# STRATFIELD SAYE PARISH COUNCIL

Minutes of the Meeting held remotely on Monday 18th May 2020 at 7.30pm

## ORDINARY MEETING

Present:

Cllr Speed Cllr Harborne Cllr Hall

Cllr Toms Cllr Preston Cllr Best

Cllr Toosey Cllr Mahaffey Cllr Vaughan

Mrs L. Webb (Parish Clerk)

0 members of the public

**17.20. Coronavirus**

On 23rd March 2020 the Government introduced measures requiring people to stay at home and avoid public gatherings in order to reduce the spread of the Coronavirus infection. In these circumstances, this meeting is permitted to be held remotely in accordance with [Statutory Instrument 2020/392](https://s.factsline.com/redir.php?trans=def49f99-862e-11ea-8bee-068e03beb944@emailer.factsline.co.uk&loc=http://www.legislation.gov.uk/uksi/2020/392) (effective 4th April 2020) permitting authorities to hold virtual meetings.

**18.20. Apologies for Absence**

Apologies were received from PCSO Emma Page. .

**19.20. Minutes of the Meeting 3rd February 2020**

Cllr Hall proposed acceptance of the minutes of the meeting of 3rd February 2020, seconded by Cllr Preston and they will be signed by the Chairman Cllr Speed.

**20.20. Matters Arising from the Minutes**

36.18 Ordinance Survey Map. Cllr Toosey confirmed that she has sent out to all councillors by email two maps - we need to decide which one to use and whether to put the route numbers on. All the routes shown on the maps from HCC are included on our new maps. It was decided there is no need to number the routes, it is unnecessary detail. Cllr Speed will put them on the parish website. It was noted that the footpath The in Westend Green does not have a footpath sign - its needs replacing. Cllr Hall has previously contacted HCC about this and various other signs that are missing. Cllr Hall will pass the details on to Cllr Toosey so she can follow up. The footpath by Forelands is terribly littered with dog poo and people are wandering off the paths - but not much we can do about it. There is a bull in the field by the river by Turgis Court. There has also been some ploughing on the footpath by Haywards Farm. The Estate are already aware and have dealt with this. **AS**

44.18d Purchase of new picnic benches. Cllr Speed to arrange for the benches to be put outside the perimeter of where the football pitch will be refurbished. AS to speak to Doug to arrange installation. **AS**

79.18a Purchase of the dragonfly play sculpture. Parish Clerk to organise insurance requirements. This structure needs to be installed as well. **AS**/**LW**

44.18a Lengthsman Scheme. The Lengthsman Scheme agreement for the coming year has been received, signed by the Chairman and returned to Pamber PC. Cllr Toosey then gave the following update: -

During the year 2019/20 we used very little Lengthsman funds, so we had £854 remaining at the end of March 2020 and we have renewed the Lengthsman scheme contract for 2020/21 giving us another £1000. He is still operating in the lockdown. These are the tasks we have done in the past and suggest we do them again:

1. Strimming and cutting back vegetation to improve visibility around road signs, road junctions and footpath signs.
2. Cleaning road signs including village entry points and speed limit signs.
3. Litter picking
4. Cleaning benches and strimming immediately around benches in New Street, recreation ground, 5 crossroads & at Fair Cross.
5. Cleaning kerbs on New Street
6. Repair of signpost that moves round on the triangle near to Stratfield Saye House main gate.

We are not to do anything around pond at West End Green **CT**

The fence by Keeps Corner owned is believed to be jointly owned by Mr Ed Grantham and HCC. Cllr Toosey has reported its poor condition to HCC. Cllr Toms has followed up and they do not believe they own it and therefore they will not repair it. They will only remove it. Cllr Harborne will speak to Mr Grantham again and follow up by email. **AH**

44.18b Football Pitch Maintenance. Paul Butler Constriction cant help us and Cllr Speed is struggling to find another contractor to give us a second quote. All applications have been filed in online but but sure what next steps will be. SSJ PC are having work down on their recreation ground at the moment. Cllr Speed will email their clerk to see who they used. **AS**

79.18e Flooding by the Iron Duke. HCC has now completed the drainage work at this location. Many thanks to Cllr Vaughan for helping us with this. Drainage work has also been carried out at the corner by the Estate Office. It was rodded and cleared.

23.19.a Commemoration of the 75th Anniversary of VE Day on Sunday 10th May 2020.

This event had to be cancelled due to the Coronavirus epidemic. Perhaps we could reschedule it as a village party once the social distancing rules have been lifted.

38.19.a Funding Sources for the Parish.

