

EWSHOT PARISH COUNCIL

**THE MINUTES OF THE MEETING OF EWSHOT PARISH COUNCIL
HELD ON MONDAY 13 JULY 2020 AT 7 PM
MEETING HELD VITUALLY DUE TO THE CONTINUING GUIDANCE ON SOCIAL DISTANCING TO
HELP STOP THE SPREAD OF COVID-19**

Present: Cllr G Bredin (Chairman), Cllr E Jennings, Cllr A Taylor and Cllr T Wells.

In Attendance: Alison Ball (Clerk), Cllr J Bennison (Hampshire County Council), Cllr T Clarke (Hart District Council) and 1 member of the public.

20/71	Apologies for Absence
	Cllr B Cranstone

20/72	Approval of the Minutes of the meeting of Ewshot Parish Council held on 9 March 2020
	RESOLVED: To approve the Minutes of the meeting held on 9 March 2020.

20/73	Matters arising from the Minutes
	None.

20/74	Announcements from Chairman, Clerk and Members' Questions
	None.

20/75	District and County Council Report
	<p>Hart District Council:- Nothing to report.</p> <p>Hampshire County Council:- Councillor Bennison gave the following details: a) Household Waste Recycling Centres (HWRCs) – The HWRCs had been closed at the beginning of lockdown and when they re-opened most had long queues of people trying to use them. To address this a booking system had been set up and recently the opening hours had been extended with more slots available to book. From 1 August all residents of Hampshire would need to have registered their vehicle otherwise they will be charged £5 to visit the HWRCs. b) Local lockdowns – all county councils had put in place action plans containing information on what the response would be to a local lockdown. The one for Hampshire was available to view on the HCC website.</p>

	<p>c) New Police Inspector – Inspector Lovegrove had recently been appointed the new Police Inspector for the Fleet area. Cllr Bennison had been in touch to discuss issues such as anti-social behaviour. There was also a new police officer for the area in the Farm Watch team that focused on rural crime.</p> <p>d) Electricity Supply – a new transformer had been installed in the sub-station on the A287 which should help to improve the electricity supply in the village.</p> <p>e) HCC Finances – the Covid-19 response had cost HCC £200M and central government would be funding £90M of this. Decisions would need to be made in February 2021 about balancing the budgets for the following year and where the remaining £110M would be funded from.</p> <p>f) Play areas opening – Hart District Council (HDC) had sent out information regarding risk assessments and signage for play areas.</p>
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20/76	Declaration of Interests and Requests for Dispensations
	Cllr Bredin declared an interest in agenda item number 11 as he had provided a quote. He left the meeting during consideration of this item and did not take part in the discussion or decision.

20/77	Public Participation
	None.

20/78	Planning
	<p>(a) 20/00666/HOU 5 Kestrel Close Erection of a single storey rear extension.</p> <p>The deadline for responses to this planning application had meant that this application had to be considered by councillors prior to the meeting and it had been agreed by email to submit no objection. It was agreed that the response be noted.</p> <p>(b) 20/00736/HOU Fir View, Beacon Hill Road Erection of a single storey rear extension following demolition of existing single storey rear projection.</p> <p>The deadline for responses to this planning application had meant that this application had to be considered by councillors prior to the meeting and it had been agreed by email to submit no objection. It was agreed that the response be noted.</p> <p>(c) 20/01342/HOU 3 Crondall Heights, Farnham Road Erection of a three bay detached garage.</p>

	<p>The deadline for responses to this planning application had meant that this application had to be considered by councillors prior to the meeting and it had been agreed by email to submit no objection. It was agreed that the response be noted.</p> <p>It was noted that the planning application for Homecroft Farm had been refused by HDC.</p>
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20/79	Covid-19 Response
	<p>The Parish Council expressed thanks to Tony Hopkins and all the volunteers who had helped local residents that had been isolating or shielding at home. The response by these volunteers had been amazing with shopping deliveries, prescription collections, hot meals, a friendly telephone call and much more.</p> <p>The Chairman thanked Cllrs Wells and Bennison and David Morgan-Jones for their involvement in co-ordinating the local response.</p>

