

MINUTES
of the ANNUAL GENERAL MEETING
of FROYLE PARISH COUNCIL
held in the Village Hall on Monday 14th May 2012 at 8.00 pm

Present:

<i>Parish Council:</i> Mr. D. Collingborn Mr. M. Cray Mr. I Deans Miss J Gove Mr. S. Lloyd Mr MJ Wells Mr. N. Whines	<i>Clerk:</i> <i>Others:</i> None
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ITEM 1 ELECTION OF A CHAIRMAN

It was proposed and seconded that Mr M. Wells be Chairman for 2012-13.

001 12-13 There being no other nominations it was **RESOLVED** that Mr. Wells would be the Chairman for the forthcoming year.

ITEM 2 APOLOGIES FOR ABSENCE None

Mr. T. Goodsell; Others: Voluntary Auditor Mr. P. Elliott, Dist. Cllr. G. Watts

ITEM 3 ELECTION OF A VICE-CHAIRMAN

It was proposed and seconded that Miss JJ Gove be Vice-Chairman for 2012-13.

002 12-13 There being no other nominations it was **RESOLVED** that Miss Gove would be the Vice-Chairman for the forthcoming year.

ITEM 4 MINUTES OF THE PREVIOUS MEETING

003 12-13 It was **RESOLVED** that the minutes of the extraordinary meeting of the Parish Council held on 2nd April 2012 be accepted as a true record.

ITEM 5 MATTERS ARISING FROM PREVIOUS MEETINGS

2nd April 2012 5.1 Planning applications

540 **West End Cottage**, Spollycombe Lane, UF 24434/011 LISTED BUILDING CONSENT TO CONVERT GARAGE TO HABITABLE ACCOMMODATION WITH LINK/SINGLE STOREY EXTENSION TO REAR (AMENDED PLANS RECEIVED 12 MARCH 2012). The Clerk had been asked to ask the Case Officer whether this application was for a one- or two-storey extension. 575 response: description changed to: CONVERSION OF GARAGE TO HABITABLE ACCOMMODATION WITH LINK/SINGLE STOREY EXTENSION TO REAR WITH FIRST FLOOR ACCOMMODATION WITHIN THE ROOF SPACE AND DORMER WINDOW IN NORTH WEST ROOF SLOPE.

20.4.12

603 Response re Treloar development: either Mr. C. Murray or Mr. A. Ellis (Principal Planning Officer) will attend a meeting on 14.5.12. 607 HALC: S. Lugg response Treloars development: suggest initial conversation with the member support officer, and can meet council informally.

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

ITEM 6 ELECTION OF OFFICERS TO FILL THE FOLLOWING POSTS:

004 12-13 It was **RESOLVED** that the following duties be undertaken by those indicated:

Archivist	Mr. & Mrs. Booth
Association of Parish Councils	Mr. Collingborn
Churchyard Maintenance	Mr. Wells
CPRE	Miss Gove
Footpaths	Miss Gove
Independent Auditor	Mr. Elliott
Lengthsman	Mr. Deans
Maintenance Volunteer (including playground)	Mr. Collingborn Mr. Wells/
Open Spaces	Mr. Cray
Planning	Mr. Collingborn/Mr. Deans/Mr. Whines, as Planning Committee
Publicity	Mr. Lloyd
Recycling Area	Froyle Village Hall Management Committee
Roads & transportation	Mr. Cray
Tree Warden	Planning Committee
Victim Support	Mr. Collingborn
Village Hall	Mr. Whines
Flag/flagpole	Mr. Collingborn

ITEM 7 REPRESENTATION AT COMMUNITY FORUM (ALTON & SURROUNDING VILLAGES) [EHDC e 11.1.12]

005 12-13 It was **RESOLVED** that members would attend the meetings below:

Date (Tuesdays, 6.30 pm)	Froyle Parish Council Representative
24th July 2012	Mr. Deans
23rd October 2012	Mr. Goodsell
29th January 2013	Miss Gove
23rd April 2013	Mr Lloyd

