



MINUTES of the MEETING of FROYLE PARISH COUNCIL

held by Zoom video conference on **Tuesday 19th May 2020** at 19.00

Attendees			
<i>Parish Council:</i>			
Mrs. J. Southern (Chair) (JS)	Mr. N. Whines (NW)	Dr A Roberts (AR)	Mr. S. Maher (SM)
Mr. I. Deans (ID)	Mr A. Aldridge (AA)	Mr I Macnabb (IM)	Mr A. Potter (Clerk)
<i>Other:</i>			
None			
Apologies for absence:			
None			
Declaration of Interest:			
None			
Confirmation of Minutes:			
06 20-21 It was resolved that the Minutes of the meeting of the Parish Council held on 20 th April 2020 be accepted and signed by the Chair as a true record.			

Item	Discussion	Agreed Action/Outcome	Status
4. Matters raised by residents and representatives of village based activities			
4a Provision of dog waste bin	Clerk advised that EHDC are happy to relocate the bin and will meet Council representatives to agree the new location when Covid-19 restrictions are lifted	Clerk to arrange date to meet EHDC to agree new bin location	Closed
4b Closure of playground during Covid-19 crisis	In accordance with Govt. guidance, the playground has been closed and taped off. Residents have raised concerns on Facebook that the tapes had been removed and the playground was being used. Clerk confirmed that the playground remains closed. IM had retaped the area on 18 May and again on 19 May as the tape had once again been removed.		Closed
5. Reports from Councillors			
5a Football Hut redevelopment project	AA provided an update to Councillors. AA had informally approached local builders to obtain an indicative price based on the detailed design drawings. From the responses received, the price of	Clerk to prepare first draft of consultation document for comment	Open

JS

Item	Discussion	Agreed Action/Outcome	Status
	<p>refurbishment would be in the order of £75k exc VAT. Cost of demolition and new-build was indicated to be higher. The project team had met to discuss possible options on a way forward. In addition to refurbish and new build these included:</p> <ul style="list-style-type: none"> (i) a prefabricated type building such as a three bay 'garage' offered by Rookery Barns with two bays closed for meeting space & externally accessible toilet and the third bay left open; (ii) enhancing the Village Hall access and facilities; (iii) demolish building <p>The options to demolish & new-build and enhance the Village Hall were rejected as not offering value for money or easily accessible facilities.</p> <p>AA advised that in a discussion with Rookery Barns on the design requirements and based on an existing style of building offered by the company. An indicative price of £70-75k including demolition was suggested which did not offer any price advantage to refurbishment.</p> <p>Councillors expressed their concerns about being able to justify to residents the benefits of spending such a large sum of money especially with the financial pressure on families, charities etc. at present. It was important that the Council had a clear vision of what was needed otherwise it was felt to be inappropriate to proceed at present with a project at that level of expenditure.</p> <p>It was agreed to undertake public consultation through an insert in the June magazine and to source additional funding grants.</p>	<p>by Councillors with target of publication in the June magazine.</p> <p>NW to complete the application to Veolia for grant funding</p>	
5b Website development	<p>Councillors confirmed that they had all completed bios. It was agreed that the website could now be linked to the domain address where content could be reviewed.</p> <p>As the website goes live there is a need to identify someone to take responsibility for maintaining and updating it. In the first instance Amanda Maher would contact the Clerk to discuss handover.</p>	<p>SM to ask Amanda Maher to transfer link the website to the domain address and call the Clerk asap to discuss handover and operations</p> <p>Councillors to review content and send any comments to the Clerk.</p>	Open

