

EWSHOT PARISH COUNCIL

**THE MINUTES OF THE MEETING OF EWSHOT PARISH COUNCIL  
HELD ON MONDAY 22 MAY 2023 AT 7 PM  
IN THE VILLAGE HALL**

**Present:** Cllr G Bredin (Chairman) (until 7.17pm), Cllr E Jennings, Cllr D Morgan-Jones and Cllr C Turner.

**In Attendance:** Alison Ball (Clerk). Cllr S Parker (Hampshire County Council).

<b>23/109</b>	<b>Election of Chairman for the Municipal Year</b>
	<b>RESOLVED:</b> That Councillor Gary Bredin be elected Chairman for the year 2023/24. Proposed by Cllr Jennings, seconded by Cllr Turner and agreed unanimously.

<b>23/110</b>	<b>Declaration of Acceptance of Office by the Chairman</b>
	Councillor Bredin signed his declaration of acceptance of office of Chairman.

<b>23/111</b>	<b>Election of the Vice-Chairman for the Municipal Year</b>
	<b>RESOLVED:</b> That Councillor Deirdre Rook be elected Vice-Chairman for the year 2023/24. Proposed by Cllr Morgan-Jones, seconded by Cllr Turner and agreed unanimously.

<b>23/112</b>	<b>Apologies for Absence</b>
	Cllr D Rook.  Cllr T Collins and Cllr A Clarke (Hart District Council).

<b>23/113</b>	<b>Approval of the Minutes of the meeting of Ewshot Parish Council held on 24 April 2023</b>
	<b>RESOLVED:</b> To approve the Minutes of the meeting of Ewshot Parish Council held on 24 April 2023.

<b>23/114</b>	<b>Matters arising from the Minutes</b>
	None.

<b>23/115</b>	<b>Announcements from Chairman, Clerk and Members' Questions</b>
	None.

The Chairman advised that he needed to leave the meeting early and it was agreed to move agenda items 24 to 27, item 20 and item 13 to the beginning of the meeting so they could be considered with the Chairman present.

<b>23/116</b>	<b>To receive and approve the Summary of Accounts for the year ended 31 March 2023</b>
	<p>Prior to the meeting the Clerk had circulated a summary of the 2022/23 accounts which had already been subject to internal audit.</p> <p><b>RESOLVED:</b> That the summary of the accounts for 2022/23 be approved.</p>

	<b>Approval of Annual Return for the year ended 31 March 2023</b>
<b>23/117</b>	<b>RESOLVED:</b> To approve Section 1 – The Annual Governance Statement 2022/23 as completed by the Clerk.
<b>23/118</b>	<p><b>RESOLVED:</b> To approve Section 2 – the Accounting Statements 2022/23 as completed by the Clerk.</p> <p>Both sections were signed by the Clerk/RFO and Chairman of the meeting as appropriate.</p>

<b>23/119</b>	<b>To approve the dates for Electors Rights</b>
	<p>The Clerk advised that each year the Parish Council set a period of 30 working days (which must include the first 10 working days of July) during which the accounts would be available for inspection by the public. It was suggested that the period commence on 5 June and end on 14 July as this was as soon as possible whilst complying with the requirements of the legislation.</p> <p><b>RESOLVED:</b> That the period for the inspection of the accounts commence on 5 June 2023 and end on 14 July 2023.</p>

