

MINUTES
of the ANNUAL GENERAL MEETING of
FROYLE PARISH COUNCIL
held in the Village Hall, Lower Froyle,
on Monday 9th May 2016 at 8.00 pm

Present:

<i>Parish Council:</i> Mrs. L. Bourne Mr. I. Deans Miss J Gove Mr. I. Macnabb Mrs. J. Wallis Mr MJ Wells Mr. N. Whines	<i>Clerk:</i> <i>Others:</i> 2 members of the public
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Mrs. Bourne was welcomed as new parish councillor

ITEM 1 ELECTION OF A CHAIRMAN

It was proposed and seconded that Mr M. Wells be Chairman for 2016-17.

01 16-17 There being no other nominations it was **RESOLVED** that Mr. Wells would be the Chairman for the forthcoming year.

ITEM 2 APOLOGIES FOR ABSENCE Dist.Cllr. G. Watts

ITEM 3 ELECTION OF A VICE-CHAIRMAN

It was proposed and seconded that Mr. I. Deans be Vice-Chairman for 2016-17.

02 16-17 There being no other nominations it was **RESOLVED** that Mr. Deans would be the Vice-Chairman for the forthcoming year.

ITEM 4 MINUTES OF THE PREVIOUS MEETING

03 16-17 It was **RESOLVED** that the Minutes of the meeting of the Parish Council held on 7th March 2016 be accepted as a true record.

ITEM 5 MATTERS ARISING FROM PREVIOUS MEETINGS

5.1 7th March 2016

5.2 Results of Planning Applications

56422/001 Pond, Gid Lane, Mr. Deans review the pond permission with regards to access rights.

432 8.3.16 Mr. Deans Permission does not refer to access rights, but Officers Report says: "Local Planning Authority is unable to impose a condition requiring public access as the pond lies on private land. The S.106 monies from the planning consent relating to the adjacent Trelor College site (20107/061) provides £20,000 towards the construction of ponds to 'promote biodiversity within Froyle Park Estate'. However, the Planning Statement that accompanied this application states that a local group will informally monitor and record wildlife on site and permissive access will be given to the site for quiet enjoyment from the adjacent public footpath No.12. This is shown on the submitted plan, thus access into the site is capable from the public footpath, but access rights onto private land are a civil matter to be agreed by the respective parties." Noted.

501 18.4.16 Mr. Clark Wildlife pond: started with permission from Froyle Park/contractor recommended by residents/construction 3-6 weeks/soil sown with tussocky grasses and wildflower meadow seed/colonise naturally/access for members of 'Froyle Nature Conservation Group' that anyone can join. Noted

5.2 7th March 2016

5.2 Results of Planning Applications

55541/006 Froyle Park, UF,

434 9.3.16 Dist.Cllr. G. Watts "Application for the two houses has been withdrawn - we remain vigilant as it will probably come back for 1 house. The application for the three houses will be refused. The applications for the noise and the carpark will probably go to the 20th April Committee with the site visits combined the week before". Noted

5.3 7th March 2016

ITEM 11 MATTERS RAISED BY RESIDENTS

441 14.3.16 Mr. Deans No.65 bus response from Stagecoach: seeking "commercially viable solution that allows a further year of operation"/442 14.3.16 Mrs. Black 65 bus etc. had been enclosed with the agenda./505 18.4.16 Alton TC Meeting with Adam Hawksworth of Stagecoach

Mr. Deans reported from the meeting with Alton Town Council and Stagecoach that the bus service might be retained for a further year and will continue to stop in Froyle. Confirmation expected with new timetable on 16th May.

6.6 Defibrillator 446 16.3.16 Various Response to defibrillator query round robin, previously circulated.

5.5 25th January 2016

ITEM 5 FROYLE PARK

456 23.3.16 Cornerstone Barristers Froyle Park: advice "building is in principle use as a wedding venue, it is not ancillary to a principle hotel use. The wedding venue use is not therefore authorised."

468 30.3.16 EHDC Julia Potter N. Meagher Head of Enforcement, Simon Jenkins Head of Planning. will be responding. Legal team are aware/

470 31.3.16 EHDC Heather Sharman for Sandy Hopkins Froyle Park: forwarded to legal dept.

