

MINUTES OF ROTHERWICK PARISH COUNCIL MEETING HELD ON WEDNESDAY 20th JUNE 2018

Members: Cllr Hugh Radesk (Chairman), Cllr Lucy Bardwell (Vice Chairman), Cllr Steve Burrige (Part), Cllr David Dibbin.

Also present: Mrs Susan Richardson, Clerk & RFO to the Council, taking the minutes, Cllr Jane Worlock, (District Councillor) & Katy Fox.

Abbreviations Used in these Minutes: Cllr - Councillor, RFO - Responsible Financial Officer, HDC - Hart District Council, PA - Planning Application

16/18 Item deferred. See after Item 21/18.

17/18 **Apologies**

Apologies were received from Cllr Daniel Margetson, District Councillors Mike Morris & Brian Birchfield, and County Councillor Jonathan Glen.

18/18 **Declarations of Interest**

None declared.

19/18 **Public Participation**

There were no members of the public.

20/18 **Minutes of the previous meeting**

Cllr Radesk requested a change be made to Item 5/18 reflecting the proposer as Cllr Bardwell. This amendment was agreed. Cllr Radesk proposed that the minutes 1/18 to 15/18 are accepted as a true record of the Council meeting held on the 16th May 2018. Cllr Bardwell seconded. **It was RESOLVED** that the Chairman sign the minutes.

ROUTINE BUSINESS & ADMINISTRATION

21/18 **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.

7.45 *Cllr Steve Burrige left the meeting & Katy Fox arrived*

16/18 Katy Fox apologised for her late arrival. The Chairman extended a warm welcome. Katy Fox duly signed her Acceptance of Office which was witnessed by the Clerk together with her duly completed Notification by Member or Co-Opted Member of Rotherwick Parish Council of Disclosable Pecuniary Interests.

FINANCE

22/18 **To Receive and Approve**

(i) **It was AGREED** to approve the payments on account as presented in Appendix One.

(ii) **It was AGREED** to approve the receipts on account as presented in Appendix One.

(iii) **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).

PLANNING

23/18 **To consider and make comment** on the following planning applications received from Hart District Council;

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- (i) **18/00981/HOU Woodside, Wedmans Lane, Rotherwick, Hook RG27 9BT** for two dormers to the front and two storey front extension following demolition of the front porch. Two storey rear extension following demolition of existing conservatory. **Members were advised** that, this planning application has subsequently been withdrawn.
- (ii) **18/01175/LDC Wedmans Farm, Wedmans Lane, Rotherwick, Hook RG27 9BX** a small rear extension, proposed wet room. **It was RESOLVED** to offer no objection. Further discussion took place as the Clerk had not received notification from Hart of this PA. Cllr Worlock offered to speak to Hart Planning Department directly about this as it was acknowledged that, it wasn't the first time.
- (iii) **18/00805/PRIOR Agricultural Grain Store, Frog Lane, Rotherwick, Hook** **It was RESOLVED** to reiterate the Parish Council's earlier objection highlighting the main areas of concern which have also been expressed by local residents. The major risk of increased traffic through the village has not been considered as it was a PRIOR application. Cllr Radesk to provide the additional response to the Clerk for submission. District Councillor, Jane Worlock, advised that County Councillor, Jonathan Glen had been in touch with her requesting the name of the Caseworker. Cllr Worlock will follow this up with Cllr Glen.

PROPOSALS & RESOLUTIONS

24/18 To Receive & Resolve

- (i) Amendments to the Parish Council's Financial Regulations, adopted in May 2018, as follows;
 - (a) Cllr Bardwell proposed that the Financial Regulations be amended to allow invoices to be paid, via on line banking or cheque payment, outside of full Council meetings. Cllr Dibbin seconded the proposal. **IT WAS RESOLVED** to amend the Financial Regulations to assist small businesses by facilitating speedier payments upon satisfactory delivery of works, goods and/or services. The following steps must be completed.
 - The invoice presented to the Clerk/RFO confirms that the value sought matches the Council's approved quotation and official order placed.
 - Two Councillors sign off the invoice indicating their acceptance that the work, services and or goods are acceptable.
 - Details of the payment are recorded on the next meeting's Payment List.
 - (b) Cllr Radesk proposed that Item 4.1 of the Financial Regulations be amended to allow the Vice Chairman, when the Chairman is unavailable to authorise the <£500 spend along with the Clerk. Cllr Dibbin wished unavailable to be quantified as on holiday or unobtainable Cllr Fox seconded the proposal. **IT WAS RESOLVED** to amend 4.1 of the Financial Regulations.