<b>23/120</b>	<b>Payments</b>														
	<p>The following payments were approved:</p> <table border="1"> <tr> <td>May Payroll</td> <td>£560.73</td> </tr> <tr> <td>HMRC – tax</td> <td>£16.20</td> </tr> <tr> <td>Larkstel – Bin emptying (May)</td> <td>£188.70</td> </tr> <tr> <td>NJL Box Green – Grass Cutting - April</td> <td>£324.00</td> </tr> <tr> <td>April Skies – Internal Audit</td> <td>£162.50</td> </tr> <tr> <td>1<sup>st</sup> call trees – tree works</td> <td>£816.00</td> </tr> <tr> <td>HALC – Training</td> <td>£235.20</td> </tr> </table>	May Payroll	£560.73	HMRC – tax	£16.20	Larkstel – Bin emptying (May)	£188.70	NJL Box Green – Grass Cutting - April	£324.00	April Skies – Internal Audit	£162.50	1 <sup>st</sup> call trees – tree works	£816.00	HALC – Training	£235.20
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<b>23/121</b>	<b>Roles and Responsibilities 2023/2024</b>																				
	<p><b>RESOLVED:</b> That the following appointments be agreed:</p> <table border="1" data-bbox="435 367 1318 808"> <thead> <tr> <th data-bbox="435 367 906 409">Responsibilities</th> <th data-bbox="906 367 1318 409">Appointment</th> </tr> </thead> <tbody> <tr> <td data-bbox="435 409 906 451">Traffic and Highways</td> <td data-bbox="906 409 1318 451">Cllr Turner</td> </tr> <tr> <td data-bbox="435 451 906 493">Planning</td> <td data-bbox="906 451 1318 493">Cllr Rook</td> </tr> <tr> <td data-bbox="435 493 906 535">Estates</td> <td data-bbox="906 493 1318 535">Cllr Bredin   Cllr Jennings</td> </tr> <tr> <td data-bbox="435 535 906 577">Finance</td> <td data-bbox="906 535 1318 577">Cllr Turner</td> </tr> <tr> <td data-bbox="435 577 906 619">Responsible Finance Officer (RFO)</td> <td data-bbox="906 577 1318 619">Parish Clerk</td> </tr> <tr> <td data-bbox="435 619 906 661">HR and Standards</td> <td data-bbox="906 619 1318 661">Cllr Turner   Cllr Jennings</td> </tr> <tr> <td data-bbox="435 661 906 703">Fundraising</td> <td data-bbox="906 661 1318 703">Cllr Jennings</td> </tr> <tr> <td data-bbox="435 703 906 745">Parish Plan/Neighbourhood Plan</td> <td data-bbox="906 703 1318 745">Cllr Morgan-Jones</td> </tr> <tr> <td data-bbox="435 745 906 808">Operational Risk Management and Contingency Planning</td> <td data-bbox="906 745 1318 808">Cllr Morgan-Jones</td> </tr> </tbody> </table> <p><b>Representatives</b></p> <ul data-bbox="386 871 1177 997" style="list-style-type: none"> <li>• Ewshot Village Hall: Cllr Jennings</li> <li>• Crookham Alms-houses: Cllr Jennings</li> <li>• Farnborough Airport Consultative Committee: Cllr Turner</li> </ul>	Responsibilities	Appointment	Traffic and Highways	Cllr Turner	Planning	Cllr Rook	Estates	Cllr Bredin   Cllr Jennings	Finance	Cllr Turner	Responsible Finance Officer (RFO)	Parish Clerk	HR and Standards	Cllr Turner   Cllr Jennings	Fundraising	Cllr Jennings	Parish Plan/Neighbourhood Plan	Cllr Morgan-Jones	Operational Risk Management and Contingency Planning	Cllr Morgan-Jones
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<b>23/122</b>	<b>Highways Issues at Doras Green</b>
	<p>Cllr Turner advised that the verges at the Doras Green Lane and Heath Lane crossroads had been cut back by HCC but they had not gone far enough and further cutting back was needed to improve sight lines. It was agreed that the lengthsman be contacted to see if he could do more cutting back at this location as soon as possible. If he was unable to do it quickly it was agreed that an alternative contractor should be sought.</p> <p>Cllr Turner also confirmed that the pot holes and the wearing away of the side of the road at Heath Lane was getting worse and he had not had any response from Hampshire Highways to his latest email on this. There had recently been another accident which had not resulted in any serious injuries but there had been a very badly damaged car that was not in a fit state to be driven away from the area.</p> <p>Cllr Parker advised he had been in touch with Hampshire Highways who had confirmed that there had been issues with the supply of Vehicle Activated Signs which was causing delays. It had also been confirmed that there had been a restructure at HCC resulting in Ewshot becoming part of a new North Traffic area with a new team leader. This restructure was causing some delays in responses to enquiries.</p>

	<p>There was a discussion about the best way to lobby for a speed reduction in the area. Cllr Morgan-Jones suggested approaching a national charity with experience in this and it was noted that one of the most important things to do would be to try to get the Police involved.</p> <p>It was noted that any development at the golf course would likely increase traffic in the area and once any planning permission was submitted to HDC, this would be the appropriate time to suggest that planning permission should only be given subject to road safety improvements.</p> <p>It was <b>AGREED</b> to (1) approach a national charity for guidance on how to go about campaigning for a speed limit reduction; and (2) approach the Police to see if they would engage in a discussion regarding a speed reduction on Heath Lane.</p> <p>(NOTE: The Chairman left the meeting during consideration of this item.)</p>
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<b>23/123</b>	<b>District and County Council Report</b>
	<p><b>Hart District Council (HDC):-</b> Prior to the meeting Cllr Collins had confirmed she had nothing to report.</p> <p><b>Hampshire County Council (HCC):-</b> Cllr Parker had circulated his report prior to the meeting and he highlighted the part of his report that was particularly relevant to Ewshot which was the full re-opening of Beacon Hill. The Esso pipeline works were no longer taking place on the road in the area but there was a significant amount of reinstatement work to be done. This would involve putting all verges back to how they were before the works and it may take some time to complete.</p> <p>Pot holes were still a big issue for the County with many needing filling. The potholes had largely been caused by the weather conditions and the weather also needed to be right for them to be repaired. Cllr Parker encouraged everyone to continue to report potholes and where they were not being filled, despite being marked up and dangerous, that these be brought to his attention for follow up.</p>

<b>23/124</b>	<b>Declaration of Interests and Requests for Dispensations</b>
	None.

<b>23/125</b>	<b>Public Participation</b>
	None.