519 2.5.16 J. Coghlan Froyle Park/520 2.5.16 J. Coghlan to G. Watts Froyle Park

Mr. Whines reported that EHDC had forwarded FPC's letter and QC's advice to their solicitors, and that Mr. Findlay QC had advised that FPC should pursue.

5.6 16th November 2015

ITEM 9 MATTERS RAISED BY COUNCILLORS

9.2 Queen's 90th birthday celebration: It had been agreed that FPC would join VHMIC in organising a celebration and would contribute towards the cost.

Mrs. Potter explained the budget for the celebration of the Queen's birthday, covering such items as refreshments and entertainment, and requested funding of approximately £750 from the parish council. It was **agreed** to fund it to approximately £750.

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

ITEM 6 ELECTION OF OFFICERS TO FILL THE FOLLOWING POSTS:**04 16-17** It was **RESOLVED** that the following duties be undertaken by those indicated:

Archivist	<i>Mr. & Mrs. Booth</i>
Association of Parish Councils	<i>vacant</i>
Budget	<i>Mr. Macnabb</i>
Churchyard Maintenance	<i>Mr. Wells</i>
CPRE	<i>Miss Gove</i>
Flag/flagpole	<i>Mr. Collingborn</i>
Footpaths	<i>Miss Gove</i>
Independent Auditor	<i>Mr. Elliott</i>
Lengthsman	<i>Mr. Deans</i>
Maintenance Volunteer (inc playground)	<i>Mr. Wells</i>
Open Spaces	<i>vacant</i>
Planning	<i>Messrs. Deans, Whines, as Planning Committee</i>
Publicity	<i>Mr. Wells</i>
Recycling Area	<i>Froyle Village Hall Management Committee</i>
Roads & transportation	<i>Mr. Deans</i>
Tree Warden	<i>Planning Committee</i>
Victim Support	<i>Mrs. Wallis</i>
Village Hall	<i>Mr. Whines</i>
Village Magazine	<i>Mr. Macnabb</i>

ITEM 7 REPRESENTATION AT COMMUNITY FORUM (ALTON & SURROUNDING VILLAGES)**05 16-17** It was **RESOLVED** that members would attend the meetings below:

Date (Tuesdays)	Froyle Parish Council Representative
26 Jul 2016 6.30 pm	<i>Mr. Deans</i>
1 Nov 2016 6.30 pm	<i>Mrs. Bourne</i>
14 Feb 2017 6.30 pm	<i>Mr. Whines</i>

ITEM 8 PARISH COUNCIL MEETINGS FOR 2016/17**06 16-17** It was **RESOLVED** that Parish Council meetings would be:

Type of meeting	Date	Remarks
Ordinary PC	<i>11th July 2016 (Monday)</i>	
Ordinary PC	<i>19th September 2016 (Monday)</i>	
Ordinary PC	<i>14th November 2016 (Monday)</i>	Initial Budget Meeting
Ordinary PC	<i>16th January 2017 (Monday)</i>	Budget/Precept Approval Mtg
Ordinary PC	<i>13th March 2017 (Monday)</i>	
Annual Parish Meeting	<i>19th April 2017 (Wednesday)</i>	
AGM PC	<i>8th May 2017 (Monday)</i>	Election of Chairman etc

*Item 5.6 was taken at this point in the meeting.**Item 9.8 was taken at this point in the meeting.*

ITEM 9 FINANCE

9.1 Approval of Payments

07 16-17 It was **RESOLVED** to note and approve the following payments made since the agenda for the meeting of 7.3.16 had been prepared

					£
26.2.16	South East Water	hut	1263	12 15-16	52.84
7.3.16	SSE	hut	1264	12 15-16	49.90
11.3.16	Cornerstone Barristers	Legal advice	BACS		1968.00
30.3.16	Ricoh UK Ltd.	Photocopier	1265	12 15-16	11.72
30.3.16	Treloar Trust (IKC)	Mag printing	1266	12 15-16	187.00
31.3.16	P. Cullen/HMRC	Salary and expenses/tax	1267 1268	37 15-16	1324.62
1.4.16	Hants Playing Fields Ass	Subscription	1269	12 15-16	40.00
1.4.16	NALC	Subscription Local Council Review	1270	12 15-16	17.00
1.4.16	Hants Ass Local Cls	NALC levy	1271	12 15-16	31.00
1.4.16	Hants Ass Local Cls	Affiliation fee	1272	12 15-16	201.00
2.5.16	J. Sexton	Maps	1273		132.00
2.5.16	Treloar Trust (IKC)	Mag printing	1274	12 15-16	170.00