20/80	Projects undertaken during lockdown
	<p>Since the UK had entered into lockdown on 23 March the Parish Council had been able to carry out some work around the parish. Some of the projects undertaken had been approved before the lockdown and all had been carried out taking into consideration Government guidance on operating during the pandemic.</p> <p>Projects carried out included:</p> <ul style="list-style-type: none"> - Dangerous tree felled at Broomhill – approved prior to lockdown and all necessary permissions in place; - New website up and running – the new website had been approved prior to lockdown and work had been undertaken to prepare the site. At the beginning of lockdown it was agreed to make the site live as a matter of urgency so it could be used as a tool to communicate with residents; - Progress with the provision of the electricity supply on the recreation ground – as approved prior to lockdown the hard standing was put in and work commenced on installing the electricity; - New net and posts on the Tennis Court – councillors agreed by email that whilst the tennis court was closed it was a good opportunity to replace the net and posts. Quotes were sought and the work was carried out by the preferred supplier; - New SID received – as approved prior to lockdown the new SID had been ordered and received. The SID had been put up by Cllrs Bredin and Taylor on Church Lane. It would be moved approximately every two to three weeks between the posts that had been approved for use by Hampshire

	<p>County Council (HCC). The Clerk was trying to recover the cost of the SID from HCC as had been agreed;</p> <ul style="list-style-type: none"> - Flowers planted throughout the village – Cllr Taylor had purchased and planted lots of flowers in the village. He was thanked for his efforts; - No parking sign at the top of the bridle path – complaints had been received about vehicles parking at the top of the bridle path preventing access. The Parish Council had ordered a new no parking sign for this location which would be installed as soon as it was received. Cllr Bredin had spoken to the landowner for approval; - Grass cutting and hedge pruning – the contractors had been hard at work throughout the lockdown period cutting the grass and pruning back some of the hedges. <p>It was noted that Central Government had been looking at giving local councils the power to enforce a ban on pavement parking.</p> <p>Thanks was expressed to Frontier who were watering the plants in the village free of charge.</p>
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20/81	Defibrillator
	<p>At the last meeting it had been reported that the defibrillator in the phone box had been showing an error message so it had been sent away for repair. The Parish Council had a service contract with Martek that had been organised by the charity that had donated the defibrillator, Community Heartbeat Trust. Whilst the Defib was away for repair Martek had provided a machine on loan that was currently in the telephone box.</p> <p>Community Heartbeat Trust had recently been in touch to say that the defib had been lost in the post on the way to be repaired. The Clerk was working to see how this could be resolved.</p>

20/82	Play Area
	<p>During lockdown ROSPA had carried out the annual inspection of the play area. This had flagged up some issues that needed to be addressed. Quotes had been sought to do the work and KOMPAN had been appointed to carry out the work. Some of the repairs would be done shortly and some would be done at the beginning of August.</p> <p>It had been agreed to keep the play area closed until these remedial works had been carried out. New signage would also need to be put up before the play area could open.</p>