ITEM 8 PARISH COUNCIL MEETINGS FOR 2012/13

006 12-13 It was **RESOLVED** that Parish Council meetings would be:

Type of meeting	Date	Remarks
Ordinary PC	2 nd July 2012 (Monday)	
Ordinary PC	17th September 2012 (Monday)	
Ordinary PC	19 th November 2012 (Monday)	Initial Budget Meeting
Ordinary PC	7th January 2013 (Monday)	Budget/Precept Approval Meeting
Ordinary PC	4th March 2013 (Monday)	
Annual Parish Meeting	15 th April 2013 (Monday)	
AGM PC	13th May 2013 (Monday)	Election of Chairman etc

ITEM 9 TRELOAR DEVELOPMENT

Alternative uses of the Treloar site were reported.

ITEM 10 FINANCE

10.1 Approval of Payments

007 12-13 It was **RESOLVED** to note and approve the following payments made since the agenda for the meeting of 5.3.12 was prepared, as at 9.5.12: £

Southern Electric	Sports Pavilion electrics	996	18 11-12	57.57
Treloar College (IKC)	Mag	997	18 11-12	132.00
Ricoh UK Ltd.	Photocopier	998	18 11-12	10.36
P. Cullen	Salary & expenses	999	57 11-12	1077.39
NALC	Local Council Review sub	1000	18 11-12	15.50
Four Seasons Marquees	Deposit, Jubilee	1002		211.20
Treloar College (IKC)	Magazine printing	1003	18 11-12	132.00
South East Water Ltd.	Sports Pavilion	1004	18 11-12	12.32
Knockout Entertain	Hog Roast	1005		620.00
Treloar College (IKC)	Magazine printing	1006	18 11-12	120.00
The Landscape Group	Dog bins	1007	18 11-12	51.01

10.2 draft accounts for the year ending 31st March 2012

008 12-13 It was **RESOLVED to approve the** payments, receipts, receipts and payments accounts summary, bank reconciliation, bank statements, notes to receipts and payments accounts with assets, balance sheet, for year ending 31st March 2012, and Internal Auditor's report (in Annual Return) which had been enclosed with the agenda.

10.3 Budget 2011-12

Actual figures at 31.3.12 compared with budget had been enclosed with the agenda. The Clerk reported that the Internal Auditor had approved the accounts enclosed with the agenda, but had added that the Budget actual figures for 2011-12 should not include figures for contingencies and reserve for revenue expenditure and should include an adjustment for VAT paid 2011-12 to be recovered in 2012-13. Noted.

10.4 Financial Risk Assessment

009 12-13 It was **RESOLVED** to accept the updated Financial Risk Assessment as at May 2012 which had been enclosed with the agenda.

10.5 Audit of Accounts year ended 31st March 2012

010 12-13 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 approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	prepared its accounting statements in the way prescribed by law.
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 codes of practice which could have a significant financial effect on the ability of the council to conduct its business or on its finances.	has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done 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 has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 we carried out an assessment of the risks facing the council 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 the council.
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 the council 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.

10.5.2 Annual Return of Accounts to the Audit Commission

011 12-13 It was **RESOLVED** to approve the Annual Return of Accounts to the Audit Commission, a copy of which had been enclosed with the agenda.

10.6 Receipts and payment accounts 2012-13

012 12-13 It was **RESOLVED** to approve the receipts and payment accounts 2012-13 as at 8th May, a copy of which had been enclosed with the agenda.

10.7 Payment of Invoices for Regular Services

013 12-13 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.

Subscription to Hampshire Association of Local Councils & NALC levy

Subscription to Local Council Review (NALC)

Subscription to Campaign to Protect Rural England

Hampshire Playing Field Association subscription

Southern Electric, for Sports Pavilion

South East Water, sewerage charge for Sports Pavilion

Council tax for Sports Pavilion

Playsafety Ltd., for RoSPA inspection

Greendown Garden Services grass cutting Churchyard, Village Hall, War Memorial

OCS Group UK t/a Cannon grass cutting Recreation Ground (Resolution 176/02)

English Landscapes

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.

