

MINUTES
of the ANNUAL MEETING of
FROYLE PARISH COUNCIL
held in the Village Hall, Lower Froyle,
on Monday 14th May 2018 at 7.45 pm

Present:

<i>Parish Council:</i> Mr. K. Anfield Mr. I. Deans Mr. G. Heyhurst Mr. R. Macnabb Mr. S. Maher Dr. A. Roberts Mrs. J. Southern Mr. N. Whines	Clerk <i>Others:</i> 3
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ITEM 1 ELECTION OF A CHAIRMAN

It was proposed and seconded that Mrs Julie Southern be Chairman for 2017-18.

01 18-19 There being no other nominations it was **RESOLVED** that Mrs. Julie Southern would be the Chairman for the forthcoming year.

ITEM 2 APOLOGIES FOR ABSENCE None

ITEM 3 ELECTION OF A VICE-CHAIRMAN

It was proposed and seconded that Mr. Ian Deans be Vice-Chairman for 2017-18.

02 18-19 There being no other nominations it was **RESOLVED** that Mr. Ian Deans would be the Vice-Chairman for the forthcoming year.

ITEM 4 MINUTES OF THE PREVIOUS MEETING

03 18-19 It was **RESOLVED** that the Minutes of the meeting of the Parish Council held on 13th March 2018 be accepted as a true record, after the addition of the word 'suggested' in item 9.2.

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 had been enclosed with the agenda.

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 report had been enclosed with the agenda.

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:

It was **agreed** that the following duties be undertaken by those indicated:

EHAPTC/HALC	Rota to be agreed
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	Mr. Maher
Child and Vulnerable Adult Protection	Dr. Roberts
<i>Any others if necessary</i>	

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

It was **agreed** that the following meetings be attended by those indicated:

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

It was **agreed** that Parish Council meetings would be:

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

ITEM 9 ANNUAL PARISH MEETING

It was **agreed** that Annual Parish Meeting would be:

Annual Parish Meeting	17th April 2019 (Wednesday)
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ITEM 10 FINANCE**10.1 Approval of Payments**

04 18-19 It was **RESOLVED** to note and approve the following payments made since the agenda for the meeting of 13.3.18 had been prepared

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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	Recreation 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	Recreation 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

05 18-19 It was **RESOLVED** to approve the **draft accounts for the year ending 31st March 2018** (payments, receipts, bank reconciliation, notes to receipts and payments accounts with assets, bank statements) which had been enclosed with the agenda.

10.3 Audit of Accounts year ended 31st March 2018

06 18-19 It was **RESOLVED** to complete the Statement of Assurance by answering Yes to each of the Statements which had been enclosed with the agenda.

10.3.1 Annual Return of Accounts

07 18-19 It was **RESOLVED** to approve the Accountability and Governance Annual Return 2017/18 to the External Auditor and internal auditor's report which had been enclosed with the agenda.

10.4 Budget 2017-18 Actual figures at 31.3.18 compared with budget had been enclosed with the agenda.

10.5 Financial & Other Risks Assessment

Mr. Macnabb reported that the credit rating for the insurers, Hiscox, was A- (Excellent).

It was agreed to add the words 'Fortnightly checks by FPC for obvious problems, quarterly independent checks, annual check by RoSPA' in Table 2 item 1, and 'Regular review of actual expenditure against agreed annual budget' in Table 2 item 13, and 'and regular review of payments and receipts and bank reconciliations' in Table 2 item 18.

08 18-19 It was **RESOLVED** to accept the updated Financial & Other Risks Assessment for the year 2018-19 as at May 2018 which had been enclosed with the agenda with additions as above.

10.6 Draft Financial Regulations recommended by Internal Auditor had been enclosed with the agenda. *Deferred to next parish council meeting.*

10.7 Receipts and Payment Accounts 2018-19 Copy of receipts and payment accounts 2018-19 at 2nd May had been enclosed with the agenda. It was **agreed** to approve them.

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.

09 18-19 It was **RESOLVED** 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
Mr. M. Wimshurst grass cutting Recreation Ground
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 had been enclosed with the agenda.

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

Details had been enclosed with the agenda.

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

10 18-19 It was **RESOLVED** to accept the quotation from Ricoh for a 5-year rental.

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 had 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 had 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 expired 10.5.18. FPC had objected to this application based on the Village Design Statement, because the change to tiles with dormers would appear very different from the original thatched roof and the combination of thatch and roof tiles would create an unbalanced appearance and detract from the character of this listed building.

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 had 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

11 18-19 It was **RESOLVED** object to this application, as the site is unsuitable for conversion to a one would be extremely small and have internal dimension below the guidelines described in the Technical Housing Standards produced by the Department for Communities and Local Government. It also sits below a protected bat loft which is described as being lined to collect bat droppings implying that it will have to be periodically cleaned. The property sits right at the entrance to Froyle Green and has bins and a large gas meter positioned immediately outside the windows. The application states that the shop has not been possible to let and that it was offered to the Parish Council at a peppercorn rent. This is not the case. We understand that discussions were held with a village resident which was reported to the Parish Council but no offer was ever made directly to the Council. Were a sensible offer made to FPC we would seriously consider taking the space as a village amenity as it was intended to be. This proposal would represent one more additional dwelling on Froyle Green, which has suffered five additional dwellings since the original planning application was approved. We believe that this is over-development, with the attendant parking spaces, bins and bike stores further eroding the character of this space that provides the setting for two listed buildings - Gasston House and Jephson House.

