

# BENTWORTH PARISH COUNCIL

Chairperson: Mr David Hawes

Clerk: Allison Spyer

14 Barley View, North Waltham, Basingstoke, Hampshire RG25 2ST  
Tel: 07786 063570 Email: clerk@bentworthparishcouncil.org

---

## MINUTES OF MEETING

Tuesday 6<sup>th</sup> April 2017, 7.30pm, Village School Jubilee Hall, Bentworth

Present:

| Parish Councillors   | Clerk         | District & County Councillors | Others                  |
|--|---------------|-------------------------------|-------------------------|
| David Hawes (Chair)<br>Paul Mellish<br>Abbie George<br>Jane Costigan<br>Chris Hurley | Allison Spyer |                               | 5 Members of the public |

ACTION  
FOR

### Apologies for absence:

Veronica Parker & Jenny Lewis

**25.03** DH opened the meeting with thoughts to those caught up in the recent terror attacks and their families, and to express thanks to the police and paramedics first on the scene.

**25.04 Police update** – PC Nops reported that a house in Beech been broken into recently but nothing to report in Bentworth. The Station in Alton has now shut down so if you want to speak to an officer call 101. Nearest manned station is Basingstoke.

### 25.05 Declarations of interest:

There were no declarations of interest.

### 25.06 Meeting open to the public:

No member of the public wished to speak.

### 25.07 Minutes:

JC proposed the April mins and AG seconded. DH proposed the May AGM minutes and PM seconded. There was unanimous agreement from the rest of the Council for both sets.

### 25.08 Matters Arising:

**Neighbourhood Plan** – DH reported that a couple of points need clarifying by EHDC and so there was no update until they do so.

**Dog Waste** – Deferred until July when JL returns.

**High Vis & Litter pick stick quote** – As reported that the High Vis can be bulk purchased for as little as £1.40 for 25 (total cost approx £35). Good quality litter pick sticks are around £8.00 (total cost for 20 approx £160). DH proposed spending £175 for 10 stick and 30 vests CH seconded with a unanimous agreement from the rest of the council.

AS

### 25.09 Apology on behalf of Bentworth PC:

Cllr Veronica Parker issued the following apology to Mr John Leete;

Dear Mr Leete. I wish to apologise unreservedly for the remarks I made about you in a recent email that has caused you some offence. This was not my intention.

Kind regards, Veronica Parker.

# BENTWORTH PARISH COUNCIL

Chairperson: Mr David Hawes

Clerk: Allison Spyer

14 Barley View, North Waltham, Basingstoke, Hampshire RG25 2ST

Tel: 07786 063570 Email: [clerk@bentworthparishcouncil.org](mailto:clerk@bentworthparishcouncil.org)

## 25.10 First Aid Training / Defib Training:

Deferred until July.

## 25.11 Website:

AS reported that following on from the Internal Audit the website will need to be updated to include a link to EHDC site linking the page that contain the Cllrs Register of Interest documents. Before this is implemented all Cllrs need to review their Rol's and update if necessary. PM to speak with TS re: link.

PM/All  
Clls

## 25.12 Village Risk Assessment:

JL done the RA and it is very comprehensive could PM have a look as fresh pair of eyes. Glass replaced in the bus shelter is toughened glass and two need to be checked.

DH

## 25.13 Finance:

### (a) Payments for approval

- |   |         |
|---|---------|
| • Allison Spyer, Salary. <b>Bank Transfer 5.6.17</b>      | £559.80 |
| • Allison Spyer, Expenses. <b>Bank Transfer 5.6.17</b>    | £84.78  |
| • HMRC, PAYE. <b>Bank Transfer 3.6.17</b>                 | £40.20  |
| • Abbie George, Lawn mowing. <b>Chq no 105</b>            | £20.75  |
| • Came & Company, Insurance. <b>Bank Transfer 26.5.17</b> | £425.19 |
| • Eleanor Greene, Int Audit. <b>Bank Transfer 3.6.17</b>  | £185.00 |

All payments were proposed by JC and seconded by PM with unanimous agreement from the rest of the Council.

### (b) Receipts:

- No current receipts

### (c) FAG Update:

- AS & VP went through the IA report at length and as such AS had several points to take up with EG (Eleanor Greene) at their meeting later in the week. AS
- Beige tarmac, no dates set currently but HCC still have the work on their list.
- Meeting between Derek Rawle (HCC) and members of the Parish Council. This seems to have slipped through the net. AS to re-organise. AS

### (d) Internal Audit report:

The report of Eleanor Greene (Internal Auditor) is attached below as appendix one and includes the response of the parish council to the individual points. AS and PC to action throughout the year. AS/PC

### (e) Approval of Annual Return:

The Parish Council agreed unanimously to approve and sign the Annual Statement of Accounts in preparation for submission to the audit commission. The chairman and clerk duly signed the documentation in the presence of the rest of the council.

