Draft minutes of the Full Parish Council Meeting held on Tuesday 9th June at 7.30pm virtually using PowWownow platform.

Present: Cllrs Delves, Gemmell, Harrison, Hartas (Chair), Lavis and Mangan

In attendance: Mrs Amanda Johnson (Parish Clerk) and 5 members of the public.

Notifications had been received that the meeting was audio recorded by 3 members of the public and audio recorded by a Parish Councillor.

1. To receive any apologies for absence: None received.

2. Declarations of interest and dispensations. To receive any Declarations of Interest from councillors in items on the agenda; to receive any written requests for dispensations for disclosable pecuniary interests/other interest; to grant any requests for dispensation as appropriate. None received.

3. To consider and approve the Minutes of the Hale Parish Council meeting held on 2nd March and the Extraordinary meeting held on 24th March and matters arising from the minutes not elsewhere on the agenda.
It was proposed by Cllr Mangan, seconded by Cllr Hartas and **RESOLVED** that the minutes be approved and signed with one amendment to the minutes of the Extraordinary meeting of the 24th March. Item 4 will be amended to include the option (ie Option 4) that was submitted to the planning authority.
Matters arising:

- Benches – Some dragons teeth have been installed to protect the new benches.
- Woodfalls Cross– A grant of £1125.00 has been received from HCC. The lottery application was not successful as it did not meet the criteria. Investigate other possible sources of funding.
- Cemetery notice board – has been installed.
- Code of Conduct Complaint – the complaint has been withdrawn by the complainant.
- Ward changes - the process has deferred due to the Covid-19 pandemic..
- Broken stile – repaired by the Lengthsman.
- Drainage issues in Tethering Drove – NFDC workers recently inspected.
- Website – The website is up and running and has been a very useful tool in respect of the current situation. Many thanks to David Keniston for setting up.

4. **Members of the public are invited to address the council on agenda matters or raise any matters not otherwise on the agenda.**

Cllr Hartas opened the meeting to members of the public.

A Parishioner questioned the lack of Parish Council meetings during the lockdown period and expressed feeling that meetings could have taken place remotely and securely. It was asked how many meetings took place from 3.3.20 to 09.06.20, if agendas are available to view, if the clerk was present, if minutes were taken and available to view and why no publications of documentation were on the website.

Cllr Hartas responded. Guidance from NALC on security issues was not issued until 12th May; there is a security risk involved and hence meetings will only be held when necessary and only when there are decisions to be made. Covid-19 update meetings took place for which agendas were issued but no minutes recorded as no decisions were made. The clerk did attend. The agenda and minutes of the Extraordinary meeting of the 24th March are available on the website.

Cllr Hartas closed the meeting to members of the public.

5. To receive a report of the actions of Hale Parish Council in response to the Covid-19 pandemic

An Extraordinary meeting was held on 24th March to agree resolutions to enable HPC to carry out basic functions during lockdown period i.e. payments and planning matters. Parish Council meetings were temporarily suspended. HPC worked closely with the Hale and Woodgreen Support Group to ensure the safety of all Parishioners, with Cllr Hartas working as HWSG Deputy. Many thanks to Chris Farigrieve for co-ordinating the HWSG; to Dave Phillips who co-ordinated the Red Team and to all the Neighbour Support volunteers. HPC applied for a grant of £400 on behalf of the HWGS and were successful; this has provided PPE and expenses for volunteers.

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6. To discuss the revised government regulations relating to the holding of an Annual General Meeting in 2020.

New Government Legislation was passed which stated there is no requirement to hold an AGM in 2020 and officer positions can remain until May 2021. Members **RESOLVED** that this will be discussed further at the first face-to-face meeting of HPC.

7. To report and record planning applications discussed via email since the last HPC meeting and any new applications.

Bracknell, Forest Road, SP6 2NR 20/00200 Single storey extension; loft conversion; replacement garage, associated works.

