

## PRESTON CANDOVER AND NUTLEY PARISH COUNCIL

### MINUTES OF MEETING OF THE COUNCIL

**Date:** Monday 22<sup>nd</sup> April 2013. **Time:** 7:30pm

**Venue:** Preston Candover Village Hall

**Present:** Keith Irons Chairman  
Charles Bradshaw Vice-Chairman  
Alan Owencroft  
Daphne Prosser  
Marion Philips  
David Wilson  
Alison Davidson  
Wendy Simson Clerk  
PC Andy Reid

**Apologies:** Rob Marks

#### 90 Apologies

The Chairman explained that Councillor Marks was not able to attend the meeting and had sent his apologies. The Chairman also thanked the Councillors for the meeting date change and explained that there had been a high number who could not make the previous week.

#### 91 Minutes of the last meeting

The minutes of the March meeting were agreed as an accurate record of the meeting, and were signed by the Chairman. The Clerk asked that each page also be initialled in accordance with the internal auditors report.

#### 92 Police update

PC Reid explained that there had been a number of incidents since the last meeting he attended in February, these were:-

- 24<sup>th</sup> February – injured deer on the road at Axford
- 27<sup>th</sup> February – naked man reported walking through Preston Candover
- 11<sup>th</sup> March – domestic dispute reported in Preston Candover
- 14<sup>th</sup> March – an abandoned 999 call from Preston Candover which was a child playing with the telephone
- 27<sup>th</sup> March – speed enforcement in Preston Candover with 5 warnings issued
- 28<sup>th</sup> March – damage caused to a fence by fail to stop a car at Polesley Farm
- 8<sup>th</sup> April – broken down tractor outside Preston Candover
- Report of a dead Sparrow Hawk, which was found to have died of natural causes.

Before PC Reid left the meeting the issue of parking at the school was raised. The Chairman explained that he had met with David Kitson from the Education Department (Children's

services) that morning to look at the parking problems. PC Reid explained that as the situation is altered by his presence that he left early but in general the removal of the parking on the village field had not affected the parking. The Chairman did explain that he had spoken to Mr Kitson about parking at the tennis club and the damage caused to the access road. However Mr Kitson explained that the education department did not have the funds to repair this road. The Chairman also discussed the need for additional parking within the school grounds but Mr Kitson explained that this suggestion would not be taken forward.

The Chairman also explained that when the lollipop lady retires that this role would not be replaced.

### 93 **Matters Arising**

**Advise about attendance at meetings** – The Chairman explained that this item was not specifically aimed at any member of the Council but was a general enquiry about the requirements.

**Highways** – The Chairman explained that he had been copied into an email between Councillor Anna McNair-Scott and Steve Pettit from the Highways Department about Mr Holdsworth non attendance at the Parish Council meetings. The Chairman explained that he felt that he was struggling to move the process forward as the Highways Department would not attend the meetings or respond to his requests for information.

**Bus Shelter Repairs** – The Chairman explained that work had been held up by the weather recently.

**Flooding** – The Vice-Chairman explained that water levels were still high but there were no flood alerts in the area. There are two areas where water builds up after rain; these are the drain at the war memorial and on Church Lane where a lorry has knocked the brickwork on the culvert causing them to fall into the drain.

**Action:** Vice Chairman to speak to the Environment Agency about getting these cleared.

A link to the Environment Agency website was suggested to be added to the website.

**Action:** Vice Chairman to give Councillor Wilson the link address.

The Chairman spoke about employing a lengths-man to clear ditches and prevent silt build up.

**Action:** Vice Chairman to investigate how post would be operated

**Action:** Clerk to raise at Candovers Parish Council meeting about joint role for both Parishes.

**Street Lighting** – The Clerk had spoken to SSC Contracting about the additional lamp for outside the Village Hall and they had asked for a specific location. The Parish Council agreed that the lamp should be on the existing post which would light the road and the lay-by.

**Action:** Clerk to pass this information on the SSC to get a price for the next meeting.

The Parish Council also commented on the light on the front of the Village Hall which is much less powerful than the old lamp.