ADMINISTRATION

25/18 General Council Administrative Matters

- (i) **To Receive, Approve & Adopt;**
 - (a) Cllr Radesk proposed that the previously circulated Draft 2018 Codes of Conduct be adopted. Cllr Bardwell seconded the proposal. **IT WAS AGREED** to adopt the Code of Conduct 2018 as circulated.
 - (b) Cllr Radesk proposed that the Financial Reserves Policy 2018/19 as discussed be adopted. Cllr Bardwell seconded the proposal. **IT WAS AGREED** to update the Financial Reserves Policy recognising the monetary increase in the Business Reserve Account.
- (ii) The Roles & Responsibilities were discussed and amended due to the changes in Parish

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- Councillors. **IT WAS AGREED** to adopt the updated Roles & Responsibilities.
- (iii) **IT WAS AGREED** that the abridged Draft Minutes, produced by the Clerk following each meeting, be submitted to the Chairman for his critique prior to submission to the Rotherwick News.
 - (iv) The HDAPTC Report to be submitted ahead of their July AGM, was discussed and it was agreed that the Clerk would circulate the Draft incorporating the topics identified.
 - (v) Hook & Odiham Rugby Club - **It was AGREED** to issue Hook & Odiham Rugby Club with Hire Agreement for the 2018/19 year. The contract will start on the 1st September 2018 to 30th April 2019 for the pitch only, with an increase on last year to £710.00. The Pavilion will be hired separately at a cost of £25.00 per match. Upon receipt of the first batch of match dates an Invoice will be raised and a subsequent one raised with the second batch of match dates. Parking is an issue on match dates and the Clerk was asked to politely ask the Club members to car share, as originally agreed, as much as possible.
 - (vi) Lengthsman Scheme - The hours allocated were discussed and will continue to be monitored by all. Two fallen trees have been identified which require clearing. The Lengthsman Scheme will be approached to quote hours for their removal.
 - (vii) **IT WAS AGREED** to hold an EGM in July to discuss the registration of the Playing Field Trust with the Charities Commission. **It was further AGREED** that the Clerk would ask Ian Davidson if he would attend such meeting to facilitate an informative discussion.

26/18 PAVILION, PLAYING FIELDS & PLAYGROUND

- (i) Inspection - It was noted and recorded that, during the last inspection on Monday 18th June no areas of damage or concern were noted.
- (ii) Pavilion Works - Quotations were Received, Discussed with the following actions Agreed:-
 - (a) The provision and fitting of No. 4 vertical sash locks and No. 4 casement locks to the Pavilion windows. **It was AGREED** to place the order based on the quotation in the sum of £127.00 plus VAT.
 - (b) Additional quotations have been received for the kitchen and external paintworks which require further investigation. It was also noted that another company had shown an interest in quoting for identified works. Cllr Bardwell will continue to meet and collate quotations.
 - (c) Members were advised that, utilising Financial Regulations 4.1, an order had been placed with Premier Grounds & Garden Maintenance to treat the brambles and weeds around the perimeter of the playing fields. Strimming under the trees will also be undertaken.
 - (d) **It was AGREED** to obtain quotations for (a) replacing the 'plank bench' to the right of the Pavilion (b) securing the latest bench recently purchased.

27/18 HUDSON COPSE

- (i) Inspection - It was noted and recorded that, during the last inspection on Monday the 18th June no areas of damage or concern were noted. Areas of fallen fencing have been reported along some of the boundary lines. **It was AGREED** to seek quotations for this work together with previously sanctioned fencing requirements in Agenda Item 158/17 (i).
- (ii) Footpaths - A quotation for wood chippings, as previously supplied, confirms the price unchanged at £17.00 per m³. The supplier is able to deliver in 12 m³. drops. **It was AGREED** to bring back to the August meeting when a date for the work can be identified and a call for volunteers made.

28/18 VILLAGE AMENITIES

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- (i) Inspection – It was noted and recorded that, the defibrillator during the last inspection on Monday the 18th June, no areas of damage or concern were noted.
- (ii) Bus Shelter - Damage to the back of the shelter has been noted which has also highlighted that a high percentage of the cladding is rotten. **It was AGREED** to obtain quotations to (a) re-clad the whole structure (b) reconstruct entirely if the main frame is found to be too rotten to take new cladding. (c) replace the roof with a new cedar shingle one.
- (iii) Telephone Box - Two village residents have kindly volunteered to wash the Village Phone Box which we identified as being in need.