9.2 draft accounts for the year ending 31st March 2016

08 16-17 It was **RESOLVED** to approve the **draft accounts for the year ending 31st March 2016** (payments, receipts, bank reconciliation, bank statements, notes to receipts and payments accounts with assets, balance sheet) and Internal Auditor's report (see Annual Return) which had been enclosed with the agenda.

9.3 Audit of Accounts year ended 31st March 2016

9.3.1

09 16-17 It was **RESOLVED** to complete the Statement of Assurance by answering Yes to *each of the following statements:*

Yes' means that the council:

1 We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	has only done what it has the legal power to do and has complied with proper practices in doing so.
4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	during the year gave all persons interested the opportunity to inspect and ask questions about the authority's accounts.
5 We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	considered the financial and other risks it faces and has dealt with them properly.

6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7 We took appropriate action on all matters raised in reports from internal and external audit.	responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.

9.3.2 Annual Return of Accounts

10 16-17 It was **RESOLVED** to approve the Annual Return of Accounts to BDO auditors for Audit Commission, a copy of which had been enclosed with the agenda.

Mr. Macnabb to meet Clerk to discuss best way of dealing with PAYE issues.

9.4 Budget 2015-16 Actual figures at 31.3.16 compared with budget had been enclosed with the agenda. Noted.

9.5 Financial Risk Assessment

11 16-17 It was **RESOLVED** to accept the updated Financial Risk Assessment for the year 2016-17 as at May 2016 which had been enclosed with the agenda.

9.6 Receipts and Payment Accounts 2016-17

12 16-17 It was **RESOLVED** to approve the receipts and payment accounts 2016-17 as at 2nd May, a copy of which had been enclosed with the agenda.

It was suggested that the Clerk could send cheques received to the bank earlier rather than group them to send in one batch to save time.

9.7 Payment of Invoices for Regular Services

13 16-17 It was **RESOLVED** that invoices for expenditure listed below (for services, stationery etc, which on many occasions need to be paid before the next meeting of the Parish Council) be paid as they are received, to avoid delaying payment unnecessarily.

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

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.

9.8 Applications for Grants

494 18.4.16 Mrs. Black £100 insurance for Better Balance request for Mrs. Sharman. Mrs. Sharman explained that Better Balance was needed by elderly people to increase strength etc so remain active longer, and she has attended courses to keep up-to-date.

14 16-17 It was **RESOLVED** to grant £100 for Better Balance.

9.9 Other financial matters

9.9.1 S137 Expenditure

Limit for 2016-17 is £7.42

December 2015 Froyle electoral roll: 475

4 deletions, 25 creations since. Net: 496

£7.42 x 496 = **£3680.32**. Noted.

9.9.2 Insurance premium paid on 14.9.15 to Broker Network Ltd. £1641.12. Insurance renewal date is 1st October 2016. Mr. Macnabb reported that he had looked into insurance and that FPC's present policy is acceptable. Other quotations could be pursued nearer the renewal date.

9.9.3 Grants: Previous f/yr grants paid by FPC (ref FPC 21.11.11). Noted

DATE	PAYEE	PURPOSE	CHQ	RESL	S137 grants
					£3473.92 limit
10.5.15	SSAFA	Contribution	1216	17 15-16	100.00
5.11.15	N. Whines	VH cones & receipt d500027	1244	34 15-16	261.72
16.11.15	Mrs. A. Booth	Froyle Archive	1246	36 15-16	500.00
31..12.15	Mr. D. Robertson	Magazine story prize	1249	42 15-16	97.99
11.1.16	Home-Start WeyWater	Grant	1256	44 15-16	200.00
					1159.71

9.9.4 Sports Hut

471 1.4.16 HALC Letting of property FH:"NALC Legal Topic Note No. 41 'The Responsibilities of Councils as land owners' had been enclosed with the agenda.