**Action:** Clerk to raise with Village Hall committee

**Internet Banking** – The Clerk explained that this was now up and running and a form was required for signature by the Council to complete this process, this form was signed.

**Action:** Clerk to send form to bank

**Use of Lamp posts for Speed Device** – The Clerk explained that she had spoken to SSC and they are happy for the speed device to be mounted on the poles.

**Councillor vacancy** – The Chairman explained that he had spoken to Richard Walker about possible representatives from Axford as there should be one Councillor from this village and a number of names had been put forward. The Clerk also explained that her neighbour had expressed an interest in the role and had prepared a short statement about him at the Chairman’s request.

**Action:** Chairman to look into possible new Councillors at Axford for next meeting.

#### 94 **Financial statement**

Payments to be made this month were:-

- £81 for the village hall hire for the January, February and March meetings
- £314.40 as the Clerk’s salary
- £39.30 as PAYE for the Clerk’s salary
- £214.50 for SSC Contracting for servicing the street lamps
- £85 for Mr John Murray for the internal audit
- £412.37 for Southern Electric for the street lights power.

The first 4 of these payments refer back to 2012/13 and were included within the audit and the last 2 payments refer to 2013/14 budget. The Clerk explained that the internal auditor had increased his charges from £80 to £85 this year. All these payments were agreed and signed off by the Council.

**Action:** Clerk to pay invoices

The Council raised the issue of the cold at the village hall and that the heating was again not on. It was agreed that the Clerk would raise this with Mrs East from the Village Hall Committee and if the situation was not sorted out that next winter the Parish Council would look for alternative rooms.

**Action:** Clerk to email Mrs East about the situation.

The Chairman raised the budget for 2013/14 and explained that there was some large cost items planned for 2013/14 including the war memorial, which needed renovating.

**Action:** Clerk to get notes from Alison Davidson about the work required.

The Clerk presented the audit documentation which she explained had been reviewed and signed off by Mr John Murray on Tuesday 16<sup>th</sup> April. The Clerk has forwarded the Internal Auditors letter to the Councillors prior to the meeting for them to review. The key points were:-

- The auditor wanted to see the Clerk’s contract to confirm that the role was both Clerk and Chief Financial Officer – this was scanned to the auditor on Thursday 18<sup>th</sup> April.
- Each page of the minutes should be numbered and initialled by the Chairman to ensure no replacements were made – this was started for the March minutes and would continue.
- At the end of the year the signed minutes should be bound to ensure they are kept as a record.
- All payments should be listed in the minutes including the Clerk’s salary and expenses – this was started in these minutes for April.

- The Parish Council need to look at a recruitment policy for when the Clerk's role becomes vacant again to ensure that it is advertised correctly and that a robust selection process is met.
- The Clerk is to confirm that standing orders are in place against which meetings are run – the Clerk has confirmed these are in place within the documentation passed on by the previous Clerk and will be brought to the Annual General Meeting for agreement.
- The budget for 2013/14 should be included in the minutes when it was agreed – the Clerk will action this in November/December when the 2014/15 budgets are drawn up.
- The cheque numbers should be included on the financial report to allow cross checking – the Clerk will action this for 2013/14
- The internal auditor suggested that any cheques which refer back to the 2012/13 financial year should be dated 31/3 even if they are signed off at a meeting after this date – Clerk to action for end of 2013/14 financial year.
- The internal Auditor suggested that VAT claim be made in March to ensure the income is shown in the correct financial year. – The Clerk has included the 2013/14 VAT as income in 2013/14 and as the accounts have been audited this will be done but the Internal Auditor suggest will be taken up for future years.
- The asset register needs to be confirmed at the Annual General Meeting in May – the Council questioned the value placed on the 1 acre piece of land on Berrydown Lane which the Parish Council own.

The Clerk explained that she had found the review very helpful and was comfortable with all the action items.

