

MORTIMER WEST END PARISH COUNCIL

Minutes of the Meeting of the Council

Date : Thursday 28th May 2020 Time: 7.30pm

Place: Conference call due to Coronavirus Covid -19 restrictions

Present: Cllr Nick Thurlow
 Cllr Andrew Arthur
 Cllr David Lister
 Cllr Jonathon Bray
 Cllr Kevin Cross

In Attendance: Borough Cllr Simon Mahaffey
 County Cllr Rhydian Vaughan
 Christine McGarvie (Clerk)

24/2020 Apologies for absence

None received.

25/2020 To receive declarations of interest relating to items on the agenda

None

26/2020 Minutes of the last parish council meeting

26.1 To approve and sign the minutes of the meeting of 26th March 2020

It was agreed that the minutes of the meeting held 26th March 2020 were a true and accurate record. The minutes will be signed by the Chairman at a future date.

26.2 Matters arising from the minutes not otherwise on the agenda

19.2/20 Cllr Thurlow asked when Speedwatch sessions can start again. The advice from the police is that Speedwatch sessions still can't be held due to Coronavirus restrictions.

27/20 Open Forum – to hear matters raised by members of the public.

There were no members of the public present at the meeting and no questions had been received by the Clerk.

28/20 Planning & Development

28.1 To note receipt of new applications and make comment

20/01161/FUL The Pines Pamber Road Silchester – The Pines, Pamber Road. Erection of a 3 bedroom dwelling and shed/store with access from Soke Road.

It was agreed that all councillors should review the planning documents and email the Clerk with comments by 5th June so that a response can be collated. Clerk to forward details to Cllr Simon Mahaffey.

Action: All/Clerk

29/20 Highways & Footpaths issues

29.1 To discuss the Village gateway and Soke road improvement project

The Community Funding Initiative application form has been sent to Hampshire Highways to allow the work on Soke Road to be scheduled. Hampshire Highways are asking for confirmation that the Parish Council are happy with the latest version of the plans. Cllr Arthur to review the details and confirm that the project specification is correct.

Clerk to send details to Cllr Vaughan and ask if there are any sources of funding for the work.

Action: AA/Clerk

Clerk has reported the trees which are close to the highway on Soke Road to Hampshire County Council Highways department. Cllr Bray spoke to Englefield Estate and they confirmed that the trees are not on their land. Cllr Bray to ask Englefield Estate for a map of their land to clarify who might own the trees in question.

29.2 To discuss request from Hampshire Countryside team to use lengthsman for footpath grass cutting.

Hampshire County Council Countryside team have asked Parish Council's to take responsibility for cutting some of the rights of way in their parish as they have had to postpone their contract and use their own staff due to Coronavirus restrictions. There is no mention of additional funding being available to do this. There is currently £1135 available in the lengthsman to cover the whole of 2020-2021.

It was agreed that the Clerk should contact other Parish Council's to find out what response they have given and received from the Countryside team.

30/20 Reports

30.1 County Councillor Report – Cllr Rhydian Vaughan

The Hampshire County Council Councillors' briefing is being sent out daily and forwarded to all councillors. This gives information about the response to the Coronavirus pandemic.

South East Water have sent out a bulletin today asking residents to conserve water as they are experiencing high levels of demand at certain times of the day.

A grant has been received from the Department of Transport to help support bus services which are struggling during the Coronavirus restrictions

Hampshire Fire authority local resilience forum which brings together the fire service, police and ambulance service is running out of money but has received additional funds from government.

HCC have lost £96 million pounds in revenue during the Coronavirus lockdown as income streams have stopped. Some staff have been furloughed and many are working from home

30.2 Borough Councillor Report – Cllr Simon Mahaffey

Two Silchester residents are reported to have died of Covid 19.

Bin collections are fortnightly at the moment due to the Coronavirus restrictions. Discussions are ongoing about when normal service can be resumed.

The leisure park in Basingstoke was used as a MOD mobile Coronavirus testing area.

Basingstoke and Dean have been able to provide grants to businesses to help them through the Coronavirus crisis. £21 million of grants from Council reserves have been given to business so far. The government initially provided £53,000 of additional funding but this was increased to £1.74 million.

The Waste recycling facility in Wade Road, Basingstoke was reopened on 11th May but residents are requested to only use it if necessary, as they are still experiencing queues at the site.

The Mayor held a virtual VE day celebration event.

There is a £200,000 fund available through Basingstoke Volunteer Action (BVA) to support vulnerable residents along with a Council tax hardship fund.

Residents in need of help should contact the Coronavirus Helpline 0333 3704000 or the domestic abuse helpline 03300165112

The borough council have started holding virtual meetings. Cllr Mahaffey attended the Climate emergency members advisory panel last week.

The Traveller in Silchester enquiry adjourned until September. Will circulate date when know it.

Non-essential shops in Festival Place are planning to reopen on 15th June. £155,000 has been spent on safety measures to enable this to happen.

Community safety officers have dealt with 71 incidents during the lockdown.

Stagecoach will be increasing some of their local services from 31st May to allow social distancing to be implemented on the buses.

Basingstoke and Dean Borough Councillor, Chief Executive Mel Barrett is moving to Nottingham City Council.

Cllr Cross asked whether the Borough Council will consider leaving the black bin collection fortnightly and make the recycling collection weekly. Cllr Mahaffey reported that the service is likely to be reviewed again in the near future.

30.3 Clerk's report

Clerk is working on the website accessibility statement which must be on the website by 1st September 2020.