## 25.14 District Councillors Report: Tony Costigan

The Councillors were advised that the grass cutting will be reduced from nine to six cuts per annum. It was agreed that the PC would discuss with Julian Lewis the opportunity of him being contracted to make up the three based on a competitive price. PC

TC suggested that the pond should be completed as soon as possible and that no further funds

are donated to this project and that a closure date be set when the project can be expected to be completed by.

The PC has agreed to pay for the Yew tree to be substantially reduced in size. TC agreed he would submit the application (this has been completed and submitted). The school had offered to organise the reduction of the tree that hangs over the school area at the front of the building nearest the school. A local agent has been appointed. Mr Gray has submitted a quote. This was confirmed by Cllr Costigan.

TC

There was a suggestion from a member of the public that the noticeboard at the school entrance be reconditioned. Cllr Costigan agreed to contact Menshed based in Alton with a view to getting their assistance and a price.

TC

#### 25.15 Village Appearance:

Noticeboard outside school – Discussed as above

#### 25.16 Planning Committee Report:

24556/011, Meadow View Farm, Redwood Lane, Medstead, Alton

Variation of conditions 2 and 4 to planning permission 24556/010 to allow substitution of plans with 1711-P104-A, 1711-P105-A, 1711-P106-A, 1711-P301-A, 1711-P302-A, 1711-P303-A

**No objections**

55301, Oak Tree, Redwood Lane, Medstead, Alton

Prior notification for single storey development extending 8 metres beyond the rear wall of the original dwelling, incorporating an eaves height of 2.8 metres and a maximum height of 2.8 metres.

**No objections**

55301/001, Oak Tree, Redwood Lane, Medstead, Alton

Lawful development certificate proposed - single storey extension to side of property and single storey rear extension.

**No objections**

20494/001, Holt Cottage, Holt End Lane, Bentworth, Alton

Replacement garage (amended plans received on 15/5/17)

**No objections**

20494/002, Holt Cottage, Holt End Lane, Bentworth, Alton

Listed building - replacement garage (amended plans received on 15/5/17)

**No objections**

**Tree Applications** – It was agreed to support an application to prune the Yew tree in the church yard but the application has to be made by the church. Matter to be raised at the PC meeting.

Church

#### 25.17 Councillors Report:

- **Environment, Pond & Open Spaces** –
- **Traffic & Highways –Young People & Families** – Drains still need to be jetted through
- **Website** – Nothing to report.
- **Broadband** – Box 12 should be connected this month
- **Village Green** - Nothing to report.
- **St Marys School** – Elder class have taken part in the BBC's terrific scientific investigation about trees, in groups they measured the circumference and estimated the height of different trees. Curry night was a huge success, Mrs Matharu and her team raised an incredible £2136.62 that's £300 more than last year. The children will benefit so much from this, thanks go to parents and the local community for their support and generous raffle donations. Oak class have enjoyed a flamenco dance workshop. The recent

# BENTWORTH PARISH COUNCIL

Chairperson: Mr David Hawes

Clerk: Allison Spyer

14 Barley View, North Waltham, Basingstoke, Hampshire RG25 2ST  
Tel: 07786 063570 Email: clerk@bentworthparishcouncil.org

generation game reminiscence saw many new visitors and the children loved sharing photos. Reading dogs will be be trialed this term and will come into school regularly. A local supporter of the school has trained and registered her 2 dogs for this national initiative. The theory is to attract shy or reluctant readers not to read to an adult but to a dog, all research has shown boosts in progress and self-esteem. A grant has been applied for to get the jubilee hall redecorated, the application to calor rural community fund for £5000 has been accepted for consideration. The public vote for the most worthy project between 22nd may and 26th June then the 10 projects with the most votes in each funding category go forward to the final judging panel who select the winners. To vote log onto the calor community fund website. Some adults have been found off the footpath and on the trim trail, part of which has been broken and will need repairing The yew tree in the playground has been cut back around the wires, the remaining part that needs cutting is on Ehdc land so Hampshire county council couldn't touch it. Leavers service will be held in Winchester cathedral 16th June at 2pm. Sports day 22nd June 1.15pm

## 25.18 Other Reports:

- **Community Care** – Two new members recruited
- **Neighbourhood Watch** – Noting to report

## 25.19 Correspondence:

- There has been no correspondence.

## 25.20 Cllrs Announcements:

- There were no Cllr announcements.

## 25.21 Meetings Forthcoming and Attended:

- None

## 25.22 Date of next Meeting:

Next meeting will be held on the 4<sup>th</sup> July, 7.30pm

DH thanked all members for their attendance and closed the meeting at

20.44

Signed ..... Date .....

