

Public Time:

- a) David welcomed everyone and thanked Helen Coles from Bombay Sapphire for attending as agreed on a quarterly basis. Both the visitor centre and production (Christmas is made already) are going into the quiet season. There will be a production shutdown in Dec for Still maintenance. There will be a large crane on site for the Creative Lab development of an old mothballed building at back of site on North Yard, subject of previous planning permission. It shouldn't impact the village wrt noise. Start date likely Dec. There will be a new ticket system with passes for locals for the café on a Mon to Fri. Dec is events season with parties running till midnight. If there are any concerns go to security to speak to the duty manager. Helen to send Visitor Centre Xmas opening times for newsletter. The Solar panel plan is being managed by Anne Brock. This is one of a number of sustainability and biodiversity initiatives including a wildlife garden, non-native species removal and invertebrate sampling. The PC explained the B&D SID contract was coming to an end in April and costs were increasing. **Action:** follow up on SID with Helen. Fir trees will be planted shortly in front of the tank farm.
- b) A resident brought up a number of topics including, wrt road flooding in Freefolk, Berkshire Council awarded a grant for a permeable road surface to soak up surface water. There are stinging nettles over the pavement between Canterbury Cottage and the Cross. **Action:** Nicky to raise nettles with landowner. They also wondered if the trees in manor Cottage gardens could be lopped and raised that there is a tranche of vegetation still on the pavement bordering Laverstoke Park wall and also vegetation concealing bus stop view at Manor Cottages
- c) Borough Cllr Colin Phillimore provided a B&D update.
 - a. There will be a new upgraded leisure park with a new pool. HCC are taking over parking with B&D employees being TUPE'd. A new clerk has been appointed in Overton as Laura Harley is leaving
 - b. Colin requested a brief update on the pavilion licence situation. He is concerned over children's tennis being impacted. Briefing was done in main agenda item 10.1.1 below

1. **Apologies for absence:** Julia Chedgey, Diccon Harvey
2. In attendance: David Ellis, Jo Probut, Andrew White, Jayne Hudson, Jim Marsh
3. **Declarations of interest** David: PCC, Millennium Green; Jim: Tennis Club member
4. **Signature and approval of minutes** of PC meeting of 4 October 2022
5. **Maintenance items**
 - 5.1 Watch lane flooding is still an issue although Highways vans were seen in vicinity recently **Action:** Andrew get pics, Nicky to raise with HCC
6. **Climate change** – EV charging, see item 9
7. **Portals closure update** – Borough Cllrs still awaiting meeting with Portals CEO Ross Holliday. Ross has met with B&D CEO. Site clean-up expected to be an issue. No closing date yet.
8. **Projects list**
 - 8.1 Car park at Freefolk – David has chased Sovereign again and has given a deadline for response of end of Nov
9. **Electrical charging points in Laverstoke Lane** - With climate change this is a need. The only practical place currently for communal solution would be LRH car park but it requires consideration given only 13 years lease remaining. There are currently charging

points in car parks in Whitchurch car parks at Bell Street and Gill Nethercott Centre and in Overton in London **Action:** liaise with Julia who raised this. Nicky to research latest from HCC on it.

10. Community Site updates

10.1 Pavilion

10.1.1 Latest on licences. To respond to Colin's request for background info, David gave overview:

- Courts were developed with the PC spending £25k on the court; WTC also contributed £14k towards the cost. The WTC were granted a long-term courts agreement with a charge that was intended to pay pay £25k over the term. However, the way this was set up means that they will pay less than the costs incurred by the PC.
- A licence for use of the pavilion was set up in 2013 with a 30-day cancellation clause.
- A few years ago the tennis practice area was jointly developed. This is part of the main courts agreement which was amended in 2018 {before the work} to include the practice area. No change was made to the pavilion use agreement.
- The PC agreed to court lights but what was installed was twice as bright. There was a misunderstanding on timing of usage with WTC wanting use 365 days p.a.
- The pavilion supplies the lights' power. We have surveyed the building, with future estimates of potentially £80k of repairs to be carried out over the next 10 years. We are currently looking at the electrical repairs. PC gave notice to terminate due to the lights situation and also to update agreements with WTC and Men's Shed to reflect the PC's obligations for safety, repairs and management of the building.
- WTC asked to extend the termination notice to be able to present to the village and the PC and PC granted an extension and invited them to the Sept PC meeting.
- WTC attended meeting and presented. No info was presented on lights. PC declined to extend notice period but explained when room was vacated i.e. current licence complied with, then they would be happy to talk about a new short term agreement.
- Unfortunately, WTC reaction is inappropriate and they are taking an unnecessary approach.

