

Minutes of the ordinary Parish Council Meeting of WOODGREEN PARISH COUNCIL Held Online on Tuesday 2nd June 2020 at 7.30pm

Members present: Chairman John Clarke (JC), Lance Benest (LB), Sue Allpress (SA), Stewart Hall (SH), and Ed Hollinghurst (EH)

Also present: Vicky Eden (Clerk)

20/21.24 Apologies for Absence: Following Clerk's completion of the Attendance book, apologies were received and accepted from Cllr John Sanger (JS).

20/21.25 Declarations of interest: None declared.

20/21.26 Minutes of previous meeting on 05/05/2020: Following a review of the minutes, it was then unanimously **RESOLVED** that the minutes be accepted as an accurate record and were duly signed by the Chairman.

20/21.27 Matters arising from previous minutes not appearing as agenda items:

- 1) COVID 19 Update - The Chairman advised that the recent Beyond The Hedge competition was a success with 56 scarecrows displayed around the village.
- 2) Insurance - Renewal taken up at a cost of £958.83 (reduced cost following amendment to cover) although quote in relation to cemetery and increased fencing requirements to follow once measurements of existing fencing confirmed..
- 3) Parish Councillor responsibilities to be discussed at future meeting.

20/21.28 Public Participation Session: No members of the public were present.

20/21.29 District and County Councillor: Not present.

20/21.30 Planning

- a) **Planning Applications:** None received
- b) **Tree Works Applications:** None received
- c) **Other Planning Matters and Decisions:**
 - i. **Planning:**

Application No: 20/00172

Proposed Works: Single storey extensions; new porch; 2 new rooflights; replacement of car port; demolition of existing single storey extension; porch and garage; replacement roof; new doors and windows and cladding to existing outbuilding to facilitate additional incidental accommodation

Site Address: Densome Cottage, Upper Densome Wood, Woodgreen, SP6 2QU

Members noted that further amendments have been made to this application although the Clerk was not notified of these changes by the planning authority. Members are disappointed with the communication difficulties that have been experienced and are considering writing a formal response to the NFNPA. The Members further agreed that they would like to make a representation at the next NFNPA Planning Committee Meeting to be held on 16th June 2020 should this application be on the agenda. Clerk is to contact NFNPA accordingly.

ii. Treeworks

Case Ref: TPO/20/0178 - DECISION - Grant

Proposed Works: Fell 1 x Beech tree; Fell 2 x Cypress trees

Site Address: Byeley-In-Densome, Densome Wood, Woodgreen, SP6 2QU

Case Ref: CONS/20/0179 - DECISION - No Objections
Proposed Works: Pollard 1 x Goat Willow tree
Site Address: 3 Nursery Cottages, Hale Road, Woodgreen, SP6 2AL

Case Ref: TPO/20/0181- DECISION - Raise No Objections
Proposed Works: Fell and Prune various tree species as per tree report provided
Site Address: Langat House, Densome Wood, Woodgreen, SP6 2QU

iii. Other Planning Matters: None

Parishioners are reminded to report any concerns in relation to breaches of planning online via the NFNP website at <http://www.newforestnpa.gov.uk/info/20041/enforcement/109/enforcement/4> or contact Clerk.

20/21.31 Roads, Ditches, Hedges and Footpaths: LB advised that there were no planned repairs to Highways at the current time. Concerns about the build up of gravel on Grace Lane, which has left the road heavily scoured adjacent to properties, have been reported to HCC and are now with contractor.

Parishioners are reminded to report any Highways concerns online via the Hampshire County Council (HCC) website at <http://www3.hants.gov.uk/roadproblems> or contact Clerk.

Parishioners are reminded to report any concerns in relation to Rights of Way online via the HCC Countryside Access Team website at <https://www.hants.gov.uk/landplanningandenvironment/rightsofway/reportaproblem> or contact Clerk.

Parishioners are also reminded to report any concerns in relation to fly tipping on Forestry Commission land either by telephone 0300 0674601 or contact clerk

20/21.32 Parish Lengthsman:

1. LB provided an update following his visit on 29th May 2020, advising that both SH and himself met with the lengthsman to discuss the overhanging trees at the cemetery. Unfortunately, the lengthsman is unable to undertake this task. The Forestry Commission has now been contacted and will look into the matter after 8th June 2020
2. The Clerk confirmed that the Parish Lengthsman's next visit to the village is on 26th June 2020. Any outstanding tasks are to be carried forward (including replacement of dragon's tooth on Brook Lane) and he will also investigate the loose step on the stile to Trims Drove. Members are asked to forward on any further new tasks to LB.

20/21.33 Cemetery Report: The repair of wooden surround around the bins was discussed and it was agreed that this structure should be repainted in the near future. The members **RESOLVED** to approve recent request for a burial on unconsecrated ground (N20). The enquiry in relation to maintenance of multiple graves is ongoing. As the Clerk advised that the Burials Register is almost full, the members **RESOLVED** the purchase of a new register at a cost of £28.08.

During this agenda item, problems were experienced with the internet connection. Meeting was stopped at 8.15pm although all members were able to resume meeting at 8.30pm.

20/21.34 Reading Room: Clerk has contacted the solicitor acting for both the insurer and parish council but there is no further update at the present time. EH provided update in relation to inspection by architect and contractor, with list to be forwarded onto Clerk in due course.

20/21.35 IT: LB gave an update. Further research is ongoing as to the most efficient and cost effective way for the parish council to meet the new Accessibility Regulations by 23rd September 2020. Informal meeting with alternative provider to be held on 4th June 2020.