Information Commissioner (renewal of entry registration)

Audit fee

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 Applications for grants

595 **Bentley School** Application for grant for 2012-13. Details had been enclosed with the agenda. Previous grant was £400 paid on 7.3.11 for f/y 11-12.

014 12-13 It was **RESOLVED** to make a £400 grant to Bentley School for the financial year 2012-13.

10.9 Appreciation of grant etc. None.

10.10 Other financial matters

10.10.1 S137 Expenditure

SECTION 137 EXPENDITURE: LIMIT FOR 2012/2013: sum for parish councils for the purposes of section 137(4)(a) of the Local Government Act 1972 ("1972 Act") for 2012-2013 is £6.80 x no of electors.

2011 electoral roll with amendments as at 8.5.12 was 463 + 2 – 2 = 463. £6.80 x 463 = **£3148.40**. Noted.

10.10.2 Insurance 577 19.4.11 Came & Co Insurance premium £1,537.63 paid. Contract effective dates 1.6.11 for 16 months - expires 30.9.12. Noted.

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

DATE	PAYEE	PURPOSE	S137 grants	Other grants
21.9.11	EH Citizens Advice	Grant	325.00	
21.9.11	Victim Support	Grant	50.00	
21.11.11	Mrs. A. Booth	Froyle Archive	250.00	
	TOTALS		625.00	0.00

10.10.4 Grass cutting frequency

OCS contract is for fortnightly cutting during April to September. They do extra cuts at beginning and end of season if grass growing enough to require it eg if needed shorter for football, if ground is not too wet.

ITEM 11 PLANNING

11.1 Planning Applications

11.1.1 566 West End Cottage, Spollycombe Lane, UF 24434/010/011
CONVERSION OF GARAGE TO HABITABLE ACCOMMODATION WITH LINK/SINGLE STOREY EXTENSION TO REAR, Consultation expired 9.4.12. FPC had responded: Although this application is described as for a single-storey extension, part of the extension is two-storey where the roof in which there is a bedroom is extended. It is thus effectively an application in two parts, and accordingly Froyle Parish Council is making two separate responses:

Froyle Parish Council objects the two-storey part of the extension (the bedroom) because the planned dormer window overlooks other properties and would thus be intrusive. The bedroom already has windows and the parish council would withdraw their objection if there were to be no new windows in the extended roof.

Froyle Parish Council has no objection to the single-storey part of the application.

West End Cottage was referred to FPC **Planning Committee** for consideration of the lack of clarity of the application description.

11.1.2 584 Froyle House, Ryebriidge Lane, UF 20107/059 T1 - Holm Oak – Fell.
Consultation expired 3.5.12. FPC had responded: There should be no work on the tree until September at the earliest, as it is nesting season and a tree that size will probably house many species. FPC also request that another tree be planted further away from the house.

11.1.3 592 1 Turnpike Cottages, Froyle, 27291/001 INTERNAL AND EXTERNAL ALTERATIONS INCLUDING REMOVAL OF MODERN FIRE PLACE, REINSTATE BRESSUMER FIREPLACE, RESTORATION OF STAIRCASE, SUBDIVISION OF KITCHEN, REMOVING INFILL BRICKWORK AND DEMOLITION OF REAR STORE.

016 12-13 It was **RESOLVED** to make no objection to this application.

11.1.4 596 Blue Cottage, LF, 54255 & 001 DOUBLE GARAGE, WORKSHOP/ STORE AND WC FOLLOWING DEMOLITION OF WORKSHOP/ STORE.

It was agreed to make no response to this application until the issue of lack of notification of neighbours, which was referred to the FPC **Planning Committee**, was resolved.

11.2 Results of Planning Applications

572 **Land NE Church**, Ryebidge Lane, UF 50481/002 CROWN LIFT 7 TREES ADJACENT TO E BOUNDARY: TREES ARE SUBJECT TO TPO (EH867)11: CONSENT. Noted.