<b>23/126</b>	<b>Planning</b>
	<p><b>(a) 23/01045/HOU 18 Ewshot Gardens</b> Erection of a single storey rear extension.</p> <p><b>RESOLVED:</b> To submit no objection.</p> <p><b>(b) 23/00941/FUL Woodlands, Ewshot Lane</b> Installation of ground based solar panels for use with new annexe.</p> <p>There was a discussion about the intended use of the power generated by the solar panels and it was agreed to approve a response by email once further details on this had been gathered.</p>
<b>23/127</b>	<b>Design Codes</b>
	Cllr Morgan-Jones advised he had nothing to report at this time.
<b>23/128</b>	<b>Reinstatement of Verges</b>
	There was no update on this at the current time.
<b>23/129</b>	<b>Ongoing maintenance of the road side (hedges, verges and litter)</b>
	<p>Cllr Morgan-Jones advised that over the summer months he intended to walk all the roads in the village, carrying out a litter pick and noting down any works that needed to be carried out.</p> <p>The Clerk advised that a risk assessment should be carried out for this activity which would help to ensure Cllr Morgan-Jones was covered by the Parish Council's insurance policy.</p> <p>Cllr Parker suggested that this proposal be communicated with HDC and they be asked to come and take away any litter collected.</p>
<b>23/130</b>	<b>Enhancing parish communication and engagement</b>
	<p>Cllr Morgan-Jones advised that he had planned to put together a database for communicating with residents based on the details gathered during the fibre optic project (only where residents had specifically given permission for their details to be used in this way) combined with details on the electoral roll. The Clerk had raised concerns about using the electoral roll for this purpose so Cllr Morgan-Jones had sought clarification from the Electoral Commission. They had referred him to the Commissions guidance on the use of the register by a parish councillor or a person</p>

	<p>employed by the parish which stated the register could only be used for three purposes:</p> <ul style="list-style-type: none"> <li>• the purpose of establishing whether a person is entitled to attend or participate in a meeting of the parish council;</li> <li>• the purpose of establishing whether a person is entitled to take action on behalf of the parish;</li> <li>• the purposes of a local poll under s116 of the Local Government Act 2003.</li> </ul> <p>Any other use would require the Parish Council to contact the Information Commissioners Office or seek legal advice.</p> <p>The Clerk did not believe what was proposed fitted within the above and recommended that the electoral roll not be used for this purpose.</p> <p>There was a discussion about the varied systems already in place that could be used to communicate with residents. It was noted that the Parish Council did not have its own Facebook page but there was a Ewshot Village Facebook page and posts could be made here. There were also various whatsapp groups already set up in the village. Cllr Morgan-Jones confirmed he already used the email addresses gathered during the fibre optic project to send information to some residents and he had received positive feedback from this.</p> <p>Cllr Turner suggested that a communications strategy be drafted and that this contain a list of topics/items to communicate to residents. It would be important that for each topic a short, succinct and to the point article be drafted.</p> <p>It was <b>AGREED</b> that a communication strategy be drafted containing a list of topics/items to publicise and that existing communication routes be used for this.</p>
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<b>23/131</b>	<b>Rural Fibre Optic Rollout</b>
	It was expected that an announcement regarding the rural fibre optic rollout in Ewshot would be made in June or July.

<b>23/132</b>	<b>Farnborough Airport</b>
	It was noted that Cllr Deirdre Rook had resigned as the Parish Council representative on the Farnborough Airport Consultative Committee and Cllr Carl Turner had taken up the position (as agreed in Minute 23/121 above).

<b>23/133</b>	<b>Asset Register 2023/2024</b>
	It was agreed that this be considered at the next meeting to allow more time to look at the content.
<b>23/134</b>	<b>To appoint the Internal Auditor for 2023/2024</b>
	<b>RESOLVED:</b> To appoint Mike Platten of April Skies as the Internal Auditor for 2023/2024.
<b>23/135</b>	<b>Appointment of Bank Signatories</b>
	It was noted that all councillors were appointed as Bank Signatories with the majority having online access.  <b>RESOLVED:</b> That the current arrangements were acceptable.
<b>23/136</b>	<b>Adoption of the Internal Auditors Report</b>
	Consideration was given to the report of the internal auditor which had been circulated prior to the meeting. All sections of the internal audit part of the Annual Governance and Accountability Return (AGAR) had been signed off without any comments.  <b>RESOLVED:</b> To accept and note the report of the internal auditor for the year 2022/2023.
<b>23/137</b>	<b>Correspondence</b>
	The Clerk advised that there was no correspondence that had been received in addition to that already forwarded on and none that needed addressing that had not appeared elsewhere on the agenda.
<b>23/138</b>	<b>Date of Next Meeting</b>
	It was noted that the next meeting was due to take place on 12 June 2023.
<b>23/139</b>	<b>Any Other Business</b>
	Cllr Morgan-Jones reported that he had begun to draft an authorisation and procurement structure which he would circulate for comments.

The meeting ended at 8.16 pm

Signed.....

Dated .....