The Audit document was reviewed and agreed by the Council and sections 1 & 2 signed off by the Chairman. The Clerk explained that the Parish Council were ahead of the planned activity and would be required to advertise that the audit had been completed between 13<sup>th</sup> and 26<sup>th</sup> May and that the accounts would then be displayed from 28<sup>th</sup> May to 24<sup>th</sup> June before being sent to the external auditor for inspection by 25<sup>th</sup> June.

In addition to the audit the Parish Council has been selected for an intermediate audit questionnaire. This was completed by the Chairman and the Councillors and signed off.

**Action:** Clerk to provide evidence to internal auditor for the points raised and copies of signed off documentation.

**95 Planning Applications**

There have been no planning applications made since the last meeting and no decisions have been given on previous applications.

**96 Council Property**

Nothing further to report.

**97 Section 106 funds**

The Chairman explained that he was looking into spending the highways section 106 funds on the speed device and hoped to have an answer for the next meeting.

**Action:** Chairman to report at next meeting

**Action:** Clerk to ask HALC for guidance

**98 Flooding**

Nothing further to report.

**99 Valley & Council Website**

Councillor Wilson reported that the website is now up and running but that more content was needed. To date it has had 40 hits and the hope is that with more current information that more users will re-visit the site on a regular basis.

The Oxdrove sees the website as being a threat and so advertising has not yet been promoted. The Chairman explained that a full advertising policy would need to be drawn up to ensure costs and income is managed correctly.

Councillor Wilson suggested that the Parish Councils and the Oxdrove needed to meet to ensure all parties are comfortable with the remit of both publications.

**Action:** Councillor Wilson to set up a meeting with Oxdrove main supporters.

**100 Play area inspections**

Councillor Owencroft explained that he had met with Bernard Crisp on one of the inspection visits to discuss all the outstanding points of action. Councillor Owencroft had then sorted out some of the issues including fitting new bolts at the play area and removing the cable ties from the fence.

On Tuesday 23<sup>rd</sup> April Councillor Owencroft is meeting a representative from Lapset, who supplied the play equipment, at the play area to look at getting bits to fix the other issues. He is also going to get a price for a new top for the spring toy.

**Action:** Councillor Owencroft to bring prices for new equipment to next meeting

Councillor Owencroft also looked at the skate park with Bernard Crisp and there is a board which is loose. The skate park is currently medium risk and Councillor Phillips questioned if it should be closed until these issues are repaired.

**Action:** Clerk to ask Bernard Crisp for advice about closing the skate park.

**101 Highways**

There are still huge numbers of pot holes throughout the Parish although some rough filling has taken place. The issues with communicating with the Highways Department are meaning these issues are not being addressed.

**102 Rights of Way**

Councillor Phillips explained that the first of the rural walks is to take place on Sunday 5<sup>th</sup> May which is the Bank holiday weekend. It will through the Bluebell Woods and she hopes the Councillors will be able to join in the day. Councillor Phillips has produced a poster to advertise all the walks which she requested go on the notice board.

**Action:** Clerk to put poster up

The repairs and signage which was required has not yet been completed by the local Council.

**103 General Correspondence**

The Clerk had brought two pieces of correspondence to the meeting which were:-

- Information about changes to re-cycling in the valley
- A questionnaire about community facilities which she circulated for completion next meeting in advance of the 31<sup>st</sup> May deadline.

**104 Any other business**

The Chairman explained that he was working on the Recreation Association accounts which need to be presented to ensure they remain a charity. He reported there are some issues with the Committee and these need to be concluded to ensure that the football pitch, etc remains open.

Councillor Philips also raised that Mr John Cool who has been mowing the grass at the play area has decided to retire. The Clerk suggested Mr Brian Hills who looks after other maintenance work in the Parish.

**Action:** Clerk to pass on Mr Brian Hills contact details to the Chairman

The Chairman also raised the fact that Mr Freddie Osgood grave is in poor repair. As the Council were supporting the walks he documented he felt it may be a good idea to do some maintenance work on the memorial.

**Action:** Clerk to put on the agenda for the next meeting

**105 Date of next meeting**

Monday 20<sup>th</sup> May 2013 at 7:30pm at the Preston Candover Village Hall, this will be the AGM.