11.3 Other Planning Matters None

ITEM 12 MATTERS ARISING FROM ANNUAL PARISH MEETING

A copy of the draft minutes of the annual parish meeting held on 22nd April 2012 had been previously circulated to councillors.

ITEM 10 ANY OTHER MATTERS RAISED BY ELECTORS

litter on the A31: 623 M. Kemp-Gee: Copy of letter from Colin Taylor, HCC Assistant Director - **Highways, Traffic and Transport**: "There has recently been a meeting with Veolia, HCC and EHDC officers about the state of the A31 verges. The HCC officer came away with the view that EHDC recognised that the littering was not the fault of Veolia but it was more associated with general daily litter discarded by road users and fly tipping exacerbated by the frequency of cleansing. I have spoken to Area east and asked them to ensure that when we arrange for the verge cutting on the A31 we arrange this in liaison with EHDC so that litter clearance takes place at the same time."

573 **Veolia**: Response re litter: weekly litter pick of lay-by and slip road; cannot extend activities onto A31; have informed EHDC and HCC of FPC concerns; stringent protocols re litter blowing from lorries; ask for details of lorries which litter.

Previously circulated to councillors and reported and APM.

It was agreed that **Mr. Whines** would draft a letter to Veolia.

ITEM 13 REPORTS BY OFFICERS AND COUNCILLORS

13.1 Mr. Lloyd reported that the **Recreation Ground Bye-laws** had been submitted to the Department of Communities and Local Government for approval and a response was awaited.

13.2 Mr. Whines mentioned likely cost of remounting the village **map**. The possibility of mounting an Ordnance Survey map of the local area as sometimes it is needed by walkers etc was discussed. It was suggested that developers' contributions for open space may be available for this. **Mr. Whines** agreed to investigate.

13.3 Mr. Cray described the removal of some pieces of **playground** equipment, refurbishment of others, and installation of new ones, and grants from HCC etc. Mr. Wells explained that the present slide does not adhere to new standards.

ITEM 14 OTHER MATTERS

14.1 Mr. Wells reported that the electricity company have agreed to remove the tops of the potentially dangerous **trees** by the public footpath adjacent to 31 Westburn Fields.

ITEM 15 CORRESPONDENCE RECEIVED

A list of the correspondence received since the agenda for the meeting of 2nd April 2012 had been prepared was enclosed with the agenda. Some matters did not require any action, some items had already been circulated to councillors, and other items were dealt with earlier in the meeting. Other matters, some of which the papers will be at the meeting, were (noted):

- 576 HALC: Update, inc. planning, larger applications, mapping
- 582 EHDC: forwarded 'letter' re unauthorized camps
- 586 EHDC: Unauthorised Encampments additional attachments
- 599 Unlock Democracy: Sustainable Communities Act
- 600 Zurich: Insurance offer
- 604 Came & Co.: Response re Jubilee events notification
- 608 HALC: Green Insight services
- 609 Came & Co.: Parish Councillors' Guide
- 610 HCC: Early Day Motion On Planning Appeals And The Planning Applications (Appeals by Town and Parish Councils) Bill
- 612 D. Ramsbotham: Wind turbines petition
- 618 RAF Odiham: Activities
- 620 CPRE: Fieldwork mag: planning reforms, litter etc.

ITEM 16 MATTERS RAISED BY COUNCILLORS AND OFFICERS

16.1 Mr. Collingborn agreed to investigate whether there are any Department of Culture, Media and Sport guidelines on **flag** flying during Jubilee celebrations.

16.2 Mr Deans and Miss Gove reported that they are both on the village Treloar group, the Parish Plan Steering group, and the parish council, and can inform the statutory bodies as appropriate of progress of discussions between EHDC, any developer, and the parish council.

ITEM 17 MATTERS RAISED BY RESIDENTS None.

ITEM 18 DATE OF NEXT MEETING

2nd July 2012 (Monday)

The meeting closed at 9.35 pm.

Date..... Chairman.....