Cllr Speed has asked his contact to look at the cess pit but they could not work out why water is leaking into it. Its a sealed unit, but the height of it might be too low causing ground water to seep in through the top. Cllr Speed will speak to Mr Clive Manser again. **AS**

7.20.d The Parish Clerk has spoken with Adam Craig of HCC. He confirmed that as the bus shelters are included in our list of assets and we insure them, they belong to the Parish. No further action required.

**21.20. Borough Councillors’ reports**

Report provided by Cllr Mahaffey. There are at least 2 residents in Silchester that have passed away from Coronavirus. Cllr Speed knows people in Stratfield Saye who have had it but not succumbed to it.

Bin collections have changed. General black bins now only being collected once every fortnight to protect workers.

Basingstoke Leisure park has been used for key worker testing in the area.

There is lots of money available for people who need help in this epidemic. BDBC has issued £21million in business loans.

344 local businesses have taken advantage of a rates holiday

Everyone has been given a council tax holiday in April and May this year.

BDBC continues to support vulnerable residents and they have given a considerable grant to Basingstoke Voluntary Action. More info about BVA on their website.

The helpline for vulnerable people is 0333 3704000.

Those suffering from domestic abuse can contact 0330 0165112 for help.

The plans for celebrating VE Day had to be changed due to the Coronavirus, so a virtual celebration was held instead.

The hearing regarding the travellers settlement in Silchester/Little London has been pushed back until September 2020. A large group have moved on so the injunction is holding.

Work on the central car park and play centres in Basingstoke is about to re-start.

The Chief Executive of BDBC has been offered a new job with Nottingham BC. Cllr Mahaffey is not sure who the replacement will be yet.

Cllr Mahaffey confirmed the fortnightly collection of general waste bins is very much a temporary thing, but he does not know when things will go back to normal - possibly in August? Please email him if you are having problems with bins not being collected.

**22.20. County Councillor’s Report**

Report from Cllr Vaughan.

The HWRC is very busy and causing 2-hr traffic queues. It is not possible to extend the opening hours, every consderation has been given to this issues. He advises people to stay away for at least a month. HCC has considered a booking scheme - but it was felt this would just add to the chaos.

VJ Day is coming up in August. Perhaps we could have a celebration for the village then?

Cllr Speed thanked Cllr Vaughan for his grant of £1000. It has not yet been spent. We have deployed SIDs in the village and distributed stickers for the rubbish bins. Further details to follow.

**21.20. Parish Matters**

54.19. We have been informed that the defibrillator installed at The Iron Duke has been badly fitted. Cllr Speed has had it looked at and it is fine. No further action needed.

1. Pest Control - Rabbits. Mr Kane Wootten carried out a pest control and removal service on the recreation ground on both Friday 15th May and Saturday 16th May. Mr Wootten’s fees are being paid for by Mr R. McKellar of New Street, Stratfield Saye, with an annual cap of £300. Mr Wootten used an air pellet gun with a silencer and had several successful shots over the course of the two days. The Parish Clerk will contact him shortly to see when he intends to return. Mr Wootten has his own liability insurance and warning signs were clearly displayed across the recreation ground carpark whilst the shoots were taking place. All properties that back onto the recreation ground were also given advance warning of the shoot via email. Cllr Best has given his permission for Mr Wootten to enter his field adjacent to the recreation ground for the purpose of pest control. Cllr Speed has a new employee with ferrets who is happy to help and who will not charge us, but ferrets can only be used in winter months so this should be raised at next meeting. **LW**
2. Mr P. Mckenna of New Street, Stratfield Saye has asked whether he might be permitted to cut back the copse that has grown on the recreation ground between his property and that of Mrs Upton. Mr Mckenna is aware that there is a commemorative tree with a plaque on it in that thicket. He has confirmed that that particular tree will not be removed or damaged.

**Resolution:** Cllr Speed proposed giving Mr Mckenna permission to remove the bushes (but not the commemorative tree) on the recreation ground near his property, seconded by Cllr Harborne and agreed unanimously by the Councillors present. The clerk will ask Mr Mckenna to speak to Mrs Upton in advance about this planned work. **LW**

**22.20. Correspondence**

On 13th March the Government confirmed that the Local, Mayoral and Police elections that were due to take place in May this year will be postponed until May 2021. The decision was taken following advice from the Government’s medical experts in relation to the response to the Coronavirus.

**23.20. Highways**

8.20.a The Bramley Road Race was cancelled this year due to adverse weather conditions and flooding.

81.18a Cllr Toms gave an update on efforts to limit speeding in the village. Our biggest constraint is our limited budget.