Item	Discussion	Agreed Action/Outcome	Status
5c Lengthsman	Clerk reported that the first lengthsman visit took place on 20 April. Scheduled work was completed in a return visit on 7 May. IM and ID have developed a list of activities that could be undertaken by the lengthsman. This now needs to be prioritised and discussed with the lengthsman contractor prior to completion of the worksheet in advance of their next scheduled visit on 29 June.	IM and ID to finalise the activity list and prepare worksheet for next visit on 29 th June	Open
5d RoSPA playground survey	IM reported that this survey had been carried out on 10 May and the report of findings had recently been received. Two items had been identified with a score in excess of 7 i.e. the level that requires attention. In addition, there were a number of comments regarding cracks in the wood on the new equipment. IM would review the report in detail and inspect the equipment to determine recommended actions which would be reported back to the next meeting.	IM to review findings and make recommendations on remedial action to the next meeting	Open
5e Froyle Open Gardens (FOG)	NW confirmed that FOG20 had been cancelled due to Covid-19 and suggested that a colour supplement be included in the Parish magazine at a cost ranging from £18 to £50 depending on quality. Council supported this suggestion	NW to develop magazine supplement and confirm costs	Closed
6. Report from District Councillor - No report provided.			
7. Planning Matters			
7a New Planning applications	Three new Planning Applications has been received since last meeting plus notification of an appeal. <ul style="list-style-type: none"> - 20316/014 single storey extension to the rear of the Old Malthouse, Lower Froyle; - 27419/003 removal of two purging blackthorn at Orchard Cottage, Lower Froyle - 35805/001&002 prior notification of single storey development at 3 Coldray Farm Cottages, Lower Froyle <p>Clerk reported that EHDC had approved application 37538/001 for a 2 storey extension at 6 Westburn Fields, Lower Froyle. The Council's comment re the need for a method statement was acknowledged.</p>	07 20-21 it was resolved that Froyle Parish Council would submit no objections to application numbers: 20316/014, 27419/003 and 35805/001 & 002 No further action	Closed
7b Results of Planning applications	NW provided a draft response and led the discussion about the content of a Council submission to the Inspector regarding Harbour Hotel's appeal against EHDC's rejection of planning consent for a new car park at Froyle Park (55541).	08 20-21 it was resolved that Froyle Parish Council would make a submission to the Inspector regarding	Open

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Item	Discussion	Agreed Action/Outcome	Status
8b AGAR 2019/20	Clerk presented the unaudited AGAR for 2019/20 and advised that the figures contained therein were consistent with the year end financial statement reported to the last meeting. Internal audit would be done remotely by Tim Light and has been scheduled for 27 May 2020.	10 20-21 It was resolved to approve the Annual Governance Statement for 2019/20 (Section 1) 11 20-21 It was resolved to approve the Accounting Statements for 2019/20 (Section 2)	Closed
8c HMRC VAT	Clerk requested that a Direct Debit mandate be established with HMRC for VAT payments. This was agreed by Council	Clerk to provide the necessary paperwork for two bank signatories and submit to HMRC	Closed
9. Matters raised by Clerk			
9a Approval of Councillors and dates of 2020/21 meetings	Clerk presented the list of Councillors and proposed that Parish Council meetings should be held on the second Monday of the month with the exception of June 2020 which will be on the third Monday (15 th). Annual Parish Meeting will be held on 21 April 2021	12 20-21 It was resolved to approve the list of Councillors and scheduled Parish Council meetings for 2020/21	Closed
9b Adoption of Standing Orders for 2020/21	Clerk distributed the previously approved Froyle Parish Council Standing Orders for review. No changes were proposed by the Clerk or Councillors	13 20-21 It was resolved to approve the 'Froyle Parish Council Standing Orders 2020' for 2020/21	Closed
9c Adoption of Financial Regulations 2020/21	Clerk distributed the previously approved Froyle Parish Council Financial Regulations for review with some proposed amendments for 2020/21. Councillors were asked to review and provide comments to the Clerk so these could be signed off at the next meeting of the Council	Councillors to review and comment to Clerk on the draft amendment to Financial Procedures	Open
9d Adoption of Risk Register 2020/21	Clerk distributed an updated copy of the Risk Register incorporating comments received from Councillors.	14 20-21 It was resolved to approve the 'Froyle Parish Council Risk Register 2020 v2' for 2020/21	Closed
9e Hire of football pitch	A letter had been received from Mr Kelsing regarding possible hire of Froyle AFC football pitch. After enquiries it transpired that he wanted to use the pitch for youth football teams. The venue had previously been requested by a village resident for the same purpose. It was agreed to advise Mr Kelsing that the pitch and facilities were not available at present but he could enquire again next year. The Froyle resident organising youth football in the village would be provided with Mr Kelsing's contact details if there was any interest in joining forces.	Clerk to reply to Mr Kelsing advising that the pitch was unavailable	Closed