The applicants have submitted amended plans which are now compliant with DP36 (now 96m2). The proposals are in keeping with the character of the neighbouring property.
Councillors agreed Option 1 – Recommend permission but would accept the decision reached by the National Park Authority Officers under their delegated powers.

Saughtrees Hatchet Green SP6 2NB 20/00223 Tennis court; 2.75 metre high chain link fence; associated landscaping.

Councillors had discussed the application via email and at update meetings and agreed Option 1 – Recommend permission but would accept the decision reached by the National Park Authority Officers under their delegated powers. This decision submitted on 03/05/2020 was ratified.

Hedgerows, Lodge Drove SP5 *2NH 20/00321* The property borders Hale Parish, the previous application (discussed and minuted at the Extraordinary meeting) was refused. A further application has been submitted but HPC have not been consulted. Cllr Mangan has assisted the neighbour (a Hale Parishioner) with planning guidance.

8. To receive an update report on matters relating to the cemetery.

Routine grass cutting has continued, volunteer work has been suspended during the pandemic but a virtual meeting will be held on Friday 12th with a planned restart. Cllr Mangan to arrange with James Stewart to rotovate areas for wildflower areas. The notice board has been installed.

9. To receive an update on progress of the Parish Plan.

An online meeting was held on 7th May, further amendments have been made and the content is nearly complete. Editing/formatting to be done at a later stage.

10. To receive an update on affordable housing and consider the proposed survey.

10.1 Update from the CLT, including the meeting held with HPC on 9th March.

A meeting was held between members of HVCLT and HPC on 9th March 2020, CLT reported that they now had 7 Directors and that HMRC had not granted them charitable exemption. Potential and possible sites were discussed.
The CLT sent a copy of an email distributed to members which stated confirmation from NFDC that the Grant which HVCLT applied for is now available to fund the work required to lead to a planning application to build two affordable houses at the Folly Hill site. The following will be carried out - a Topographical Survey, an Arboricultural Survey and a Preliminary Ecological Appraisal. When this

has been completed work will commence on the design of the proposed dwellings and there will be a public exhibition arranged to present this for consideration.

10.2 To decide on the content of the proposed survey.
A draft survey was discussed in great length with much focus on whether a question on "the need for affordable housing in Hale " should be added to the draft survey. The question was not added. Cllrs discussed the reference to HVCLT in the survey and it was agreed to omit the 3 questions in the draft centred on the HVCLT. It was proposed by Cllr Hartas, seconded by Cllr Mangan to accept the proposed survey with the agreed amendments and it was **RESOLVED** by vote to approve the survey with five Cllrs in agreement and one against. The survey will be sent to Steve Avery, Tim Davis and Cllr Heron for comment.

10.3 To decide on the process of delivering the survey.
An online survey is the preferred option with paper copies available. David Keniston has offered the services of his company to professionally manage this. Cllr Hartas is to meet with David on 15/06/20 to discuss the best processes to ensure confidentiality and distribution to all. It was **RESOLVED** that Cllrs Delves, Harrison and Hartas will collate the responses.

11. To ratify HPC's annual membership of HALC and NALC.
Cllr Hartas proposed, Cllr Delves seconded and it was **RESOLVED** to ratify the renewal of HALC/NALC for the following year.

12 To approve the financial statements for 2019/20
Cllr Gemmell proposed, Cllr Delves seconded and it was **RESOLVED** to approve the financial statements for 2019/20.

13. To ratify the decision to appoint Jeff Butt as internal auditor for 2019/20 accounts.
Cllr Hartas proposed, Cllr Mangan seconded and it was **RESOLVED** to ratify the appointment of Jeff Butt as internal auditor for 2019/20 accounts.

14.To receive the final internal audit report for 2019/20 accounts.
The 2019/20 audit had 2 recommendations:-
A VAT recovery return has not been made for the financial year 2018/2019, £114 could be reclaimed.
An over payment to Came & Co (Insurance) needs to be followed up.
Cllr Gemmell proposed, Cllr Mangan seconded and it was **RESOLVED** to accept the recommendations of the internal audit for 2019/20.

