

CANDOVERS PARISH COUNCIL
MINUTES OF THE MEETING OF THE COUNCIL

Date: Thursday 8th October 2020 **Time:** 7:00pm

Venue: CVC, Brown Candover

Present:	Jonathan Moseley	Chairman
	Adam Willmott	Vice Chairman
	Edwina Curtis-Hayward	
	Di Peisley	
	Sam Foote	
	PC Andy Reid	
	Wendy Simson	Clerk

Apologise: None

1262 Apologies

All Councillors were able to attend

1263 Minutes of the last meeting

The minutes for the last meeting held on 27th July 2020 were reviewed and agreed by the Council as an accurate record. The Chairman signed to confirm they were an accurate record of the meeting.

1264 Police Update

PC Reid updated the Councillors of incidents since the last meeting, they were:

- 19th Aug – Theft of planters at Chilton Candover
- 1st Sept -Burglary in Chilton Candover
- Road traffic accident on Dundridge Lane

Crimes in Chilton Candover for 2020 are up from 3 in 2019, to date there have been 1 theft from a vehicle, 2 damage to crops, 1 theft of a vehicle, 1 theft of planters and a burglary.

In Brown Candover there have only been 2 crimes, down from 6 in 2019, they are damage of crops and an offence weapon.

In September, 4 men from Surrey and London pleaded guilty to night poaching and criminal damage to crops & hedgerows. With costs, surcharges and fines total was £1,195, compensation was also paid to the two estates involved of £2,308. A court order to seize and rehoming of the dogs and vehicle for destruction.

Councillor Peisley reported that a light was on all night at Robey's Farm, PC Reid agreed to investigate.

1265 Matters arising

Section 106 money – The Chairman is working to get donation to match the section 106 funds and allow for the project to extend the patio area at CVC.

Upper Swallick Garden Town – The Clerk updated the Councillors on work done in Preston Candover & Nutley Parish Council to collect feedback from the community on the plans to build 6,000 homes at Cliddesdon and create a new garden Town.

A resident of Brown Candover had been informed that they were not able to object to the plans as only those with an RG postcode could express a view. Following the meeting STaNH D reassured the Council that all feedback was valid and would be taken into consideration.

1266 Financial update

The Lengthsman invoice for the following visits were confirmed and payment agreed:

- Invoice 1363 & 1377 – £600

The Clerk also presented two cheques for payment:

- Clerk's salary (July to Sept) - £240.00
- PAYE (July to Sept) - £60.00
- CPRE subscription - £36.00

The Councillors approved all payment, and the cheques were signed.

The Clerk also informed the Council that the 50% precept remaining had been paid at £2,000. No grants had been given to date in 2020/21, it was agreed that the Clerk would speak to the Scouts, Church and CVC about their needs and forward application forms as required.

It was agreed that a provision for flooding be added to the budget, the Clerk had purchased 2 tonnes of sand for Preston Candover at a cost of £114 including VAT and delivery, it was therefore agreed that £250 be earmarked for flooding and additional funds added if required.

1267 New Financial Policy

Councillor Curtis Hayward and the Vice Chair had reviewed the New Financial Policy and highlighted the following points for discussion:

- 1.14 – it was agreed that all expenditure be approved by the Councillors
- 2.2 – Internal Audit of the accounts every 6 months instead of quarterly. The Internal Auditor to complete at year end and one of Councillors to complete in September. An additional signatory to be added to the bank account as there is currently a conflict of interests between the Parish Council and CVC within the Curtis Hayward household. It was agreed that Councillor Foote be added.

Action: Clerk to produce bank mandate to add Councillor Foote to the bank account.

- 3.1 – Councillors to approve a 3-year budget with projected figures based on expenditure plus RPI.
- 4.2 – It was agreed that the Council would monitor expenditure against budget values and if required ensure budgets were set at a maximum spend
- 4.4 – Clerk's salary discussed as part of the budgeting process, but it was agreed that there was no requirement for hard copy signed schedule.
- 4.8 – Financial statement to show percentage variance against budget along with monitory sum.

Action – Clerk to add in column to financial statement to record percentage variance.

- 5.2 – It was agreed that the detailed list of payment made at each meeting which is signed by the Chairman and each page initialled was sufficient to meet these criteria.

