

**MINUTES OF A MEETING OF HINTON BLEWETT PARISH COUNCIL HELD  
ON TUESDAY 28<sup>th</sup> MARCH 2017 IN THE VILLAGE HALL  
Draft until adopted by Council and signed by the Chairman**

**Present:** Cllrs Mrs E Brimmell (Chairman) and C Arnold and Cllrs D Duckett, D Elliott, D Huffadine, M Jay and S Keith.

The Minutes were taken by Mrs E Merko (Clerk).

**Public Participation:** There were no members of the public present.

The Chairman opened the meeting at 7.35pm.

- 17/248 Apologies:** apologies were received from Ward Cllr T Warren.
- 17/249 Declaration of acceptance of office:** new councillor, Simon Keith signed the declaration which was witnessed by the Clerk.
- 17/250 Declarations of interest:** There were no declarations of interest.
- 17/251 Adoption of Minutes:** The minutes of the Parish Council meetings held on 23<sup>rd</sup> January and 21<sup>st</sup> February 2017 were agreed as an accurate record. The minutes were proposed and agreed for adoption.
- 17/252 Transparency Code for Smaller Authorities:** the Parish Council's current compliance with the requirements of the code was noted and approved.
- 17/253 Health and Safety policy:** the policy for 2017 was agreed with no amendments.
- 17/254 Residents' Survey:** the Parish Council considered in detail the data and scope of the responses to the survey which was sent out to the village in January. Items and actions were noted as follows:

**a) Prospect Stile Viewpoint**

- It was agreed that the viewpoint should be further advertised in the village. Cllr Jay would make up an additional finger sign for the post near Webstile Farm and space would be made on the Parish noticeboard for a colourful poster directing walkers.
- The Duchy had agreed to liaise with the farmer about cutting back the excess vegetation in the view, this would be followed up.

**b) Website**

- A better footpaths map would be sourced to replace the one currently on the website.
- It was agreed that further information about the church would be sourced. The Clerk would enquire of the Church Warden about a recording of his talk about the church. More information about the current services etc. would be sourced. Long term it was hoped that information detailing the church through the ages could be written for the website.
- Cllr Elliott would arrange to take some aerial photos of the village.
- There was discussion of the addition of businesses on the website. It was agreed that businesses in the village that provided services/facilities for the community should be included. This included the Montessori kindergarten and the Ring O' Bells pub. A new page for the pub would be created in discussion with the landlords.
- It was further agreed that small businesses could also be accommodated on the website in promotion of local enterprise. Businesses registered within the Parish would be accepted and residents were invited to contact the Clerk to discuss this further.

Signed..... (Chairman) Dated..... Page.....1

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- It was agreed that a new page should be added to be a virtual noticeboard for parish notices and publicising local events.

#### **c) Playing Field**

Based on the current responses, it was agreed that no funds should be sought for further equipment at the present time.

#### **d) Village Pound**

It was noted that there was a largely positive response to this project. Mindful of the comments advising caution about the cost, it was suggested that a call be put out for volunteers and that a working party be formed to undertake the most part of the work.

#### **e) Issues for the future**

The issues raised were noted.

It was reported that the purchase of an access ramp at the Village Hall was in progress. It would be purchased by the Parish Council as an asset in fulfilment of its duty to provide an accessible venue for meetings.

It was agreed that a statement of the Parish Council's response to the survey and thanking those who completed it would be prepared. The action points above would be re-visited to track progress.

**17/255 Village event:** Various ideas were suggested but there lacked a team to organise an event. It was suggested that families in the village be approached and encouraged to join the Playing Field Management Committee and that a new team, led by young families be encouraged to arrange an event.

**17/256 NALC Local Councils Award Scheme:** it was proposed and agreed that the Parish Council published online the following information:

- 1 Its standing orders and financial regulations
- 2 Its Code of Conduct and a link to councillors' registers of interests
- 3 Its publication scheme
- 4 Its last annual return
- 5 Transparent information about council payments
- 6 A calendar of all meetings including the annual meeting of electors
- 7 Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings
- 8 Current agendas
- 9 The budget and precept information for the current or next financial year
- 10 Its complaints procedure
- 11 Council contact details and councillor information in line with the Transparency Code
- 12 Its action plan for the current year
- 13 Evidence of consulting the community
- 14 Publicity advertising council activities
- 15 Evidence of participating in town and country planning

It was further proposed and agreed that the Parish Council had the following documentation:

- 16 A risk management policy
- 17 A register of assets
- 18 Contracts for all members of staff
- 19 Up-to-date insurance policies that mitigate risks to public money
- 20 Disciplinary and grievance procedures
- 21 A policy for training new staff and councillors
- 22 A record of all training undertaken by staff and councillors in the last year

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23 A clerk who has achieved 12 CPD points in the last year

The Parish Council had registered with NALC for the Award Scheme and that the next steps would be to complete the application form to apply for the Foundation Level Award.