Colin commented that this was always a sports hub. He would still like to see children playing tennis and being coached and that we shouldn't lose sight of that. He'd like to see an amicable agreement. PC explained they would too and are generally quite happy to give a licence on room. It would be short term and power for lights would require PC permission.

David proposed and Jo seconded moving discussion to confidential session at end of meeting.

10.1.2 Quotes have been received for the pavilion electric condition remedial work. Jayne proposed and Andrew seconded going with Davies Electrical, the best value quote at £1130.

10.2 Lady Rose Hall incl. damp issues, guttering, leak and Senior Citizens sign

10.2.1 Kingfisher have a room they'd like to reinstate for hair dressing and chiropody. However, it has recently become very damp (a pillar of an internal

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roof drainpipe and on the wall extending across the width of the room). One of the KF trustees is currently investigating the source.

10.2.2 When it rains, water is exiting the gutter along the back fascia of the LRH building (closest to archery steps) and running down the supporting brick column. The grouting is in a poor state and the undercroft is very damp in this area **Action:** Ask Rene to investigate

10.2.3 The pan is broken and needs renewing in the undercroft toilet. Also, the wash hand basin push taps should replace the old twist ones. The room next door floods when water valve is open. Archers are aware that tap access is therefore postponed **Action:** call in Ryan Dickinson

10.2.4 Damp has been found inside LRH hall along the KF partition wall. **Action:** check KF side

10.2.5 It was discussed that the Senior Citizens club that was disbanded in 2021 have made a plaque that they would like displayed in LRH foyer. **Action:** advise ok & put up

10.3 **Tennis and archery area including archery club gate.** The archers have requested whether they can install a gate at the pavilion access end of the archery range, effectively it is re-instatement. They are installing picnic benches and want to mitigate against their removal. The PC have no objection in principal but would like to sign off gate that is being planned. **Action:** inform archers PC need sign off

11. Finance

11.1 Sep & Oct 2022 finance summaries - see tables at end of minutes

11.2 Items over £100:

Laverstoke & Freefolk Parish Council

Items over £100

Reporting Year: Year to 31 March 2023 (6 of 12)
Month: September 2022

Sum of Net Supplier	Description	Months	Total
British Gas	Electricity	Sep	£(239.18)
Clerk	Clerk salary	Sep	£(374.16)
Watership Down Nursery	Nursery rent	Sep	£ 1,517.26
	Nursery utilities co	Sep	£ 481.21
Basingstoke & Deane Borough Council	Precept	Sep	£ 4,972.50
Camilia Kristian	Hall hire	Sep	£ 100.00
Steve Grudgings	Hall hire deposit	Sep	£ 100.00
Laverstoke & Freefolk Millennium Green	Fencing	Sep	£(355.00)
PKF Littlejohn	Audit External	Sep	£(200.00)
AO.COM	Fridge	Sep	£(407.49)
Kingfisher Day Centre	Insurance contribu	Sep	£ 806.11
Arthur J Gallagher	Insurance	Sep	£(2,832.89)

Laverstoke & Freefolk Parish Council

Items over £100

Reporting Year: Year to 31 March 2023 (7 of 12)
Month: October 2022

Sum of Net Supplier	Description	Months	Total
British Gas	Electricity	Oct	£(228.07)
Clerk	Clerk salary	Oct	£(373.98)
Watership Down Nursery	Nursery rent	Oct	£ 758.63
Scofell	Grounds maintenai	Oct	£(173.50)
Southern Fire Protection Ltd	Fire alarm service	Oct	£(110.00)
Karen Saunders	Hall hire deposit	Oct	£ 100.00

11.3 **Payments over £250 to approve:** Ryan Dickinson Plumbing & Heating £290, Wellers Hedleys £1000. Approved by David and seconded by Jo. All agreed