20/83	New SID
	<p>The new SID had been received and was currently up in Church Lane. Cllrs Bredin and Taylor had put the SID up and once lockdown was eased more volunteers would be sought to help move the SID around the four locations approved by HCC.</p> <p>It was agreed that some high-viz should be purchased for the volunteers to wear.</p>
	FINANCE
20/84	To confirm the increase in the working from home allowance for the Clerk to £26 (shared with Winchfield Parish Council)
	<p>It had been announced that from 1 April 2020 the tax free allowance for working from home had been raised to £26 a month. This would be shared with the Clerks second parish.</p> <p>RESOLVED: That, from 1 April 2020, the Clerk be paid £26 a month (shared with Winchfield Parish Council) working from home allowance.</p>
20/85	To approve monthly payments to the Clerk of £14.39 to reimburse for the cost of Zoom
	<p>The Parish Council would be using Zoom to hold its meetings whilst the restrictions on the number of people that can meet are in place. There was a free version of the software but this only allowed meetings up to 40 minutes long. It had been agreed that in order not to cut discussion short the Parish Council should subscribe to Zoom at a cost of £11.99 a month plus VAT which would mean the length of meetings would be unlimited. The only way to pay for this was on credit card or via paypal and the Clerk would do this and reclaim the money every month.</p> <p>RESOLVED: To subscribe to Zoom at a cost of £11.99 per month plus VAT paid by the Clerk and reimbursed by the Parish Council.</p>
20/86	Q4 Summary of Receipts & Payments to 31 March 2020
	<p>A summary of the figures for quarter four had been circulated prior to the meeting. This also showed the total spend to 31 March across the budget headings against the budget for the year.</p> <p>RESOLVED: To approve the summary of receipts and payments for quarter four.</p>

20/87	Bank Reconciliation to 31 March 2020
	The RFO had produced a bank reconciliation to 31 March 2020 which had been circulated prior to the meeting. RESOLVED: To accept the bank reconciliation to 31 March 2020.
20/88	Approval of the accounts 2019/2020
	Prior to the meeting the Clerk had circulated a summary of the 2019/20 accounts. RESOLVED: That the accounts for 2019/20 be approved.
20/89	Adoption of Internal Auditors Report
	The meeting considered the report of the Internal Auditor, Mike Platten, which had been circulated prior to the meeting. There were no comments made at the final audit but at the interim audit the use of internet banking rather than cheques was raised. Internet banking had been used during the lockdown period but only the Chairman had successfully signed up to internet banking and therefore all payments were being electronically authorised by him. Cllr Wells confirmed that he would try to get internet banking set up. Thanks were expressed to Mr Platten for his report. RESOLVED: To adopt the report of the Internal Auditor (Mr Mike Platten) dated 14 May 2020.
20/90	Appointment of the Internal Auditor for 2020/21
	RESOLVED: That Mike Platten of Farsight Consulting be appointed the Internal Auditor for 2020/21.
	Approval of the Annual Return for the year ended 31 March 2020
20/91	RESOLVED: To approve Section 1 – The Annual Governance Statement 2019/20 as completed.
20/92	RESOLVED: To approve Section 2 – the Accounting Statements 2019/20 as completed.