**17/257 Internal Audit for 2016/17:** the arrangements with Mr Westray, for carrying out the internal audit in May, were noted.

**17/258 Monthly accounts and bank reconciliation:** The Finance Monitor confirmed that the bank reconciliations were correct. It was proposed and agreed that the accounts report to 28<sup>th</sup> February 2017 was a true reflection of the bank account.

**17/259 Budget variances:** There were very few variances to note and those that were identified were either planned or represented a very small overspend. An overspend on the budget for the defibrillator was noted, a result of essential replacement of the battery and pads, as agreed at Parish Council on 23<sup>rd</sup> January. It was noted that only 3 of the quarterly inspections of the Playing Field had been paid (or pending payment). As the fourth inspection had not yet been invoiced, the payment would be carried forward. An underspend on the grants budget was a result of funds earmarked for the purchase of an access ramp for the Village Hall. The funds would be earmarked as part of the accounts year-end process and the purchase, as detailed above, would go ahead in 2017-18. Annotated accounts and proposed transfers to earmarked reserves at year-end attached as Appendix 1.

**17/260 Authorisation of payments:** The following payments were considered:

Cheques

£233.92	Clerk's salary payment for March (to account for PAYE deductions) (chq 476)
£1.40	HMRC for Clerk's PAYE (chq 475)
£79.99	Microsoft Office 365 licence renewal (chq 477)
£27.57	Postage expenses (chq 477)
£35.00	Information Commission (data protection) registration renewal (chq 474)
£346.42	B&NES for Barbury mowing 2016 (+VAT) (chq 473)
£50.00	Registration for NALC Local Councils Award Scheme (invoice not yet received)
£75.00	B&NES Playing Field inspection, quarter 3 (+VAT) (chq 478)

Standing Orders

Clerk's salary - NJC salary scale point 17, pro rata for 6 hours per week – paused for March as NET salary paid by cheque (above)

Clerk's homeworking allowance

Cllrs Huffadine and Duckett were instructed to sign cheques and invoices. It was proposed and agreed to approve the payments.

The Council considered and approved the order of a new laptop, as recommended by the Parish Council's IT support, at a cost of £349.99(+VAT) plus £50-£100 for the set-up. The laptop would be purchased using earmarked reserves saved over a number of years for this purpose. It was agreed that the old laptop should be retained as a fall-back.

Income

£452.85 VAT refund

**17/261 Highways and Footpaths:**

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- Drains – following previous discussions of issues with drains all problems had been resolved – there was one outstanding issue with drainage at the top of Coley Hill outside Webstile Farm of which B&NES was aware.
- PRoW CL1/25 – an issue with electric fences obstructing the path had been passed to the PRoW Officer who had issued the landowner with a footpaths map to ensure that paths were not obstructed in future.
- A drainage issue at the bottom of Coley Hill had been identified by B&NES and they would contact the landowner regarding clearance of the gully.
- The 'no footway for 400m' sign on the edge of the Barbury had been knocked and twisted sideways. This had been reported to Highways but the purpose of the sign was questioned.
- A tree down across Hollowmarsh Lane had been reported to the PRoW Officer.
- Three 4X4 vehicles were seen on Whitehill Lane, one number plate was reported to the Police.
- Dangerous mud on the road on Hook Lane outside Home Farm was been reported to the Highways Officer at B&NES and had subsequently been cleared.

**17/262 Ward Councillor:** Cllr Warren had sent apologies so there was no report.

**17/263 Information from the Clerk:**

- a) Playing Field inspections:** the cost of inspections for 2017-18 was noted and agreed.
- b) Chelwood Rotary Club Silent Heroes:** there were no suggestions for nominations.
- c) Litter Picking Day:** the litter picking day on 5<sup>th</sup> March had a small turn out but grateful thanks were extended to those that helped.