15. To certify Hale Parish Council as exempt from a limited assurance review as during the financial year 2018/19, the higher of HPC's gross income for the year or gross annual expenditure for the year did not exceed £25,000
Cllr Gemmell proposed, Cllr Hartas seconded and it was RESOLVED that HPC met the requirement and could be certified as exempt.

16. To approve Section 1 Annual Governance and Accountability Return 2019/20 Part 2.
Cllr Mangan proposed, Cllr Delves seconded and it was **RESOLVED** to approve Section 1 Annual Governance and Accountability Return 2019/20 Part 2.

17. To approve Section 2 of the Annual Governance and Accountability Return 2019/20 Part2.
Cllr Mangan proposed, Cllr Delves seconded and it was **RESOLVED** to approve Section 1 Annual Governance and Accountability Return 2019/20 Part 2.

18. To review and approve dates for the period for the exercise of public rights
Cllr Hartas proposed, Cllr Mangan seconded and it was RESOLVED that the date for the period for the exercise of public rights begin on 1st July 2020.

19. To review the accounts for the month of April and May 2020 and record the bank balances.
Bank balances – Treasurers Account £17,435.54, Business Account - £6,320.68.
Members **RESOLVED** to approve the accounts.

20. To ratify and record the following payments:

Cllr Mangan proposed, Cllr Delves seconded and it was **RESOLVED** to ratify and approve all payments made since 03.03.20.

2019/20 Accounts

03.03.20	Fordingbridge TC – Lengthsman supplies	47.47
27.03.20	Amanda Johnson – Reimbursement for WIX website	134.04
27.03.20	John Mangan – Reimbursement for cemetery noticeboard	418.89
27.03.20	Nigel Harris – Treework	325.00
27.03.20	Cutting edge – Cemetery cut –March	85.00
30.03.20	Fordingbridge TC – Lengthsman supplies	30.83
30.03.20	Amanda Johnson – Home working expenses Jan- March	52.00
30.03.20	Amanda Johnson – Overtime Jan – March	258.96

2020/21 Accounts

24.04.20	Amanda Johnson – Salary	431.74
07.05.20	Cutting Edge – Cemetery cuts – April	170.00
07.05.20	HALC affiliation fees	274.20
07.05.20	Amanda Johnson- Reimbursement for Webroot security	25.00
24.05.20	Amanda Johnson – Salary	431.74
28.05.20	Jacqui Hartas – reimbursement for PPE for HWSG	123.48
28.05.20	Cutting Edge – Cemetery cuts- May	170.00
28.05.20	HALC – CiLCA course	408.00
24.06.20	Amanda Johnson – Salary	431.74

21. To consider correspondence received before 31st May 2020 and any urgent correspondence received after the agenda was finalised not dealt with elsewhere in the agenda.

26th May	NFNPA – Notice of election for South West Area Quadrant.
19th May	Parishioner – concerns regarding possible contravention of planning permission.
18th May	Parishioner – regarding village survey and request of details of HPC meeting.
16th May	Parishioner – request for details of next HPC meeting.
15th May	Hants Countryside Service – Update to Rights of Way Priority Cutting List
13th May	Forest Edge Learning federation – completion of three-school federation
6th May	Parishioner – concerns regarding possible contravention of planning permission.
27th April	Parishioner – concerns regarding Behind the Hedge Competition.
9th April	Fordingbridge Tree Project – information regarding trees available.

All correspondence was noted and/or actioned.

22. Proposal to agree an appraisal process for clerk by Personnel and Standards Committee for reporting back in a closed session of the full Council.
The Standards and Personnel committee will meet and report back to a full Council Meeting**,**

23. Any other business
None received.

24.To note the date of the next meeting.
The date of the 1st July was agreed.

The meeting closed at 9.47pm.