identify the exact positions so that treatment/replacement can be discussed further.
- (ii) Style Gate Post - Damage to the wooden support post, which appears to have rotted away at ground level, affecting the style gate along the bridle path running along Wedman Farm and the Willows bungalow had been reported to the RPC. The RPC are seeking confirmation of ownership in the first instance.

91/18 GENERAL

UPDATES; Correspondence, Forthcoming Events (*Reports Only*)

- (a) **Invitation to HDC Overview & Scrutiny Committee, 16th October** - Apologies were offered as no representative from RPC was able to attend the meeting.
- (b) **Invite from Chairman of Hart to a Charity Dinner, 25th November** - Apologies will be offered on behalf of RPC.
- (c) **Inquiry as to Rotherwick's Centenary Celebrations** – Following enquiries into what

MINUTES OF ROTHERWICK PARISH COUNCIL MEETING HELD ON WEDNESDAY 17th OCTOBER 2018

Rotherwick has planned. Interested parties should contact Whitewater Benefice on www.whitewaterchurches.co.uk

92/18 DATE OF NEXT MEETING - Wednesday 14th November 2018, Rotherwick Village Hall, The Street, Rotherwick, RG27 9GB at 7.30 p.m.

Meeting Closed at 20.25

**MINUTES OF ROTHERWICK PARISH COUNCIL MEETING
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APPENDIX ONE - Agenda Item 83/18 (i)

Payee	Nett £	VAT £	Total £	Details	Cheque No.
The Play Inspection Company	130.00	26.00	156.00	Annual Inspection of Playing Fields & Hudson Copse	Transfer
Hart District Council	485.31	97.06	582.37	2018/2019 Emptying of Litter Bins	Transfer
PKF Littlejohn Accountants	200.00	40.00	240.00	External Auditors for YE 2018	Transfer
Petticoat Painters	310.00	0.00	310.00	Fingers Post (7 + materials). Agenda Item 83/18(i)	Transfer

**MINUTES OF ROTHERWICK PARISH COUNCIL MEETING
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APPENDIX TWO - Agenda Item 83/18 (ii)

SUMMARY RECEIPTS & PAYMENT ACCOUNT						
2nd QUARTER ENDED 30 SEPTEMBER 2018						
Annual Budget	Actual-v-Budget				Figures shown exclusive of VAT	
		RECEIPTS			£	£
24997.5	100%	Precept			-	
30	53%	Bank Interest			7.87	
2500	1%	Playing Fields Trust			1,255.00	
3500	0%	VAT reclaim			-	
0	#DIV/0!	Grants			-	
0	#DIV/0!	Other			17.85	
		TOTAL RECEIPTS				1,280.72
		PAYMENTS				
6200	47%	Net Salaries & Allowances (Jul-Sept 0)			1,452.00	
0	#DIV/0!	HCC - Pension Contributions (e'ers & e'ees			-	
600	26%	Clerk's Expenses Net VAT (Jul-Sept 0)			63.92	
200	57%	Chairman's Allowance			14.98	
4000	57%	Repairs & Maintenance			1,959.72	
1700	62%	Insurance Premium			1,048.36	
500	17%	Grants & Donations:			50.00	
0	#DIV/0!	Section 137			-	
1600	0%	Training			-	
450	44%	Audit Fees			-	
450	92%	Subscriptions			-	
15000	32%	Projects			3,773.00	
3200	36%	Playing Fields Pavilion			759.44	
600	26%	Miscellaneous			-	
3500	18%	VAT on payments			516.13	
38,000		TOTAL PAYMENTS				9,637.55
		BALANCE BROUGHT FORWARD on 01/07/18				100,818.19
		ADD Total Receipts (as above)				1,280.72
		LESS Total payments (as above)				9,637.55
		Balance Carried forward 30/09/18				92,461.36
These cumulative funds are represented by:						
					£	
		Current Account Balance			29,317.02	
		Less: Cheques No. 33 drawn but not debited as at 30.09.18*			- 14.04	
		Deposit Bank Account Balance			63,153.38	
		Incorrect account -v-a cheque value Cheque No. 000020			5.00	
						92,461.36
 <i>Susan Richardson</i> 						
Responsible Finance Officer for Example Parish Council					Date:	10.10.2018

MINUTES OF ROTHERWICK PARISH COUNCIL MEETING
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APPENDIX THREE - Agenda Item 83/18 (iii)

BANK RECONCILIATION

To 30/09/2018

Lloyds Bank

Current Bank Account 43763468

Balance per statement number On Line £ 29,317.02

Natwest Bank

Business Reserve Account 86551256

Balance per statement number 62 £ 63,153.38

Less unpresented cheques as at 30/09/2018

Cheque numbers 33 £ -14.04

Error Cheque 000020 against what was debited £ 5.00

Total cash at bank £ 92,461.36

Susan Richardson

Responsible Financial Officer to Rotherwick Parish Council

Dated 10/10/2018