Mr. Whines reported that there was a possibility of letting the hut for business use to a resident, and also that funding is available for community businesses. **Mr. Whines** to ask the resident to write to the parish council detailing his proposal. It was **agreed** that the supplementary lock should be changed.

9.9.5 SSE contract had been enclosed with the agenda.

15 16-17 It was **RESOLVED** to renew the contract with SSE.

ITEM 10 PLANNING

10.1 Planning Applications

465 30.3.16 **27648/016 CAT Elmcroft**, Froyle Road, Lower Froyle, Apple tree (T2) - fell, Apple tree (T1) - prune to leave finished height of 2.5m and spread of 2-3m Consultation expired. FPC responded with no comment.

469 31.3.16 **24771/007 HSE Allsun**, Husseys Lane, Lower Froyle, Ground floor and first floor rear extensions following demolition of ancillary store. Consultation expired. FPC had objected.

495 18.4.16 Mr. Clark 24771/007 Allsun

496 18.4.16 **27454/029 LBC Aldersey House**, Froyle Road, Lower Froyle, Listed building consent - conservatory to rear after demolition of existing snug.

16 16-17 It was **RESOLVED** to make no comment on this application.

498 18.4.16 **56650 PA3Q Barn West of Gravelly Wood**, Dippenhall Road, Bentley, Agricultural Prior Notification for change of use of agricultural buildings to C3 dwelling. Noted. It was **agreed** to make no comment on this.

510 21.4.16 **56645 TEL Orange Ham 0105, Yarnhams Lane**, Froyle, 4G upgrade to existing equipment
Consultation expiry 18.5.16

17 16-17 It was **RESOLVED** to make no comment on this application.

511 21.4.16 **Amendment to 55428/003 Land at Cadnam Farm**, Upper Anstey Lane, Shalden. *Consultation expired*
512 22.4.16 **Amendment 55428/004 Land at Cadnam Farm**
FPC had responded with no comment.

515 25.4.16 **26566/031 Husseys**, Husseys Lane, Lower Froyle, Horse Chestnut - remove one over-extended, co-dominant leader emanating from a cavity.

18 16-17 It was **RESOLVED** to make no comment on this application.

10.2 Results of Planning Applications, noted

426 4.3.16 **20672/008 Wheelwrights**, Husseys Lane, Lower Froyle, Crown reduce one Ash tree in front garden by no more than 3-4m overall to leave height of approx 16m and spread of approx 11m & crown clean to remove dead, dying, rubbing and crossing branches NO OBJECTION

435 11.3.16 **56514 7 Miller Lane**, Upper Froyle, Single storey rear extension REFUSAL

473 1.4.16 **20482/007 Coxs Meadow**, Froyle Road, LF, Ash - fell. Oak - crown reduce to leave a finished height of 8 metres and crown spread (radius) of 3 metres. Beech - crown reduce to leave a finished height of 10 metres and crown spread (radius) of 2-2.5 metres. NO OBJECTION

484 8.4.16 **55541/004 Froyle Park**, UF, three dwellings with associated car parking following demolition of existing flat roofed workshops. REFUSAL

485 8.4.16 **49833/009 Highwood House**, Well Lane, Lower Froyle, Removal of condition 6 attached to 49833/005 to allow conversion of roofspace to habitable accommodation and retention of dormer windows. PERMISSION

486 8.4.16 **35913/012 Old Brewery House**, Husseys Lane, Lower Froyle, Two Sycamore - crown reduction by 8-10m to leave finished height of 8-10m and finished crown spread radius of 2-3m NO OBJECTION

487 8.4.16 **56335 7 Burnham Square**, Upper Froyle, Detached car port PERMISSION

518 29.4.16 **27648/016 Elmcroft**, Lower Froyle, Apple tree (T2) - fell, Apple tree (T1) - prune to leave finished height of 2.5m and spread of 2-3m NO OBJECTION

10.3 Other Planning Matters

483 7.4.16 Planning: Local Plan Part 3 Consultation expiry 16.5.16. Mr. Deans said that there appear to be no housing allocations for Froyle.

Mr. Whines noted that EHDC had produced a planning enforcement policy.