- 11.4 **Playground grant application** – Background was given to playground ownership by Millennium Green and PC support of this amenity. Insurance cost has increased this year to £957.61. There is budget of £1200 and no other grant requests are expected this year. Jo proposed, Jayne seconded and all agreed (David excluded from discussion/decision).
- 11.5 **Review regular payments list** – Discussed. David proposed and Jo seconded approving. All agreed as follows:

Regular order/payment items for pre-approval by Laverstoke and Freefolk Parish Council (includes greater than £250 ex vat items)

Parish Council

Scofell (grounds maintenance, £173.50 p.m.)

Hants County Council Streetlights (as per half yearly bill)

Clerk Pay (£376.86 p.m.)

Clerk utility contribution (£18 p.m.)

Stationery – mainly HP inc for ink (friends & family discount, PC visa card) & paper from cheapest local source, often supermarkets.

Hampshire County Supplies (paper, loo rolls etc)

Information Commissioner's Office (£35 p.a.)

Scribe accounts subscription (£172 p.a.)

Microsoft OneDrive (£1.99 p.m.)

Bank charges (£5 p.m.)

Transfers between PC Business Money Manager and PC Current account

Community Centre Site

GB Lite Gas (approved in Feb 2022 for 2 years)

GB Lite Electricity (approved in Feb 2022 for 2 years)

Ryan Dickinson Boiler contract (£19.17 p.m.)

DBS update service (clerk DBS) (£13 p.a.)

Southern Fire protection (Annual alarm and 6 monthly extinguisher tests c. £300 p.a.)

Cleaning materials from cheapest local sources, often supermarkets

Clerk Pay (£41.87 p.m.)

Bank charges (£5 p.m.)

HMRC VAT

Transfers between Community Site and PC accounts where re-allocation needed (e.g. where cleaning materials bought with stationery)

- 11.6 **Budget setting for 2022/23.** David explained the precept needs agreeing in Jan at latest and budget before that. First draft has been circulated for both PC and CC. With expected cost increases (10% factored in) and some unexpectedly higher (e.g. SID) we are forecasting a potential overspend. Increasing the precept by 10% in the current climate on top of our relatively high parish rating would be difficult

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and inappropriate. We therefore need to consider cuts to expenditure. **Action:** organise zoom working party to bring a proposed budget to Dec meeting

12. **Correspondence** HCC Flood risk management – info has been included in newsletter

- 12.1 Cllr Juliet Henderson Oct report and need for foster carers – info has been included in newsletter
- 12.2 Defib familiarisation and training – 10 am 10 Nov Men's Shed & 7pm 1 Dec at LRH. Included in newsletter **Action:** Post on FB

13. **Planning**

- 13.1 Ref 22/02713/HSE Location: Mill Cottage 5 Laverstoke Lane. Proposal: Single garage outbuilding with home office and storage above following demolition of existing garage and adjacent store. Discussed and no comments to be made.

Next PC meeting: 1 November at 7.30pm in Lady Rose Hall.

Sign.....Date.....

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Laverstoke & Freefolk Parish Council

Reporting Year:

Year to 31 March 2023 (6 of 12)

Income and Expenditure Statement (Cash basis)