20/21.36 Training: Clerk advised that she would like to attend the next available CiLCA training organised by HALC and SLCC. Cost of this training is £690 (£340 +VAT - HALC and £350 - SLCC). Following discussion, during which members considered the costs and benefits to Woodgreen Parish Council, the motion below was **RESOLVED**:

Clerk is to undertake CiLCA training on the following basis:

- Clerk to reimburse 100% of cost should she leave role within 1 year after completing course
- Clerk to reimburse 2/3s of cost should she leave role within 2 years after completing course
- Clerk to reimburse 1/3 of cost should she leave role within 3 years after completing course

The Clerk advised that she is happy to undertake training on the above terms and will contact HALC and SLCC to register.

20/21.37 Correspondence: Details of correspondence previously forwarded to councillors. Updates from local organisations are reflected under News on www.woodgreen-pc.gov.uk The following items were highlighted:

- a. 06/05/2020 - HALC - HALC Newsletter May 2020
- b. 07/05/2020 - HALC - HCC COVID 19-Briefings
- c. 11/05/2020 - HALC - Secure Storage for Deeds
- d. 12/05/2020 - HALC - CiLCA
- e. 13/05/2020 - New Forest Citizen's Advice - Grant Aid Request
- f. 13/05/2020 - Forest Edge Learning Foundation - Proposal for federation of Breamore CE Primary School, Hale Primary School & Hyde CE Primary School
- g. 14/05/2020 - Ringwood Medical Centre - Volunteers
- h. 15/05/2020 - HCC - Update to Rights of Way 2020 Priority Cutting List
- i. 15/05/2020 - HALC - HCC COVID 19 Briefings
- j. 20/05/2020 - HALC - COVID 19 Update
- k. 21/05/2020 - Hale Parish Council - Salisbury Hospital Guidance
- l. 22/05/2020 - NFDC - Letter to Town and Parish Council Clerks - Support as a result of COVID 19
- m. 24/05/2020 - Fordingbridge Town Council - Travellers in Ringwood

20/21.38 Finance:

1. Review of Balances:

- a. Santander £70,000
- b. NSI £5196.01 as at 01.01.2020
- c. Lloyds - as below :

Lloyds balance brought forward						£12,698.79
Date	Item Description	Payment	VAT	Cheque no.	Receipt	Lloyds Account Balance
20/05/2020	Vicky Eden - May salary and expenses	£314.59				12,294.20
05/05/2020	HALC - Affiliation Fees 2020-21 - Cost reduced as paid online	£249.18				12,045.02

Date	Item Description	Payment	VAT	Cheque no.	Receipt	Lloyds Account Balance
05/05/2020	Michael Easterbrook - Cutting Edge cemetery maintenance	£160.00				11,885.02
05/05/2020	Zurich Municipal - Insurance Renewal - Cost reduced as amendments made to cover	£958.83				10,926.19
13/05/2020	Halls Field - Rental Fees 2020-21				£250.00	11,176.19

2. **Expenditure** - The following payments were **RESOLVED** and Clerk is to forward payment accordingly:

Payee	Details	TOTAL COST
Victoria Eden	Clerk's salary and expenses for June 2020	£315.78
Cutting Edge	Maintenance of Cemetery	£160.00
SSE	Electricity - Reading Room - Awaiting updated bill following meter reading	TBC

20/21.39 Internal Audit Report: The internal audit report undertaken on 19th May 2020 was received by the Parish Council. Content was noted and would be addressed throughout the financial year. Website to be updated accordingly.

20/21.40 Annual Governance and Accountability Return 2019-2020 Part 3

- A. **Consider and Approve the Annual Governance Statement:** The Parish Council **RESOLVED** to approve the Annual Governance Statement 2019/2020 The section was signed by Chairman and Clerk. Website to be updated accordingly.
- B. **Consider and Approve the Accounting Statements:** The final end of year accounts had been amended following updated guidance noted in internal auditor report. The Parish Council **RESOLVED** to approve the Accounting Statements 2019/2020. The section was signed by Chairman and Clerk. Website to be updated accordingly.
Clerk to forward AGAR 2019-20 Part 3, Explanation of Variances and Bank Reconciliation to external auditor as gross income and gross expenditure exceeded £25,000 in the year of account ended 31st March 2020. It was noted that there is to be a cost for this external audit and Clerk is to contact solicitor acting for insurer and parish council to see if it can be reimbursed as this cost has only arisen due to repairs undertaken to the Reading Room.
- C. **To receive dates for the smaller authority's period for the exercise of public rights:** Notice of public rights and publication of annual governance and accountability return will commence on 8th June 2020 and end on 17th July 2020 in line with regulations

20/21.41 Meetings attended:

20/22.42 Matters to be raised on next agenda: Verge parking notices; insurance quotation for fencing within parish.

20/23.43 Date of Next Meeting: It was agreed for the next parish council meeting to be held on Tuesday 7th July 2020 at 7.30pm. Awaiting guidance as to whether this should be held online.

JC closed the meeting at 9.01pm.

Contact details: Clerk: Vicky Eden, 24 Lyster Road, Fordingbridge, SP6 1QY

Email: parish.clerk@woodgreen-pc.gov.uk Tel: 01425 655707 (normal working hours only please)

Minutes, including appendices and other documentation, can also be found on our website:

www.woodgreen-pc.gov.uk

These minutes were approved at the ordinary parish council meeting dated 7th July 2020 and signed later by the Chairman due to restrictions relating to COVID 19