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 had 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.

12 18-19 It was **RESOLVED** to make no comment on this application.

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.*

13 18-19 It was **RESOLVED** to object to this application. **Mr. Whines** to draft.

11.2 Results of Planning Applications

459 23.3.18 **55894/002 5 Froyle House**, Ryebriidge 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**, Ryebriidge 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

New Model Standing Orders had been enclosed with the agenda.

500 13.4.18 HALC New Model Standing Orders

506 17.4.18 HALC NALC New Model Standing Orders

14 18-19 It was **RESOLVED** to adopt the Standing Orders which had been enclosed with the agenda.

ITEM 13 REPORTS BY OFFICERS AND COUNCILLORS

13.1 Froyle House

Mrs. Southern reported that she had met the EHDC Conservation Officer to discuss the quality of repairs to the wall of Froyle House and the deteriorating condition of the house. The house is to be placed on the Heritage at Risk Register, although it was not considered to be at that stage yet.

13.2 War Memorial

Mr. Deans reported that tenders had been received for renovations. The War Memorials Trust will grant 75% of the cost, usually for the lowest tender, but the quality of work and performance will be investigated. Approval would be given in August. He had been in contact with EHDC Conservation Officers regarding the surround. **Mr. Deans** to contact Dist.Cllr. Watts regarding funding.

ITEM 14 OTHER MATTERS

14.1 Froyle Park

A meeting with EHDC Leader etc had been arranged for June.

14.2 Dual use bin, Upper Froyle

516 20.4.18 EHDC Ms Gorman UF bin: cost of removing the bin approx £150.00, details had been enclosed with the agenda.

The multi-use litter bin at the top of Hen and Chicken Hill will remain where it is but be changed to a smaller pole mounted bin set further back on the verge.

14.3 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: Estimates have been sought for repairing the football hut for use as storage. Mr. Whines reported that there had been no information yet from builders. It was agreed that the hut should be future proofed. He explained that developer's contributions regarding the quarry would be approximately £6000, and that there might be S106 monies elsewhere.

Clerk to write to Castle Water explaining that estimated bill is wrong and will not be paid and to request that they read the meter in the hut, not the village hall.

14.4 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.

It was **agreed** that there should be a sign at Gate A saying no access to Froyle Park wedding venue that way. **Mr. Maher** to draft letter to Linden Homes. It was noted that there are still construction signs on Hen & Chicken Hill.

14.5 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

It was reported that there might be money available to offset any increase in traffic through Froyle caused by the increase in housing in Bordon.

Mr. Deans to check whether the advisory sign on the B3349 and 'no footway' signs had been erected and chase for action as necessary.

14.6 Land Sale

536 1.5.18 Mr. Woodruff Froyle Park land sale

543 1.5.18 Mr. Anfield Proposed sale of Froyle Park field

Reported that field is approximately 11 acres. Proposal for neighbouring residents to buy 5 ½ acres up to the gas pipeline. **Mrs. Southern** to draft letter to Mr. Roach asking for price to be asked. **Mr. Anfield** to liaise.

The possibility of compiling a Neighbourhood Plan was discussed.

14.7 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

14.8 Website

It was **agreed** that FPC should have a website for which it is responsible, and to investigate website providers, including that which the internal auditor had suggested.

ITEM 15 CORRESPONDENCE RECEIVED

A list of the correspondence received since the agenda for the meeting of 13th March 2018 had been prepared had been enclosed with the agenda. Some matters did not require any action, and some items had already been circulated to councillors. Other matters, some of which the papers were at the meeting, were noted below:

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

16.1 Play equipment: zip wire had been mended.

16.2 Farm traffic: perceived to be too fast. Mr. Macnabb to speak to potato farmer.

16.3 A31 central reservation grass cut, except for triangular. Clerk to write.

16.4 Barrier by play area in Upper Froyle needed. Mr. Maher to include in letter to Linden Homes regarding signs.

16.5 Bins left outside houses in Westburn Fields. Request to remove to be put in Village Magazine.

16.6 Parking near Anchor: can obstruct lorries. **Mr. Deans** to draft letter to Anchor manager asking for assistance in monitoring parking.

ITEM 17 MATTERS RAISED BY RESIDENTS

17.1 Barrier between road and footpath from recreation ground broken.

17.2 Pothole on A31 at Hen & Chicken to be reported.

ITEM 18 MATTERS FOR REPORTING IN VILLAGE MAGAZINE

Election of chairman and vice chairman; meeting with EHDC officer re Froyle House wall; War Memorial repairs; hut refurbishment; Upper Froyle shop planning application; Froyle House application; Upper Froyle bin; traffic; grass cutting; parking at Anchor; audit.

ITEM 19 DATE OF NEXT MEETING

Monday 11th June 2018

The meeting closed at 10 pm.

Date.....

Chairman.....