ITEM 11 PARISH COUNCILLOR VACANCY

Vacancy due to resignation. The vacancy may be filled by advertising the vacancy and co-option of a new member at a subsequent meeting of the Parish Council. The two statutory notices ie the availability of a bye-election and otherwise of co-option were posted on the noticeboards and on the website on 21st April, and a copy of the notice regarding bye-election sent to the Returning Officer. No applications had been received by the Clerk. Mr. Whines reported that Mrs. Julie Southern had written to him expressing her willingness to be co-opted if there were no other applicants.

19 16-17 It was **RESOLVED** to co-opt Mrs. Julie Southern as parish councillor.

ITEM 12 REPORTS BY OFFICERS AND COUNCILLORS

506 18.4.16 Mr. Macnabb "Devolution" meeting notes. Mr. Macnabb explained that the situation can change and it is advisable to keep up-to-date.

ITEM 13 OTHER MATTERS

508 18.4.16 Mrs. Hill: Alton recycling centre; lorry movements in Froyle, details had been enclosed with the agenda. Mr. Deans reported that the Speedwatch group were asking for 'unsuitable for HGVs' signs. It was not thought that Alton recycling centre would be closing. The Clerk to reply to Mrs. Hill.

ITEM 14 CORRESPONDENCE RECEIVED

A list of the correspondence received since the agenda for the meeting of 7.3.16 had been prepared was enclosed with the agenda. Some matters did not require any action, and some had already been circulated to councillors. Other matters, some of which the papers were at the meeting, were noted:

429 8.3.16	HALC	NALC Consultation on the Practitioners' Guide 2016 - Informal Opportunity To Comment
448 17.3.16	EHDC	Devolution Bid - Briefing for Town and Parish Councils
451 21.3.16	HALC	LAIS1388 Planning Changes briefing
463 29.3.16	EHAPTC	petition "Give parish councils the right to appeal planning decisions."
466 30.3.16	NALC	Local Council Review: beating planning rule re developers, etc
467 30.3.16	EHAPTC	Housing and Planning Bill
497 18.4.16	EHAPTC	SDNPA letter re Hampshire "devolution"
504 18.4.16		Mark Kemp-Gee East Hampshire and the proposed Solent Combined Authority
514 25.4.16		Mrs. Bailey Wedding Venue signage
521 2.5.16		Mrs. A. Roberts Froyle Park - Street Scape
524 4.5.16	HALC	Future EU changes to Data Protection For Councils

ITEM 15 MATTERS RAISED BY COUNCILLORS AND OFFICERS

15.1 Froyle Park: Mr. Whines reported that he had received a response to his Freedom of Information request listing meetings between Mr. Roach of NJG and Mr. Cowper of EHDC. The parking of cars by the side of the Avenue with regard to agricultural land was discussed and compared with similar parking. It was **agreed** that **Mr. Whines** would draft a letter to EHDC saying that the Froyle Park planning application for a car park for what is used as a wedding venue should not be decided until EHDC has responded to FPC's complaint in the form of QC's advice, and that Mr. Findlay QC would be informed of this. It was **agreed** that **Miss Gove** and **Mrs Wallis** would write to Alton Herald in relation to Counsel's advice, and the need to delay EHDC decision on the car park application until their legal team had responded.

Regarding the current application by Froyle Park for a car park, it was noted that time is of the essence, bearing in mind the timetable for the site visit and subsequent planning meeting.

15.2 Play equipment: Miss Gove reported that she is obtaining quotations for new equipment.

15.3 Speedwatch: Mr. Deans reported that the group are to meet suppliers of signs.

Item 15.3 : It was **agreed** that it would be acceptable to spend approximately £2000 to £3000 on them, subject to submission of further details and quotes from manufacturers. It was suggested that bin stickers would be down to individual residents. The matters of 'Unsuitable for HGV' signs would be taken up with HCC by Mr Deans on behalf of the Speedwatch Group. **ITEM 16 MATTERS RAISED BY RESIDENTS**

Bins on recreation ground: had been overflowing but had been emptied. Queried whether to buy a larger bin.

ITEM 17 MATTERS FOR REPORTING IN VILLAGE MAGAZINE

Froyle Park, Queen celebration, FPC annual accounts, hut, etc.

ITEM 18 DATE OF NEXT MEETING

Ordinary PC	11th July 2016 (Monday)	
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The meeting closed at 10.10 pm.

Date.....

Chairman..