# BENTWORTH PARISH COUNCIL

Chairperson: Mr David Hawes

Clerk: Allison Spyer  
 14 Barley View, North Waltham, Basingstoke, Hampshire RG25 2ST  
 Tel: 07786 063570 Email: clerk@bentworthparishcouncil.org

## Appendix 1 – Internal Auditors Report and PC Response.

### Internal Auditors Report

| Control Area                  | Issue   | Recommended Action   | Parish Council Response  |
|-------------------------------|---|--|--|
| <b>Payment Approval</b>       | When the payments are being approved in the minutes the chq numbers are not listed making it hard to prove completeness.        | Minute template should be updated to include chq numbers from now on.  | Clerk to ensure all chq numbers are included.  |
| <b>Bank Balance</b>           | The bank balance figure in the statements presented for audit did not agree to the brought forward figure on the annual return. | Great care must be taken to ensure that the balances reported are accurate every month.  | Clerk & IA Eleanor Greene went through the accounts and were able to reconcile the accounts. |
| <b>Bank Reconciliation</b>    | It is good practice to minute the balance in each bank account every month  | Minute template should be updated to include the bank balance each month.  | Clerk to update minute template.   |
| <b>Subcommittees</b>          | The Council has ToR's and members of committees but no committee minutes were presented for audit.                              | If the committees have not had meetings they should be wound up. If they have had meetings those should be properly recorded in accordance with the legislation. | Clerk to include Planning Committee minutes during next audit period.                        |
| <b>Ultra Vires Donations</b>  | Parish Council have no to make donations. They make grants based on proven need and an application.                             | The Council should set up a grant form and policy and ensure that all payments to external bodies are in compliance with the legislation from now on.            | Clerk to set up grant template and put a copy on the website                                 |
| <b>Annual Return Approval</b> | The council did not properly approve the previous year annual return.   | The wording on the agenda must be clear and approve section one and two.   | Clerk used wording as suggested by IA for the 2017 annual return approval.                   |
| <b>Audit Reports</b>          | There is no evidence that the council acted upon advice / comments from   | The council should minute all such reports and the action agreed thereon   | Clerk informed the IA that no such reports had been received last year.                      |

# BENTWORTH PARISH COUNCIL

Chairperson: Mr David Hawes

Clerk: Allison Spyer

14 Barley View, North Waltham, Basingstoke, Hampshire RG25 2ST

Tel: 07786 063570 Email: clerk@bentworthparishcouncil.org

|                           |  |  |  |
|---------------------------|--|--|--|
|                           | external and internal reports.   |  |  |
| <b>School Report</b>      | There is a report on the activities of the local school in the minutes of every meeting.     | Minutes should be for PC business only.  | Clerk informed IA that all the residents attending the meeting enjoyed hearing the school report and that it would be kept in.                                       |
| <b>Reserves</b>           | The reserves for the PC are significantly higher than best practice                          | Projects should be brought forward to bring the reserves below nine months of revenue expenditure. | There are many projects to be undertaken plus reserves are higher due to the neighbourhood plan. PC will look at lowering the precept during the next budget period. |
| <b>Standard Documents</b> | The PC has not updated or reviewed any of the standard documents in year.                    | Financial regs, SO's, Risk assessment and asset register should be reviewed every year.            | All documents have now been reviewed.  |
| <b>Asset Register</b>     | The asset register presented for audit does not agree to the figure on the annual return.    | The council should review the return every year to ensure it is up to date.                        | Asset register has recently been updated. Will send it to insurers for their information.  |
| <b>Budget Setting</b>     | The budget does not include actuals or comparative in accordance with the transparency code. | When the budget setting process starts in the autumn a proper template should be used.             | PC agreed to use more formal budget template.  |
| <b>VAT Reclaim</b>        | It is good practice to submit a VAT claim as at 31 <sup>st</sup> of March each year.         | Please ensure that the VAT claim is done in a timely manner for 2018.                              | Clerk only works part-time and completing audit and all other duties at this time of year is time consuming. Will do as best as possible in the time allocated.      |
| <b>Staff Rate of Pay</b>  | It is good practice to minute each year the  | The council should do this each year as part of  | PC agreed to include on the new budget   |

|                          |   |  |  |
|--------------------------|---|--|--|
|                          | hours, rate of pay and terms of every officer.  | budget setting.  | template.  |
| <b>Members Interests</b> | The council website has no link to the register of members interests forms and not all the forms have been sent to the borough council.     | The website should be updated to comply with the transparency code and all members should review and update their forms. | All cllrs to review forms and clerk to ensure a link from the website to borough council page. |
| <b>Transparency Code</b> | The website of the council does not comply with the transparency code because it does not include up to date information as detailed above. | When each of the above audit points are addressed the documents should be uploaded to the website.                       | PC agreed this will be done.   |