Actions to date:

Wheelie bin stickers - fully distributed and estimated 70% placement

Speed Indicator Devices (SID) - 4 placements conducted - no invoice yet received

Speedwatch - training completed and team ready to start once social distancing rules have been relaxed

HCC - an amended plan has been received from them. Work to be done at 7 locations to include roundels, SLOW markings and refurbishment.

**Resolution:** So that the entire program outlined above can be carried out, Cllr Toms proposed that we have:

4 SID placements a year at both the New Street and Mortimer Lane sites 4 x 2 x £90 = £720

Speedwatch - 4 weeks hire at £100 per hire = £400

HCC work at 7 locations = £2155

Total cost of the measures is £3275. This will be paid for by HCC (Rhydian contribution) £1000; Parish Council £700; Estate £1575.

The PC may refund some monies to the Estate at the end of the financial year if finances allow for it.

This was agreed unanimously by the Councillors present.

**24.20. Hampshire Constabulary Matters**

Reports from PCSO Emma Page have been circulated to all councillors.

**25.20.** **Planning Matters**

1. Application for planning permission 20/00837/LBC at North Stables at Stratfield Saye House. No planning comments.

b. Appeal against the refusal of planning permission 19/03128/FUL at Fairfields. No comments.

**26.20.**

**a. Basingstoke & Deane Borough Council (BDBC) Matters**

**b. Basingstoke & Deane Association of Parish & Town Councils (BDAPTC)**

**c.** **Hampshire County Council (HCC) Matters**

**d. Hampshire Association of Local Councils (HALC) Matter**s

There were no reports available for any of these items

**27.20. Finance**

a. Payments Made. The Clerk read out the payments listed below made on behalf of the Council since the last meeting: -

Broxap Limited Dragonfly (VAT and delivery) 90.60

Vision ICT Writing and adding accessibility 54.00

report to the council website

Mike Toms Speed stickers 99.90

Vision ICT Website hosting and support for 150.00

July 2020 to June 2021

**TOTAL £394.50**

Payments Received: -

 Cllr Vaughan Speeding grant 1000.00

BDBC Precept 2419.00

 **TOTAL £3419.00**

Payments to be Made:-

Louise Webb Expenses - pest control warning signs 6.63

**TOTAL £6.63**

b. The Chairman and Parish Clerk will sign the Bank Reconciliations for December 2019, January, February and March 2020.

c. The Parish Clerk informed the Council that the insurance for SSPC is due for renewal on 1st June 2019 and the necessary paperwork will filed with Came & Company. **LW**

d. External Audit Forms 2019/20 and Exemption Form. The Parish Clerk has completed the following paperwork required for the annual audit. These documents will be submitted to Tim Light of Lightatouch next week: -

* Cash book between 1 April 2019 and 31 March 2020.
* Risk Assessment dated 18 May 2020
* The insurance renewal
* The Minutes

The Parish Clerk read out all of the statements set out in Section 1 of the Annual Governance Statement for 2019/2020. The Councillors confirmed to the best of their knowledge and belief that those statements were correct and the Parish Council duly completed the checklist.

Cllr Speed will sign the audit forms listed below as accurate and they will be sent to the external auditor PKF Littlejohn LLP:

 1. Section 1 Annual Governance Statement 2019/2020

 2. Section 2 – Accounting Statements 2019/2020

 3. Confirmation of Certificate of Exemption

 4. Analysis of Variances

 5. Bank Reconciliations

 6. Notice of the period for the exercise of public rights and other information required by Regulation 15(2) Accounts and Audit Regulations 2015

 7. Contact details

Cllr Speed confirmed that they would all be posted on the Parish Council website as required by law.

f. Ratification of schedules for internal audit –

 1. Statement of Internal Control for 2020/2021

 2. Risk Assessment for 2020/2021,

 3. Standing Orders for 2020/2021,

 4. Financial Regulations for 2020/2021

 5. All items of expenditure above £100 for 2019/2020

 6. End of Year Accounts for 2019/2020

The Chairperson Cllr Speed agreed to sign all of the schedules, which will be in effect for the financial year 2020/2021 where stated.

**28.20. Parish Councillors Comments**

No comments were made.

**29.20. Open Forum**

No comments were made.

**30.20.** **Dates of Next Meetings**

Parish Council meetings will be held on the following dates:

5th October 2020 7.30pm Ordinary Meeting

7th December 2020 7.30pm Ordinary Meeting (to include the setting of the precept)

**31.20. Closing**

The meeting was closed by the Chairman Cllr Speed at 8.15pm.