

Minutes of Nether Wallop Parish Council Annual Meeting held at 7.15 pm.

on Sunday 10th July 2022 in the Village Hall, Nether Wallop.

- 6350 Present at the meeting:** Cllrs Whitaker, Sangster, Cotterell, Graves and Bedford.
- 6351 In Attendance:** Mrs G Foster, Parish Clerk.
- 6352 Welcome:** The Chairman opened the meeting.
- 6353 Apologies for absence:** Cllrs Carpenter and Roberts and TVBC Cllr Jeffrey had sent their apologies.
- 6354 To consider the co-option of a new Councillor.** Richard Bedford had filled in an application form which had been sent to all councillors prior to the meeting. He had been sent copies of the agenda and back up papers. Richard was proposed for co-option by SW and Seconded by PG. **Resolved:** Unanimously, to co-opt Cllr Bedford to the council.
- 6355 Declarations of Interests for items on the agenda, changes in Register of Interests, Requests for dispensations.** Cllr Bedford had given the Clerk a copy of his declaration of interests prior to the meeting and confirmed he had no interests in the following agenda items. No changes were declared by other councillors.
- 6356 To receive reports from HCC & TVBC - Cllr D Drew & Cllr I Jeffrey.** Cllrs had been forwarded the TVBC Midtest matters. It would be uploaded to the website. **Action: Clerk.**
- 6357 Points from the Floor:** None.
- 6358 To consider planning applications and agree comments to be sent to Borough Council:**
- 6359** 22/01739/FULLN The Old Vicarage, The Square - No objection
- 6360** 22/01740/LBWN The Old Vicarage, The Square - No objection
- 6361 To approve the Minutes of the previous Full Council meeting on 13th June 2022:** The draft minutes had been posted on the website and it was **RESOLVED:** Unanimously, to approve them. The Chairman signed the minutes.
- 6362 To approve Bank Reconciliation, Payments, Receipts, & Budget as available on the website. (9th June to 8th July):** All reports had been posted on the Council's website prior to the meeting. The Bank account as of 8th July showed a balance of £61,711.11.
- 6363** It was **RESOLVED:** Unanimously, to approve all the financial reports including the payments and receipts as below. Payments:

Transaction no.	Counterparty	Cost	Net	VAT	Total
56	Octopus	Electricity - VG	£10.48	£0.52	£11.00
57	Octopus	Electricity - VH	£122.49	£6.12	£128.61
58	Octopus	Electricity - Pavilion	£64.92	£3.25	£68.17
59	Sparkles	Cleaning June	£64.75	£12.95	£77.70
60	Standard Life	Pension June	£92.59		£92.59
61	Standard Life	Pension July	£92.59		£92.59
62	Viovet	Dog parking hook	£18.81	£3.76	£22.57
63	Moviola	Film night Belfast	£63.79	£11.76	£75.55
64	OWPCC	Film night adverts	£30.00		£30.00
65	Amazon	Water butt stand	£16.99		£16.99
66	HM Land registry	1000000171122	£3.00		£3.00
67	Amazon	Padlock for Pavilion shed	£12.00		£12.00
68	Amazon	Door stops for Village hall	£8.49		£8.49
69	Amazon	Door stop holder	£12.59		£12.59
70	Amazon	Key safe	£14.95		£14.95
71	Screwfix	Fire doors signs	£5.68	£1.14	£6.82
72	GFC Gardening	Gardening May	£72.00		£72.00
73	Amazon	Rain diverter kit	£11.84		£11.84