20/93	Q1 Summary of Receipts and Payments to 30 June 2020																																
	<p>A summary of the figures for quarter one had been circulated prior to the meeting. This also showed the total spend to 30 June across the budget headings against the budget for the year.</p> <p>RESOLVED: To approve the summary of receipts and payments for quarter one.</p>																																
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	<p>On 23 March the Government announced that the UK was going into lockdown to help prevent the spread of COVID-19. This meant that the Parish Council was unable to meet in person. In order that the Parish Council met its financial duties and to ensure that not all work stopped the following payments were approved by at least three councillors by email and made by bank transfer between 23 March and the meeting:</p> <p>2019/2020 Financial Year:</p> <table border="1"> <thead> <tr> <th></th> <th style="text-align: right;">£</th> </tr> </thead> <tbody> <tr> <td>Premier Grounds & Garden Maintenance – green waste disposal</td> <td style="text-align: right;">36.00</td> </tr> <tr> <td>NP Tree Management – tree felling at Broomhill</td> <td style="text-align: right;">450.00</td> </tr> <tr> <td>BJ Cranstone – concrete plinth on rec</td> <td style="text-align: right;">350.00</td> </tr> <tr> <td>AJ Hopkins – Leaflet Printing</td> <td style="text-align: right;">66.00</td> </tr> <tr> <td>Vision ICT – New Website Final payment</td> <td style="text-align: right;">540.00</td> </tr> </tbody> </table> <p>2020/2021 Financial Year:</p> <table border="1"> <thead> <tr> <th></th> <th style="text-align: right;">£</th> </tr> </thead> <tbody> <tr> <td>Nick Robins – April Grass Cutting</td> <td style="text-align: right;">245.40</td> </tr> <tr> <td>Premier Grounds & Garden Maintenance – green waste disposal</td> <td style="text-align: right;">46.80</td> </tr> <tr> <td>P Housden – New Tennis posts and net</td> <td style="text-align: right;">384.00</td> </tr> <tr> <td>The Crondall and Ewshot Village Pump – Grant for hot meals</td> <td style="text-align: right;">250.00</td> </tr> <tr> <td>Alison Ball – reimbursement for stationery</td> <td style="text-align: right;">33.70</td> </tr> <tr> <td>April Payroll – 2 staff payments</td> <td style="text-align: right;">570.13</td> </tr> <tr> <td>Nick Robins – 2nd April Grass Cutting + weed killing</td> <td style="text-align: right;">269.40</td> </tr> <tr> <td>Gary Bredin – reimbursement for padlocks</td> <td style="text-align: right;">43.98</td> </tr> <tr> <td>Nick Robins – May Grass Cutting 1st cut</td> <td style="text-align: right;">245.40</td> </tr> </tbody> </table>		£	Premier Grounds & Garden Maintenance – green waste disposal	36.00	NP Tree Management – tree felling at Broomhill	450.00	BJ Cranstone – concrete plinth on rec	350.00	AJ Hopkins – Leaflet Printing	66.00	Vision ICT – New Website Final payment	540.00		£	Nick Robins – April Grass Cutting	245.40	Premier Grounds & Garden Maintenance – green waste disposal	46.80	P Housden – New Tennis posts and net	384.00	The Crondall and Ewshot Village Pump – Grant for hot meals	250.00	Alison Ball – reimbursement for stationery	33.70	April Payroll – 2 staff payments	570.13	Nick Robins – 2 nd April Grass Cutting + weed killing	269.40	Gary Bredin – reimbursement for padlocks	43.98	Nick Robins – May Grass Cutting 1 st cut	245.40
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HALC – affiliation fees	369.90
Play Safety Limited – play area inspection	115.80
Village Hall – Office Rent and Hall Hire	220.00
Village Hall – PAT Testing	52.32
Farsight Consulting – Internal Audit Fees	364.86
Gary Bredin – Ink, Mole Traps, Locks, Stakes	137.38
Nick Robins – May Grass Cut – 2 nd Cut	245.40
May Payroll – 2 Staff Payments	490.48
Crookham Electrical Services – Installation of Elec on Rec – 50%	597.60
Nick Robins – Hedge Cutting	138.00
Westcotec – SID	3,750.00
Alan Taylor – Flowers	118.91
Nick Robins – June Grass Cutting	245.40
June Payroll – 2 staff payments	447.68
JRB Enterprises Ltd – Dog Poop Bags	70.98

The following future payments were approved:

	£
July Payroll	503.68
Clerk – Reimbursement for Zoom - July	14.39
Gary Bredin – Lock for SID	19.90
Nick Robins – July Grass Cutting	245.40

20/96	Correspondence
	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.
20/97	Any other business
	The Clerk reported that the residents at Ewshot Gardens had spent some of the grant that the Parish Council had given them for improvements in the communal areas. Photographs of the work had been taken and could be viewed on the Parish Council website.
	(NOTE: Following this item the Chairman left the meeting and Cllr Wells took the Chair.)

20/81	New Planting
	<p>It was agreed to take this item at the end of the meeting so the Chairman could leave the meeting and not take part as he had declared an interest. Cllr Wells took the Chair for this item.</p> <p>Quotes had been sought for replacement cherry trees for those which had died and for ten rhododendrons to be planted on the piece of land at Broomhill. These quotes had been circulated prior to the meeting.</p> <p>The councillors discussed the quotes and agreed to defer a decision on this item to obtain further details on the size of rhododendrons being supplied.</p> <p>(NOTE: Cllr Bredin declared an interest in this item and left during its consideration, discussion and vote.)</p>

The meeting ended at 8 pm

Signed.....

Dated