**The meeting closed at 9pm.**

**APPENDIX 1: explanation of budget variances**

<b>Hinton Blewett Parish Council 2016-17</b>									
<b>Detailed Receipts &amp; Payments by Budget Heading</b>									
<b>Monthly Report at 28/02/2017</b>									
		<b>Actual Year to Date</b>	<b>Current Annual Budget</b>	<b>Variance Annual Total</b>	<b>Committed Expenditure</b>	<b>Funds Available</b>	<b>% of Budget</b>	<b>Transfer to/from EMR</b>	
<b>100 Administration</b>									
1076	Precept	8067	8067	0			100.00%		
1077	Precept Grant	140	140	0			100.00%		
1090	Interest Received	2	0	-2			0.00%		
<b>Administration :- Receipts</b>		<b>8209</b>	<b>8207</b>	<b>-2</b>			<b>100.00%</b>	<b>0</b>	
4000	Clerk's Salary	2600	2820	220		220	92.20%		
4010	Clerk's Expenses	198	275	77		77	72.00%		
4011	Accounts Software	113	115	2		2	98.30%		
4014	Website	0	50	50		50	0.00%		
4015	Office expenses	36	780	744		744	4.60%		<i>funds to be transferred to EMR - see below</i>
4020	Training	30	300	270		270	10.00%		<i>funds to be transferred to EMR - see below</i>
4030	Subscriptions	164	165	1		1	99.20%		
4040	Recruitment Costs	0	75	75		75	0.00%		<i>funds to be transferred to EMR - see below</i>
4060	Audit Fees	100	100	0		0	100.00%		
4070	Insurance	308	295	-13		-13	104.50%		
4080	Hire of Hall	56	85	29		29	65.90%		
<b>Administration :- Indirect Payments</b>		<b>3605</b>	<b>5060</b>	<b>1455</b>		<b>1455</b>	<b>71.20%</b>		
<b>Movement to/(from) Gen Reserve</b>		<b>4604</b>							

<b>200</b>	<b>Facilities and Maintenance</b>								
1100	Grant Income - Footpaths	622	615	-7		101.20%			
	<b>Facilities and Maintenance :- Receipts</b>	<b>622</b>	<b>615</b>	<b>-7</b>		<b>101.20%</b>			
4200	Barbury Mowing	346	350	4	4	99.00%			
4210	Footpath Maintenance	800	1315	515	515	60.80%	200	<i>funds to be transferred to EMR - see below</i>	
4220	Defibrillator	119	75	-44	-44	158.70%		<i>replacement battery &amp; pads</i>	
4230	Outdoor Maintenance	235	280	45	45	83.90%			
4240	Prospect Stile sign	928	0	-928	-928	0.00%	885	<i>paid out of earmarked reserves</i>	
4250	Christmas tree	40	100	60	60	40.00%			
	<b>Facs and Maintce :- Indirect Payments</b>	<b>2468</b>	<b>2120</b>	<b>-348</b>	<b>-348</b>	<b>116.40%</b>	<b>1085</b>		
	<b>Net Receipts over Payments</b>	<b>-1846</b>	<b>-1505</b>	<b>341</b>					
5001	plus Transfer from EMR	1085							
	<b>Movement to/(from) Gen Reserve</b>	<b>-761</b>							
<b>300</b>	<b>Playing Field</b>								
4310	Playing Field Maintenance	251	310	60	60	80.80%			
4311	Play Equipment inspections	138	325	188	188	42.30%		<i>3rd quarter yet to be paid - 4th quarter will be paid next</i>	
4330	Playing Field fees	1	0	-1	-1	0.00%			
	<b>Playing Field :- Indirect Payments</b>	<b>389</b>	<b>635</b>	<b>246</b>	<b>246</b>	<b>61.30%</b>			
5001	plus Transfer from EMR								
	<b>Movement to/(from) Gen Reserve</b>	<b>-389</b>							

<b>400 Section 137</b>									
4400	Grants - Section 137	295	545	250	250	54.10%	<i>reserved for purchase of access ramp at Village Hall</i>		
	<b>Section 137 :- Indirect Payments</b>	<b>295</b>	<b>545</b>	<b>250</b>	<b>250</b>	<b>0.00%</b>			
	<b>Movement to/(from) Gen Reserve</b>	<b>-295</b>							
<b>Grand Totals:- Receipts</b>		<b>9,530</b>	<b>8,822</b>	<b>-708</b>		<b>108.00%</b>			
	Payments	7,144	8,360	1,216	1216	85.50%			
	<b>Net Receipts over Payments</b>	<b>2,386</b>	<b>462</b>	<b>-1924</b>					
	<b>plus Transfer from EMR</b>	<b>1085</b>							
	<b>Movement to/(from) Gen Reserve</b>	<b>3,471</b>							
<b>EMR transfers at end of 2016-17</b>									
Code	Detail	Funds at 1st April 2016	Spent during 2016-17	Transfer at 31st March 2017	Balance at 1st April 2017				
321	EMR Prospect Stile Sign	871.85	871.85	0.00	0.00				
322	EMR Playing Field	348.24	0.00	0.00	348.24				
323	EMR Laptop and printer	250.00	0.00	600.00	850.00	<i>new laptop to be purchased in April 2017</i>			
324	EMR Recruitment	75.00	0.00	75.00	150.00				
325	EMR PRow grant	200.00	200.00	600.00	600.00				
326	EMR Defibrillator	75.00	0.00	0.00	75.00				
	EMR Training	0.00	0.00	270.00	270.00				