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Chairman: **Date:**

74	BT	Phone and Broadband	£28.21	£5.64	£33.85
76	Amazon	log books for VH safety	£29.67		£29.67
77	Microsoft	Office 365 - May	£9.40	£1.88	£11.28
78	Microsoft	Office 365 - June	£9.40	£1.88	£11.28
79	Unity Trust Bank	Bank Charges	£18.00		£18.00
80	GFC Gardening	Gardening June	£81.00		£81.00
81	Rialtas Business	Accounts software	£129.00	£25.80	£154.80
82	Staff Costs	Salary, Expenses, Tax & NI	£1,138.55		£1,138.55
83	Jules Maintenance	Dog Tie post	£120.15		£120.15
84	Business Stream	Water Village Green	£9.34		£9.34
Total			£ 2,290.68	£ 74.70	£ 2,365.38

6364 Receipts that had been received were noted as below:

Transaction no.	Counterparty	Cost	Net	VAT	Total
23	FN - 003	Film Night	£ 52.79	£ 10.56	£ 63.35
24	T-008	Various Tennis	£ 40.00	£ -	£ 40.00
25	FB - 002	CK Andover	£ 35.00	£ 7.00	£ 42.00
26	VH - 011	Bridge Club	£ 20.00	£ -	£ 20.00
27	VH - 012	Quiz Night	£ 12.00	£ -	£ 12.00
28	VH - 013	St Andrews Church	£ 8.00	£ -	£ 8.00
29	VH - 014	St Andrews Church	£ 24.00	£ -	£ 24.00
30	VH - 015	Private Hire	£ 32.50	£ -	£ 32.50
31	VH - 016	Book Club	£ 12.00	£ -	£ 12.00
32	VH - 017	Private Hire	£ 36.00	£ -	£ 36.00
33	T-009	Various Tennis	£ 40.00	£ -	£ 40.00
Total			£ 312.29	£ 17.56	£ 329.85

6365 **To approve the Terms of Reference for Village Hall WG:** The draft TOR that had been reviewed by the WG were reviewed. It was **RESOLVED:** Unanimously, that some small amendments would be made and the TOR would be uploaded to the website. **Action: Clerk.**

6366 **To approve the Village Hall WG recommendations:** The list was reviewed and the cost for a survey for the Septic Tank was approved. Council would review the quotes for electricity works when received. **Action: Clerk.**

6367 Some instructions for using the Audio Visual Equipment should be written in case one of the three volunteers was not available when the AV equipment was required. **Action: Cllr Graves & Clerk.**

6368 It was noted that minor maintenance tasks were being carried out by the WG.

6369 **To consider amendments to the Village Hall Terms and Conditions:** The hire rates for other local community halls were reviewed and after debate, it was **RESOLVED:** Unanimously, to re-approve the existing Hire Charges. Some small amendments to the Terms of Hire would be made. The discounted rate would be changed to the "Parish" rather than "Village". Inflatable equipment and gazebos would be specifically prohibited. **Action: Booking Manager & Clerk.**

6370 The Booking Calendar would be moved to the Parish Council website. **Action: Clerk.**

6371 Deposits would be taken from hirers living outside the Parish, via Zettle by the Bookings Manager. A Zettle terminal would be purchased. **Action: Clerk.**

6372 Signs regarding emergency access in The Square would be put up in the Foyer. **Action: Cllr Whitaker.**

6373 **To note progress on the Resilience Plan:** Cllrs Carpenter and Sangster did not have anything to report and would provide an update at the September meeting. **Action: Cllrs Carpenter and Sangster.**

6374 **To approve the process for dealing with Unauthorised Encampments on Council Land:** A chain and padlock would be used on the Playing Fields Car park gate if necessary. **Action: Cllr Sangster.**

6375 Costs for installing a kissing gate at the other end of the playing fields would be investigated. **Action: Clerk.**

6376 The Unauthorised Encampment Policy and Notice to Vacate Land were approved. **Action: Clerk.**

6377 **To review the council's Risk Management Scheme.** Some amendments had been made to the scheme since the last review in July 2021 and these were approved. Quotes for legal advice would be investigated. **Action: Clerk.**