30.4 To receive reports from parish council representatives

Most meetings of outside bodies have been postponed due to Coronavirus restrictions.

The next AWE LLC will be held via audio conference in July.

The Village Hall Treasure hunt woodland walk has been cancelled due to Coronavirus restrictions. The Quiz may go ahead later in the year.

31/20 Finance

31.1 To approve payments, bank reconciliation and receipts.

See appendix B below

All payments for May were approved. Cllr Arthur and Cllr Thurlow will approve the payments electronically as per the payment list.

31.2 To consider insurance renewal quote (under Long Term Agreement)

It was agreed to accept the insurance quotation from BHIB Ltd under the Long Term Agreement at a cost of £511.89.

31.3 To discuss the internal auditors report and review internal controls.

The internal auditor’s report was sent to all councillors for review. The clerk read out the main findings and all agreed that the changes recommended would be made in the current financial year. Clerk to update the minutes template. Clerk to update the risk assessment and financial regulations as necessary for review at the July meeting.

Action: Clerk

31.4 To approve the Annual governance statement for 2019/20

Cllr Thurlow read out the Annual Governance Statements. The Parish Council considered the statements and resolved to reply Yes to statements 1 to 9. The Chairman will sign the Annual Governance statement on behalf of the Parish Council.

31.5 To approve the end of year Statement of Accounts for 2019/20 and consider declaring exemption from external audit

The Parish Council accepted the end of year statement of accounts prepared by the Clerk and the form will be signed by the Chairman on behalf of the Parish Council.

The Parish Council agreed to declare itself exempt from the requirement for a limited assurance review as the higher of the authority’s gross income for the year or gross annual expenditure for the year did not exceed £25,000

31.6 To agree the dates for the public exercise of rights

The Parish Council agreed to hold the exercise of public rights from 15th June to 24th July. Clerk to arrange for the documents to be uploaded to the website and for the required notices to be put up on 14th June.

32/20 Date of Next Meeting

The next meeting will be held on 23rd July 2020 7.30pm Venue : To be confirmed

Signed:
(Chairman)

Date:.....

Appendix A
 May 2020
 Planning Applications for Consideration

1	20/01161/FUL The Pines Pamber Road Silchester – The Pines, Pamber Road. Erection of a 3 bedroom dwelling and shed/store with access from Soke Road.	Deadline 12 th June
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Planning Application Decisions made

1	19/01319/FUL - Yewtree Cottage, Chapel Road - Erection of 1 no. dwelling house on previously developed land and erection of replacement dwelling on site of existing dwelling Case officer has said that current plans are unacceptable and they are waiting for amended plans.	REFUSED 31 st March 2020
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Planning Applications Awaiting Decisions

1	20/00468/HSE Wind Whistles Welshmans Road - Erection of two storey front extension, two dormer windows to front elevation and two storey rear extension. Erection of detached garage, erection of side/rear extension to existing garage and conversion to games room, gym, wet room and store	Deadline extended until 17 th June
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Appendix B

Statement no 23 (3/3/2020)

Statement no 25 (1/5/2020)

£12,141.17	£15,145.63
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Payments since last meeting date :

Cheque No	Payee	Details	TOTAL COST
SO	Mrs C McGarvie	Mach Salary	238.20
EP	Vision ICT	website hosting & support	150.00
EP	Pamber Parish Council	50% of SID	969.55
EP	Mrs C McGarvie	Ink, postage, homeworking allowance	76.59
EP	MWE PCC	Churchyard grass cutting	450.00
SO	Mrs C McGarvie	April salary	238.20
TOTAL			£2,122.54

New Items for payment

Cheque No	Payee	Details	TOTAL COST
SO	Mrs C McGarvie	May salary	238.20
EP	Mr N Thurlow	Zoom subscription 1 month	14.39
EP	Do the Numbers Ltd	Internal Audit	190.00
EP	Mrs C McGarvie	Website accessibility training	60.00
EP	Hampshire Association of Local Councils	Affiliation fees	215.34
EP	BHIB Ltd	Insurance renewal	511.89
TOTAL			£1,229.82

Receipts since last meeting date :

Receipt Date	Payer	Details	TOTAL AMOUNT
27/04/2020	Basingstoke and Deane	Precept	5127.00
			£5,127.00

Payments not yet presented

Cheque No	Payee	Details	TOTAL COST
TOTAL			£0.00

Receipts after statement date :

Receipt Date	Payer	Details	TOTAL AMOUNT
TOTAL			£0.00

Treasurers account balance after new payments	£13,915.81
Savings Account balance as at 1st May 2020	16602.93
	£30,518.74

Appendix C

Bank Reconciliation 21st May 2020

Authority name Mortimer West End Parish Council

Prepared by Christine McGarvie Clerk and RFO

Date 21st May 2020

Approved by Nick Thurlow Chair of council

Date 21st May 2020

Balance per bank statements as at 1st May 2020	£	£
Treasurers Account	15145.63	
Savings Account	16602.93	
		31748.56
Less any un-presented cheques at 21st May2020		
Add any uncleared cheques/cash/payments		0
		0
Net Bank balances as at 21st May 2020		£31,748.56

CASH BOOK

Opening balance cashbook 1st April 2020	10706.83
Add: Receipts in the year	5127.00
Less:Payments in the year	688.20
Closing balance as per cash book as at 21st May 2020	£15,145.63

Opening balance savings account	16602.22
Add: Receipts in the year	£0.71
Less:Payments in the year	0
Closing balance as per cash book as at 21st May 2020	£16,602.93

Overall closing balance **£31,748.56**

difference £0.00