

You are requested to attend the  
ANNUAL MEETING  
of FROYLE PARISH COUNCIL  
to be held in  
FROYLE VILLAGE HALL  
on Monday 14th May 2018 at 7.45 pm

P.C. Stephenson, Clerk

AGENDA

ITEM 1 ELECTION OF A CHAIRMAN

ITEM 2 APOLOGIES FOR ABSENCE

ITEM 3 ELECTION OF A VICE-CHAIRMAN

ITEM 4 MINUTES OF THE PREVIOUS MEETING

Minutes of the meeting of the Parish Council held on 13th March 2018, enclosed.

ITEM 5 MATTERS ARISING FROM PREVIOUS MEETINGS

13th March 2018

ITEM 6 OTHER MATTERS

436 14.3.18 Mrs. Southern Other risks assessment: areas that FPC have responsibilities for and how cover any risks.

444 16.3.18 HALC Info on risk assessment/no templates for risk assessments apart from the financial risks

511 18.4.18 Mr. Heyhurst GDPR training report, enclosed

548 1.5.18 Mr. Light Update on GDPR and Data Protection Bill: Government amendment to Data Protection Bill to exempt all parish councils from the requirement to appoint a Data Protection Officer. All other measures will still apply, but appointing a Data Protection Officer will be discretionary and may be regarded as good practice.

556 8.5.18 HALC GPDR update

ITEM 10 MATTERS RAISED BY RESIDENTS

433 14.3.18 Mr. Deans Upper Froyle housing estate lighting planning info

440 15.3.18 Mr. Deans Froyle Park lighting enclosed.

448 21.3.18 Linden Homes (J. Richards) Signage: will ask Construction Manager and Marketing Manager

449 22.3.18 S. Maher Signage: ENTRANCE TO FROYLE PARK FROM HEN & CHICKEN HILL

451 22.3.18 Linden Homes (J. Richards) Signage: Sales Team will remove construction/broken signs. Would like sales signage to remain until homes sold.

510 18.4.18 Mr. Deans Salt bins report

All items had either already been reported, dealt with, pending or to be discussed below.

ITEM 6 ELECTION OF OFFICERS TO FILL THE FOLLOWING POSTS:

EHAPTC/HALC	any councillor as appropriate
CPRE	any councillor as appropriate
Flag flying/flagpole	Mr. Fay

Open Spaces (incl. playground maintenance)	Mr. Anfield, Mr. Macnabb
Maintenance (churchyard etc)	Mr. Deans

Footpaths	Mr. Macnabb
Lengthsman	Mr. Deans
Roads & transport	Mr. Deans
Tree Warden	Planning Committee (Mr. Deans & Mr. Whines)
Recycling Area	Froyle Village Hall Management Committee
Village Hall	Mr. Whines
Planning	Planning Committee (Mr. Deans & Mr. Whines)
Radian Housing and housing matters	Mr. Whines
Budget	Mr. Macnabb
Independent Auditor	Mr. T. Light
Data Protection Officer	Mr. Heyhurst
Publicity	any councillor as appropriate
Village Magazine report	Mr. Whines
Archivist	Mr. & Mrs. Booth
Victim Support	Vacant
Child and Vulnerable Adult Protection	Dr. Roberts
Any others if necessary	

#### ITEM 7 REPRESENTATION AT COMMUNITY FORUM (ALTON & SURROUNDING VILLAGES)

Date (Tuesdays) Froyle Parish Council Representative

Wednesday, 18th July, 2018 6.30 pm	Mr. Whines
Tuesday, 30th October, 2018 6.30 pm	Mr. Anfield
Tuesday 5th February, 2019 6.30 pm	Mr. Heyhurst

#### ITEM 8 PARISH COUNCIL MEETINGS FOR 2018-19 suggested dates in italics:

Type of meeting	Date	Remarks
Extraordinary	Monday 11th June 2018	booked
Ordinary	Monday 9th July 2018	booked
Extraordinary	Monday 13th August 2018	booked
Ordinary	Monday 24th September 2018	booked
Extraordinary	Monday 22nd October 2018	booked
Ordinary	Monday 12th November 2018	booked, Initial Budget Meeting
Extraordinary	Monday 10th December 2018	booked
Ordinary	Monday 21st January 2019	Budget/Precept Approval Mtg
Extraordinary	Monday 11th March 2019	
Statutory Annual Meeting	Monday 13th May 2019	Election of Chairman etc

#### ITEM 9 ANNUAL PARISH MEETING suggested date:

Annual Parish Meeting 17th April 2018 (Wednesday)

#### ITEM 10 FINANCE

##### 10.1 Approval of Payments

To note and approve the following payments made since the meeting of 13.3.17:

Date	Payee	Purpose	Cheque	Resolution		£ Gross amount
23.1.18	P. Cullen	Salary second quarter		1373	41 17-18	870.77
23.1.18	HMRC	Tax		1374	41 17-18	217.80
23.1.18	D. Heather	Rec ground hedge cutting		1375	41 17-18	201.60
3.2.18	Treloar Print	Mag printing		Transfer	13 17-18	174.00
28.2.18	Treloar Trust (IKC)	Mag printing		1376	13 17-18	193.00
28.2.18	P. Cullen	Salary third quarter		1377	31 17-18	870.97
28.2.18	HMRC	Tax		1378	31 17-18	217.60
1.3.18	David Heather	Rec ground hedge cutting		Transfer	41 17-18	144.00
31.3.18	P. Cullen	Net Salary fourth quarter		1379	31 17-18	870.77
13.3.18	HMRC	Tax		1380		217.80
13.3.18	South East Water	Hut		1381	13 17-18	22.37

29.3.18 Treloar Trust (IKC)	Mag printing	BACS	13 17-18	212.00		
29.3.18 P. Cullen	Annual expenses	1382		316.01		
29.3.18 Iredell Services	Playground inspection	BACS		100.00		
31.3.18 HMRC	Employer's NI contribution	1383		15.49		
29.3.18 Home Start Wey Water	Grant for 27-19 (see Int Aud email)		Transfer		43 17-18	200.00

## 10.2 draft accounts for the year ending 31st March 2018

A copy of the draft accounts for the year ending 31st March 2018 (payments, receipts, bank reconciliation, notes to receipts and payments accounts with assets, bank statements,) are enclosed for information and approval.

## 10.3 Audit of Accounts year ended 31st March 2018

10.3.1 To RESOLVE completion of the Statement of Assurance by answering Yes to each of the statements enclosed.

10.3.2 Annual Return of Accounts To RESOLVE to approve the Accountability and Governance Annual Return 2017/18 to the External Auditor and internal auditor's report enclosed. 555 4.5.18 Mr. Light Internal Audit letter to pc enclosed.

10.4 Budget 2017-18 Actual figures at 31.3.18 compared with budget. Enclosed.

10.5 Financial & Other Risks Assessment Updated in May 2018. Enclosed. To RESOLVE to accept the assessment for the year 2018-19.

10.6 Draft Financial Regulations enclosed. Recommended by Internal Auditor. To adopt by resolution.

10.7 Receipts and Payment Accounts 2018-19 Copy of receipts and payment accounts 2018-19 at 2nd May enclosed for information and approval.

## 10.8 Payment of Invoices for Regular Services

Certain invoices are received for services, stationery etc, which on many occasions need to be paid before the next meeting of the Parish Council. To avoid delaying payment unnecessarily, I would like approval to pay the invoices, as they are received, for the following services:

- Hampshire Association of Local Councils Subscription & NALC levy
- Local Council Review (NALC) Subscription
- Campaign to Protect Rural England Subscription
- Hampshire Playing Field Association subscription
- Southern Electric, for Sports Pavilion
- South East Water, sewerage charge for Sports Pavilion
- Council tax for Sports Pavilion
- Playground: RoSPA inspection
- Grass cutting Churchyard, Village Hall, War Memorial etc
- OCS Group UK t/a Cannon grass cutting Recreation Ground (Resolution 176/02)
- Mr. G. Wells, grass cutting
- Printing the Village Magazine
- Repayment of Village Magazine expenses
- Hire of halls for Council and Committee meetings
- Stationery and minor office equipment

### Photocopier maintenance

Clerk's salary and expenses - the Chairman will be provided with full details and requested to authorise payment before the cheque is signed.

- BT for telephone
- Information Commissioner (renewal of entry registration)
- Audit fee
- Journal of Local Planning subscription

RBL Poppy Appeal wreath  
Printing of new residents' welcome pack

All payments made under the above approval will be shown in detail on the agenda for the subsequent ordinary meeting. Other payments, eg major equipment purchases, services not undertaken on a routine basis and grants, both those under S137 of the 1972 Local Government Act and other sections of the Acts, will be made only after approval has been given by specific resolution of the Council. These payments will also be shown in the agenda for the next ordinary meeting.

#### 10.8 Appreciation of Grant

469 29.3.18 Home-Start WeyWater Thanks for donation, and response to queries: Two volunteers in Froyle. Have supported 3 families over the past year.