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- 6378 To review the council’s policies and procedures:** Four policies were reviewed and it was **RESOLVED:** Unanimously, to adopt the Code of Conduct, Health and Safety Policy, Asset Register Policy and Privacy Notice drafts. **Action: Clerk.**
- 6379 To consider if a Defibrillator should be installed at the Pavilion:** Councillors were in agreement that a Defibrillator should be installed. It was **RESOLVED:** Unanimously, that the same model as at the Village Hall would be ordered if possible and housed in a lockable cabinet. Another CPR demonstration would be arranged. **Action: Clerk.**
- 6380 To receive a list of Risk Assessments and decide on Actions:** The list was reviewed and it was **RESOLVED:** Unanimously, to re-adopt the Tennis Courts, Pavilion, and Village Green Risk Assessments. **Action: Clerk.**
- 6381 To review the snagging list for playing fields works.** The list was reviewed. Fresh Air Fitness would be chased for dates to remedy the issues with the exercise equipment. **Action: Clerk.**
- 6382 To approve the Delegation of Planning Responses to the Clerk.** It was **RESOLVED:** that the Clerk would request extensions to the deadlines for replies to planning applications in August. If extensions were not granted councillors would respond to the Clerk via email and the Clerk would send in comments before the September meeting. **Action: Clerk.**
- 6383 To note the JPAG requirements for website and emails.** It was noted that the council should have a .gov.uk website and secure email accounts. Estimates to transfer the website to a government website and create government email addresses would be obtained. **Action: Clerk.**
- 6384 To consider if works to the Tennis Courts can be approved:** Councillors discussed whether repainting the court was necessary and whether a new fence and net should be purchased. The hedge cutting needed to be done annually as it provided a windbreak in what would otherwise be a very open position. Local residents with Tennis Courts would be approached to find out if they used annual or bi-annual contractors for maintenance. **Action: Clerk.**
- 6385** In the meantime, the hedge would be trimmed. **Action: Cllr Whitaker.**
- 6386 To review the outstanding items on the Asset Register.** Cllr Carpenter had provided a list of items which the Village Green working group were storing in the Osmond’s barn. The Asset Register had been updated. The playing fields page remained outstanding. **Action: Cllr Sangster.**
- 6387** To note the Clerk’s Report and Correspondence received and decide on actions: The builder of the Village Hall had been asked to provide an up to date estimate for a rebuild in order to ensure the insurance coverage was adequate. **Action: Clerk.**
- 6388** Work request sheets have been sent to three local electricians to quote for works at the playing fields, village green and village hall. **Action: Clerk.**
- 6389** To review reports received from Councillors and approve any cost implications.
- 6390** Safe Travel – Cllrs Bedford and Graves reported that the Speedwatch groups had been going out regularly and each time speeding motorists were reported to the Police. The remaining unapproved locations would be chased for approval and the Speedwatch members would be contacted and added to a Whatsapp group for easier session planning. **Action: Clerk.**
- 6391** Traffic Calming Scheme – Cllr Whitaker reported that responses were still awaited from HCC.
- 6392** Playing Fields and Playground – Some of the exercise equipment still required some remedial work, but none of it was unsafe. The installation company would be chased again for a date. **Action: Clerk.**

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- 6393** Footpaths – The previous footpaths warden had been in contact with HCC and had arranged for the Council’s strimming equipment to be serviced. He had also applied for a grant towards the cost of the works from HCC. Councillors expressed their gratitude for his continued help.
- 6394** Village Green – Cllr Graves reported that a lump of concrete had appeared at the side of the Village Green. It would be removed if possible. **Action: Clerk.**
- 6395** Village Hall – This had been discussed earlier in the meeting.
- 6396** Wallops Parish Hall. – Cllr Whitaker reported that a meeting was due to take place on the 13th July.
- 6397** **Matters raised by councillors for noting or adding to the September agenda:** None suggested.
- 6398** **Points from the floor:** None.
- 6399** **Date of next monthly meeting: Monday 12th September 2022, at 7.15.**
- 6400** The Chairman closed the meeting at 21.17 hrs.

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