Item	Discussion	Agreed Action/Outcome	Status
9f Link to Parish Council website	A request had been received by the Clerk from Walking in England requesting that a link to their website of walks in Hampshire was placed on the Parish Council website. Council agreed to this request	Clerk to arrange for link to be inserted on the website	Closed
9g Countryside Services	A request had been received by the Clerk to publicise the activities of Countryside Services Hampshire and seek volunteers to assist them with upkeep of footpaths. Council agreed to include this request in the magazine	Clerk to arrange for article in the magazine and link to website	Closed
9h Recycling advice	EHDC has provided the Clerk with posters on what elements of household waste are acceptable for recycling.	Clerk to make residents aware through website and email	Closed
9i National Grid works	The National Grid project to replace the HV lines that cross the parish has been delayed because of Covid-19. Clerk has been advised that the work will commence shortly and be completed this summer. Temporary footpath closures advised by EHDC will remain in effect when work is being carried out overhead	Clerk to include in the magazine	Closed
10. Date of next meeting: Monday 15 th June 2020 time and location to be agreed. This will be a Wi-Fi enabled meeting if restrictions have not been lifted			

Chair

Alan Carter

Date.....

1.7.20

Appendix 1 – Planning Applications received since last meeting

Froyle Parish - Planning Applications Comments													Parish Council Response
Ref	Date Submitted	Address	Description	Councillor Comments									
				JS	ID	AA	AR	IM	NW	SM			
20316/014	23/04/2020	Old Malthouse, GU34 4LJ	LF	Single storey extension following demolition of existing conservatory									
27419/003	28/04/2020	Orchard Cottage, GU34 4LS	LF	Two Purging Buckthorn trees remove and replace with magnolia and apple tree.									
35805/001	27/04/2020	3 Coldrey Farm Cottages, GU34 4ND	LF	Prior notification for single storey development									
35805/002	27/04/2020		LF	Lawful development certificate proposed									
55541/012	23/04/2020	Froyle Park, GU34 4LA	UF	Construction of car park Appeal APP/M1710/W/20/3244563									

Note Cllr Whines declared himself as having an interest with respect to 20316/014 as he is a neighbour

- EHDC Decision re 37538/001 two storey side extension at 6 Westburn Fields – to note

Appendix 2a - Invoices for Approval

Date	Supplier	Description	Category	Invoice no.	Amount inc. VAT (£)
03/05/2020	Hampshire Assoc of Local Councils	2020/21 Affiliation Fees and NALC Levy	Subscriptions	INV-3972	315.82
10/05/2020	Stephen Folkes	Website and design work	Website project	FPC001	300.00
13/05/2020	Playsafety Limited	ROSPA Playground inspection	Maintenance	FROYL001	124.20

Payments approved and/or paid since last meeting

Date paid	Supplier	Description	Category	Amount (£)	Approved by
06/04/2020	Brunel Surveys Ltd	Veolia site verified views	S137 project	1,680.00	BACS signatories

Date paid	Supplier	Description	Category	Amount (£)	Approved by
21/04/2020	Treloar Print	Covid 19 Flyers re Doctor practice	Admin	36.00	BACS signatories
21/04/2020	Voller Architectural Design	Detailed building regs/tender drawings for football hut	Capital	1,785.00	BACS signatories
21/04/2020	Council for Protection of Rural England (CPRE)	Annual subscription	Subscriptions	36.00	BACS signatories
27/04/2020	Brunel Surveys Ltd	Veolia site verified views (green sides)	S137 project	120.00	BACS signatories
28/04/2020	Treloar Print	May 2020 Parish magazine	Magazine	176.00	BACS signatories
28/04/2020	Marbas Group Ltd	Structural engineer drawings	Capital	1,170.00	BACS signatories
28/04/2020	Adams Hendry Consulting Ltd	No Wey Incinerator Phase 1 Planning consultancy	Designated Fund	3,241.98	BACS signatories
07/05/2020	Ricoh UK Ltd	Photocopier rental	Admin	117.34	BACS signatories

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Appendix 2b – Bank reconciliation