29/18 HIGHWAYS

- (i) The below additional items were discussed at a Highways meeting on Friday 8th June:-

1. Tree/Hedge cutting down Hook Road. Agreed that this will be attended to later in the year due to nesting bird restrictions.
2. Drop offs/pot holes along Frog Lane. Agreed to mark out areas of concern for repair. This has already been done and one of the pot holes that was incompletely repaired previously has already been re-done.
3. Reported potholes in middle of carriageway in Hook Road. *(post meeting note – now completed)*
4. Sent Highways objection to Highways from Frog Lane planning application and asked if they could provide any further comment on the fact that Highways concerns have not been taken into consideration.

Existing Tasks

1. Relocate/reposition road signs in Wedmans Lane
2. Repair to road in Cowfold Lane
3. Drainage in Post Horn Lane
4. Permission for replacement of Oak trees in Cowfold Lane

S106 Monies - Following the previous update on S106 monies regarding replacement of Finger Posts with Traditional Cast alternatives, we were contacted on 12th June by the individual tasked with this activity to confirm he will start working on this in a couple of weeks, after leave.

- (II) Speed Limits – The recent Speed Watch data collated over April, May & June was provided to the meeting and discussion followed. The Parish continues to monitor the speed watch data and liaise with Highways. **It was AGREED** to publish the data in this month’s Rotherwick News.

	Date Ranges	No of Vehicles	Average Speed	Maximum Speed	85% Drivers going less than
Strouds Green Lane/Post Horn Lane approaching Rotherwick	26/04-05/05	2117	26MPH	52MPH	32MPH
Lyde Green heading towards Hartley Wespall	11/05-13/05	276	28MPH	58MPH	34MPH
Lyde Green towards Rotherwick	06/06-12/06	878	25MPH	43MPH	30MPH

30/18 FOOTPATHS & VERGES

It was noted that, the footpath near the school requires some attention. Gaps and

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breakaway sections are appearing in several areas between the footpath and kickboards. The Clerk was asked to report utilising Hart's Fix My Street. Pictures will be taken for clarity.

31/18 DATE OF NEXT MEETING - Wednesday 18th July 2018, Rotherwick Village Hall, The Street, Rotherwick, RG27 9GB at 7.30 p.m.

The Meeting Closed at 21.55

DRAFT

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APPENDIX ONE - Accounts for Payment Approval – Agenda Item 22/18 (i)

PAYEE	NETT	VAT	GROSS	DETAILS	CHEQUE/BACS
Cllr Steve Burrige	11.70	2.34	14.04	One Strainer Shield – Agenda Item 155/17(iii)	000033
Claire Connell	200.00	0.00	200.00	Internal Audit Fees for 2017/18	Transfer
Cllr Lucy Bardwell	22.80	4.56	27.36	Reclaim of expenses incurred for Duck House platform Agenda Item 155/17(i)	Transfer
Cedar Property Maintenance	960.00	0.00	960.00	Refurbishment & New Roof to The Street Duck House. Agenda Item 155/17 (i)	Transfer

APPENDIX ONE - Receipts on Account Approval – Agenda Item 22/18 (ii)

PAYEE	NETT	VAT	GROSS	DETAILS	Statement No.
HMRC	1079.35	0.00	1079.35	VAT Reclaim for period 01.07.17 to 31.03.18	6
Rotherwick Tennis Club	375.00	0.00	375.00	Annual Hire Agreement	6
ITW Cricket Club	625.00	0.00	625.00	First payment of Annual Hire Agreement	6
Lloyds Bank PLC	9.10	0.00	9.10	Service Charges incorrectly charged.	6

Chairman

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APPENDIX TWO - Agenda Item 22/18 (iii)

BANK RECONCILIATION

To 31/05/2018

Lloyds Bank

Current Bank Account 43763468

Balance per statement number 6 £39,633.18

Natwest Bank

Business Reserve Account 86551256

Balance per statement number (Copy Obtained) £63,143.00

Less unpresented cheques as at 31/05/2018

Cheque numbers 25, 28 & 31 £ -261.51

Total cash at bank £102,514.67

Susan Richardson

Responsible Financial Officer to Rotherwick Parish Council

Dated 15/06/2018