535 27.4.18 Home-Start WeyWater Appreciation of grant hc enclosed

#### 10.9 Other financial matters

##### 10.9.1 Grants: Previous f/yr grants paid by FPC (ref FPC 21.11.11).

DATE	PAYEE	PURPOSE	CHQ	RESL	S137 grants	
					£4065.09	
limit						
22.9.17	Froyle Wildlife	Equipment grant		Transfer	27 17-18	160.00
13.11.17	Mrs. A. Booth	Froyle Archive	1368	30 17-18		600.00
13.11.17	Victim Care	Grant	1369	29 17-18		50.00
	TOTAL					810.00

##### 10.9.2 Section 137 limit for 2018/19

SLCC Published 29th March 2018

The Ministry of Housing, Communities and Local Government has advised that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 for parish and town councils in England for 2018-19 is £7.86. This is the amount that results from increasing the amount of 2017-18 (£7.57) by the percentage increase in the retail index between September 2016 and September 2017, in accordance with Schedule 12B to the 1972 Act.

556 electors at 1.12.17, with revisions since +19 - 5 = 570. £7.86 x 570 = £4480.20

##### 10.9.3 Photocopier enclosed

440 16.3.18 Ricoh Desk top machine proposal  
464 27.3.18 S. Lay Photocopier info  
465 28.3.18 A. Johnson Photocopier info  
537 1.5.18 HCC Photocopier info & proposal

#### ITEM 11 PLANNING

##### 11.1 Planning Applications

426 9.3.18 34259/005 CAT Baldwins, Husseys Lane, Lower Froyle, Remove two dead Hawthorn trees (T1 and T2), T3 - Crown reduce one Willow by 3m leaving a finished height of 5.5m and spread of 4m. Consultation expired 30.3.18. FPC responded with no comment.

458 23.3.18 26326/015 (FUL) Esso Petroleum Co Ltd Alton Pump Station, Farnham Road, Installation of 4 storage containers. Consultation expired 13.4.18. FPC made no comment.

468 29.3.18 22343/013/014 2 Highway Cottages, Froyle Road, Lower Froyle, Refurbishment and remedial works to a fire damaged property, with alterations to roof form and roof finish. Consultation extended to 10.5.18.

473 3.4.18 57729 HSE 1 Mill Court Cottages, Farnham Road, Froyle, GU34 4JG Two storey side extension. Consultation expired 1.5.18. FPC responded with no comment.

480 4.4.18 57700 3 Rye Bridge Cottages, Ryebidge Lane, Upper Froyle, Single storey extension to rear and side, two storey extension to rear after demolition of rear lean-to. Consultation expired 2.5.18. FPC responded with no comment.

494 9.4.18 57740/001 Upper Froyle Village Shop, Ryebidge Lane, Upper Froyle, Listed building consent - change of use of vacant shop to a single one bed dwelling on ground floor only. Consultation extended to 16.5.18

542 1.5.18 Mr. Jobbins FPC and village shop

545 2.5.18 Mr. Jobbins Planning Application 57740/001 LBC Upper Froyle Village Shop

509 18.4.18 39958/014 CAT Cattleys, Ryebidge Lane, Upper Froyle, T1 Fir Tree at rear of garden - Remove approx. 5 branches from base and trim lower branches back to reduce the lower width of the tree by 2.5 metres, leaving a finished lower crown width of approx. 5 metres so that it doesn't overhang the shed and the table so much T2 Hazel Tree in rear garden - Reduce crown by 2 meters in height and 2.5 metres in width to leave a finished crown height of approx. 4 metres and a finished crown spread of approx. 3.5 metres T3 Unknown evergreen shrub - Reduce height by 3 metres and 1 metre in width to leave a finished height of approx. 3 metres and a finished width of 2 metres and prune to nice shape T4 Fir Tree in front garden - Remove approx. 5 small branches from base, which are leaning on the wall and causing a crack (crown lift by an additional 1 metre, to leave the finished crown 3 metres from ground). Consultation expired 9.5.18. FPC responded with no comment.

526 26.4.18 28261/004 LBC 1 Highway Cottages, Froyle Road, Lower Froyle, Listed Building Consent - Refurbishment and remedial works to a fire damaged property. Consultation expiry 24 May 2018.

552 3.5.18 20107/106 LBC 105 FUL Froyle House, Ryebidge Lane, Upper Froyle - conversion of the existing courtyard buildings into a single dwelling with associated landscape/parking. Consultation expiry 31 May 2018

## 11.2 Results of Planning Applications

459 23.3.18 55894/002 5 Froyle House, Ryebidge Lane, Upper Froyle, Holm Oak - prune to leave a crown radius of 6m with a final crown height of 13m NO OBJECTION

503 13.4.18 34259/005 Baldwins, Husseys Lane, Lower Froyle, Remove two dead Hawthorn trees (T1 and T2) T3 - Crown reduce one Willow by 3m leaving a finished height of 5.5m and spread of 4m NO OBJECTION

504 13.4.18 49828/003 1 Rye Bridge Cottages, Ryebidge Lane, Upper Froyle, Tree 1 Willow within the curtilage of 1 Rye Bridge Cottages - Repollard back to previous pruning points, Tree 2 Ash on land outside 1 Rye Bridge Cottages - Reduce overhanging branches into 1 Beech Grange back to the boundary line and to suitable growth points. NO OBJECTION

553 4.5.18 26326/015 Esso Petroleum Co Ltd Alton Pump Station, Farnham Road, Froyle, Alton, GU34 4JD Installation of 4 no. storage containers (as amended by plans received 16 April 2018) TEMPORARY PERMISSION

ITEM 12 DRAFT STANDING ORDERS enclosed. To adopt by resolution.