<u>FROYLE PARISH COUNCIL</u>			
<u>BANK RECONCILIATION at 30.04.20</u>			
Income (excluding VAT collected)			29,649.29
Less Expenditure (excluding VAT paid)			-7,209.65
Movement			22,439.64
Brought Forward from 2019-20			65,519.92
Sub Total			87,959.56
VAT Collected			100.00
VAT Paid			-1,035.33
Cash in Hand or at Bank			87,024.23
Balance shown in Receipts/Payments Accounts			
<i>Amounts received not yet on bank statement</i>			
<u>Date</u>	<u>From</u>	<u>Cheque/cash</u>	<u>Amount</u>
	TOTAL		0.00
<i>Cheques paid/ BACS payments approved not yet on bank statement</i>			
<u>Date</u>	<u>Payee</u>	<u>Cheque No.</u>	<u>Amount</u>
	TOTAL		0.00
<i>Balance shown on Bank Statement A/C 0037134 at 30.04.20</i>			84,795.02
<i>Balance shown on Bank Statement A/C 7529822 at 30.04.20</i>			2,229.21
Total at bank			87,024.23
<i>Less uncleared items</i>			
	Receipts		0.00
	Payments		0.00
Balance including uncleared items @ end April 2020			87,024.23
<i>Check</i>			0.00

Appendix 2019/20 Income & Expenditure report

		Full Year Budget	Full Year Actual	Over/Under Budget
RECEIPTS				
	EHDC Precept	28,300.00	28,300.00	0.00
	Grants received	0.00	4,100.00	4,100.00
	Bank interest	2.00	3.42	1.42
	Magazine advertisements	1,215.00	1,792.50	577.50
	Other income (net VAT)	197.00	130.70	-66.30
	TOTAL RECEIPTS exc VAT	29,714.00	34,326.62	4,612.62
EXPENDITURE				
	Insurance	907.00	943.56	36.56
	Clerk's salary (gross inc PAYE)	4,430.40	5,920.16	1,489.76
	Admin.			
	Hall Hire	410.00	525.00	115.00
	Clerk expenses (Postage, consumables, travel, phone)	500.00	1,452.32	952.32
	Photocopier Rental	456.00	411.00	-45.00
	Miscellaneous	0.00	0.00	0.00
	Chairman's Allowance	0.00	467.00	467.00
	Total Admin	1,366.00	2,855.32	1,489.32
	Audit, Data, Legal Fees	800.00	705.00	-95.00
	Maintenance			
	Rec, VH area, Jblee Gn play area, footpaths,	4,178.00	1,902.50	-2,275.50
	Churchyard	1,065.00	1,170.00	105.00
	Car Park Drain clear	200.00	0.00	-200.00
	War Memorial	82.00	444.11	362.11
	Play Equipment inspection & maintenance	2,500.00	3,345.00	845.00
	Other Labour/Maintenance	1,500.00	0.00	-1,500.00
	Total Maintenance	9,525.00	6,861.61	-2,758.39
	Magazine	2,300.00	2,001.00	-299.00
	Sports Hut			
	Servs (Elect, Rates, Water)	350.00	90.38	-259.62
	Hut maintenance	500.00	0.00	-500.00
	Total Sports Hut	850.00	90.38	-759.62
	Grants & Subscriptions			
	S137 & Other Grants	2,000.00	1,850.00	-150.00
	Subscriptions	351.00	367.00	16.00
	Total Grants & Subscriptions	2,351.00	2,217.00	-134.00
	Election	150.00	119.60	-30.40
	Expensed projects			
	Comms & website	0.00	0.00	0.00
	Village Hall patio repointing	0.00	0.00	0.00
	Total	0.00	0.00	0.00
	Capital expenditure			
	New equipment (Laptop for Clerk & SID)	0.00	4,108.29	4,108.29
	Football Hut	0.00	874.00	874.00
	Total Capital Expenditure	0.00	4,982.29	4,982.29
	Total Expenditure	22,679.40	26,695.92	3,921.52
	Receipts less Expenditure exc VAT	7,034.60	7,630.70	691.10
RESERVES				
	Balance brought forward at start of year			57,889.21
	Surplus/deficit 2019/20			7,630.70
	Balance carried forward			65,519.91
		Total Allocated	Spent	Balance
	Allocated Funds			
	Football Hut (Parish Council)	25,000.00	874.00	24,126.00
	EHDC Grant	7,500.00		7,500.00
	Total Football Hut Project	32,500.00	874.00	31,626.00
	Veolia action group seed money	1,000.00	0.00	1,000.00
	Total Allocated funds	33,500.00	874.00	32,626.00
	Unallocated Reserves			32,893.91

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