- 5.5 – the point that allows the Clerk to authorise payments was removed as all payments were agreed at meetings (see 1.14)
- 5.5 © - Transfer of funds from the savings account to the current account can only be done via a letter to the bank signed by the 2 authorised Councillors.
- 5.7 – As all payments are made via cheque this point is to be removed.
- 5.8 – The Parish Council does not have any Committees and all payment are authorised by the full Council so this point can be amended to reflect this.
- 6.4 – The Clerk is not a signatory on the bank account as this would cause a conflict of interests for payment of Clerk's salary. As agreed in point 2.2, Councillor Foote to be added as a signatory to ensure all payments are signed by Councillors without a connection to the recipient.
- 6.6 – any payment made between meetings to be reported at the next meeting, this is done, and forms part of the audit carried out by the Internal Auditor at year end.
- 6.7 to 6.18 – not required as the Parish Council does not use on-line banking in any form.
- 7.4 – As the Clerk is the only employee of the Parish Council, the salary and related PAYE are recorded in the financial report and year end return. It was discussed that there is no other option to hide the Clerk's salary and the Clerk confirmed that she is comfortable in these numbers being published. It was agreed that if there was a change of Clerk that this point would have to be agreed again.
- 7.6 – It was agreed that the Clerk should have an Annual Review
- 8.1 – this point can be removed as the Parish Council do not have any borrowings and are not likely to take out any borrowings.
- 8.3 – it is not possible to send a bank statement to the Chairman each month, but it was agreed that the internal audit process ensured that funds were secure.
- 8.4 – this point can be removed as the Parish Council were not likely to take out any loans
- 8.5 to 8.8 – These points can be removed as the Parish Council were not likely to invest funds
- 10.1 – any work will be formally ordered by way of a letter if required and purchase orders would not be required.
- 10.3 – three quotes are obtained for new or one-off purchases, where regular work is carried out the Council review contractor prices every 3 years.
- 11.1 (v) – As the Parish Council fall under the £25,000 income/expenditure threshold, there is no requirement for External Audit. If the Parish Council's accounts form part of the External Auditors random sample, then costs will not exceed £500.
- 11.1 (B-G) – not required by the Parish Council apart from the Lengthsman Contract.
- 12.3 – The Parish Council do not own any property apart from the burial ground which is managed by the Church.
- 14.1 – The Parish Council does not manage any charitable trusts
- 15.1 – The Councillors agreed that an additional Financial Risk Assessment was not required in additional to this Financial Policy document.
- 15.2 – The Parish Council would complete a Risk Assessment if new activities were undertaken.

It was agreed that these points be amended in the Financial Policy and signed off at the next meeting.

Action: Clerk to amend and forward Financial Policy to Councillors before the next meeting for approval.

1268 CVC Update

The CVC has installed the QR code to allow all visitors to record their attendance as part of the track and trace system. The Club is now closing at 10pm in line with Government guidance and are only delivering drinks via table service and no food sales.

1269 Flooding

The water levels are extremely high, the recorded data on Monday 6th October shows:

- That is 2.2 (two-point-two) meters above the level recorded on the same date last year (92.128). Levels are still rising as the rain of the last weekend is yet to percolate through
- It is that this c 1 meter above the level recorded on the same date in 2013, the winter the Candover Valley flooded.
- It is at that the level recorded on Monday is the same level that was recorded on 24.12.2013; the valley flooded 7 weeks later

The Lengthsman is due on 11th November and it is planned to get all the grips cleared, the Highways Agency are also due to cut the grass in the ditches.

The Chairman agreed to speak to Councillor Gaskell about the water levels and ensuring Basingstoke and Deane were on high alert to act if flooding occurs.

1270 Website

The website is live, and the Clerk has added new content as it is received. Any additional items that the Councillors would like to post please pass on the Clerk.

1271 Planning

Moth House – The Clerk has been informed that one of the outbuildings at Moth House is being used to run a business which contravenes the conditions set out for the building. The business is also using the roadway which was created along the edge of the paddock behind the house to access this dwelling. The Enforcement Team have been made aware and are investigating the complaints.

Wayfarers Walk – The new owners of Breech Farm had applied to change the route of the Wayfarers Walk so that it no longer passes in front of the property. The Clerk arranged for the Rights of Way Team from HCC along with residents, Councillors, and the new owner to walk the routes on 9th September to understand any issues. The Chairman circulated the existing and suggested routes and the Councillors agreed they had no objections to the changes.

Lock's Barn – Due to the high number of objections to the application to extend Lock's Barn, the application was heard by the Planning Committee on Wednesday 8th October, The Chairman wrote a statement from the Council which the Clerk read out. The panel asked the Clerk about the flooding in the area and the elevations of the building which the Clerk explained. The other speaker against the application were not able to speak due to technical issues and Councillor Ruffell had not completed the registration process.

The Architect spoke to support the application and then the Panel voted, the application was passed unanimously.

The Chairman and Councillors agreed that this had been the second occasion where applications had been approved despite concerns by the community and Parish Council. It was agreed that a formal letter of complaint be sent to the Head of Planning at B&D.

Action: Chairman to draft letter and circulate to Councillors for comment.

1272 General correspondence

Nothing to report.

1273 Further updates

Councillor Peisley reported that the traffic was still travelling through the valley at high speeds.

Councillor Foote reported that he and his wife had had a second child, congratulations were extended by all.

1261 Date of meeting in 2020

- Monday 23rd November 2020