ITEM 13 REPORTS BY OFFICERS AND COUNCILLORS

ITEM 14 OTHER MATTERS

14.1 Froyle Park

14.2 Dual use bin, Upper Froyle

516 20.4.18 EHDC Ms Gorman UF bin: cost of removing the bin approx £150.00, enclosed.

14.3 Tree planting on Jubilee Green 574 5.4.17 Mr. Deans Tree planting on Jubilee Green

#### 14.4 Hut/Village Hall water meter/Hut water supply

540 1.5.18 Castle Water Telecon: re estimate: FPC is on waste contract only

534 27.4.18 Mr. Whines Hut report

#### 14.6 Satnav

434 14.3.18 Mr. Whines UF postcode info

435 14.3.18 DistCllr Watts UF postcodes: officer post codes working with hotel for dedicated postcode. relevant agencies/sat navs will be informed - can take 6 - 12 months

437 14.3.18 Mr. Whines Emily West at Linden Homes to investigate use of existing dedicated post code 4LA. Froyle Park could correct online use of 4JH, which presumably sends guests to the LH development. And their use of 4JY which sends visitors past the church.

#### 14.7 New Model Standing Orders enclosed. For adoption by resolution.

500 13.4.18 HALC New Model Standing Orders

506 17.4.18 HALC NALC New Model Standing Orders

#### 14.8 Traffic

463 26.3.18 Mr. Hills, via Mr. Deans Anchor parking, enclosed.

519 22.4.18 Resident Speeding on H&C hill

520 23.4.18 Mr. Mitchell Response re report of speeding on H&C Hill

521 23.4.18 Mr. Deans Response re report of speeding on H&C Hill

533 27.4.18 G. Watts Traffic origins in Froyle

#### 14.9 Land Sale

536 1.5.18 Mr. Woodruff Froyle Park land sale

543 1.5.18 Mr. Anfield Proposed sale of Froyle Park field

#### 14.10 Miscellaneous

462 27.3.18 EHDC Electoral Reply to FPC re number of councillors: District council would need to conduct a Community Governance Review

456 22.3.18 Mr. Heyhurst Esso Southampton-London pipeline project

471 30.3.18 HALC: Esso Southampton to London Pipeline Project

502 13.4.18 Mr. Heyhurst Renewal of Esso pipeline summary enclosed

#### 14.11 Website Dedicated website, parish council responsibility.

### ITEM 15 CORRESPONDENCE RECEIVED

A list of the correspondence received since the agenda for the meeting of 13th March 2018 had been prepared is enclosed. Some matters do not require any action, and some items have already been circulated to councillors. Other matters, some of which the papers will be at the meeting, are:

441 16.3.18 HALC Outcome of NALC Policy Committee in relation to on site Parking enclosed

450 22.3.18 EHDC Consultation - Draft Statement of Community Involvement, expiry 27.4.18

452 22.3.18 EHDC Alton Brewery site survey

520 13.3.17 EHAPTC Simon Jenkins - notes from EHAP&TC Meeting, plus Housing White Paper Briefing

522 14.3.17 EHDC Local Plan Part 3 explained

474 3.4.18 Local Government Boundary Commission Final recommendations for ward boundaries in East Hampshire

477 4.4.18 EHDC Local electoral arrangements finalised for East Hampshire District Council

491 9.4.18 Alton TC? Local Plan Review workshop

514 19.4.18 HALC Neighbourhood Planning seminar 24.5.18

515 20.4.18 EHDC Parish and Town Councillors' Newsletter: electoral review

518 20.4.18 Local Government Boundary Commission EHDC final recommendations hc

523 24.4.18 Challengers Disabled charity enquiry

524 25.4.18 EHAPTC Meeting/resilient communities

532 27.4.18 EHDC Unauthorised Development and Encampments Consultation expiry 25.5.18

538 1.5.18 EHDC Local Plan Review workshop

551 2.5.18 HALC Neighbourhood Planning - Your Plan-Evolving Together Seminar - 24th May 2018

ITEM 16 MATTERS RAISED BY COUNCILLORS AND OFFICERS

ITEM 17 MATTERS RAISED BY RESIDENTS

ITEM 18 MATTERS FOR REPORTING IN VILLAGE MAGAZINE

ITEM 19 DATE OF NEXT MEETING