Month: September 2022

All £

	Parish Council				Community Site				Total		
	Month	YTD	Full year Budget	Budget Remaining	Month	YTD	Full year Budget	Budget Remaining	Month	YTD	Full year Budget
Precept	4,973	9,945	9,945	-	-	-	-	-	4,973	9,945	9,945
Grants	-	2,390	337	(2,053)	-	-	-	-	-	2,390	337
Donations	-	-	-	-	-	-	-	-	-	-	-
Hall Hire - Nursery	-	-	-	-	1,517	4,318	8,500	4,182	1,517	4,318	8,500
Hall Hire - Other	-	-	-	-	175	784	1,200	416	175	784	1,200
Hall Hire deposit	-	-	-	-	100	700	-	(700)	100	700	-
Cost Recoveries	-	-	-	-	1,311	2,016	3,504	1,488	1,311	2,016	3,504
Site Rent	-	-	-	-	-	1,943	1,943	-	-	1,943	1,943
Other Income	1	2	1	(1)	-	67	-	(67)	1	69	1
Total Income	4,973	12,338	10,283	(2,055)	3,104	9,829	15,147	5,319	8,077	22,166	25,430
Contribution	-	-	1,750	1,750	-	-	(1,750)	(1,750)	-	-	-
PC/CC cost charges	-	-	-	-	-	-	-	-	-	-	-
Total Transfers	-	-	1,750	1,750	-	-	(1,750)	(1,750)	-	-	-
Salary/Newsletter	(374)	(2,294)	(4,716)	(2,423)	(42)	(253)	(524)	(271)	(416)	(2,547)	(5,240)
Training	-	-	-	-	-	-	-	-	-	-	-
Insurance	-	-	(557)	(557)	(2,833)	(2,833)	(1,924)	909	(2,833)	(2,833)	(2,481)
Professional fees	(200)	(662)	(689)	(27)	-	(750)	-	750	(200)	(1,412)	(689)
IT costs	(2)	(333)	(443)	(110)	-	(42)	(58)	(16)	(2)	(375)	(501)
Grounds Maint.	(355)	(1,103)	(1,277)	(175)	-	(43)	(560)	(517)	(355)	(1,146)	(1,837)
Street Lighting & Furniture	-	(213)	(544)	(331)	-	-	-	-	-	(213)	(544)
SID Management	-	-	(732)	(732)	-	-	-	-	-	-	(732)
Utilities	-	-	-	-	(265)	(1,646)	(3,761)	(2,115)	(265)	(1,646)	(3,761)
Bldgs Repair/Maint.	-	-	-	-	-	(1,154)	(3,000)	(1,846)	-	(1,154)	(3,000)
Bldgs Planned Maint.	-	-	-	-	(19)	(191)	(761)	(570)	(19)	(191)	(761)
Equipment	-	-	-	-	(407)	(407)	-	407	(407)	(407)	-
Cleaning	-	-	-	-	-	(41)	(104)	(63)	-	(41)	(104)
Other expenses	(73)	(1,682)	(296)	1,386	(5)	(230)	(60)	170	(78)	(1,912)	(356)
Total Expenses	(1,004)	(6,286)	(9,254)	(2,968)	(3,571)	(7,591)	(10,752)	(3,161)	(4,575)	(13,877)	(20,006)
Grants Made	-	-	(1,200)	(1,200)	-	-	-	-	-	-	(1,200)
Project costs	-	-	(1,500)	(1,500)	-	-	(1,500)	(1,500)	-	-	(3,000)
Net Vat	(41)	(492)	-	492	372	904	-	(904)	331	412	-
Net cash Movement	3,928	5,559	79	(5,481)	(95)	3,142	1,146	(1,996)	3,833	8,701	1,224
Cash b/f	6,661	5,172	5,247	75	64,134	60,755	5,247	(55,508)	70,796	65,927	10,494
Cash c/f	10,589	10,732	5,326	(5,406)	64,039	63,897	6,393	(57,504)	74,628	74,628	11,718

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Laverstoke & Freefolk Parish Council

Reporting Year:

Year to 31 March 2023 (7 of 12)

Income and Expenditure Statement (Cash basis)

Month:

October 2022

All £	Parish Council				Community Site				Total		
	Month	YTD	Full year Budget	Budget Remaining	Month	YTD	Full year Budget	Budget Remaining	Month	YTD	Full year Budget
Precept	-	9,945	9,945	-	-	-	-	-	-	9,945	9,945
Grants	-	2,390	337	(2,053)	-	-	-	-	-	2,390	337
Donations	-	-	-	-	-	-	-	-	-	-	-
Hall Hire - Nursery	-	-	-	-	759	5,077	8,500	3,423	759	5,077	8,500
Hall Hire - Other	-	-	-	-	113	896	1,200	304	113	896	1,200
Hall Hire deposit	-	-	-	-	100	800	-	(800)	100	800	-
Cost Recoveries	-	-	-	-	-	2,016	3,504	1,488	-	2,016	3,504
Site Rent	-	-	-	-	-	1,943	1,943	-	-	1,943	1,943
Other Income	2	4	1	(3)	-	67	-	(67)	2	71	1
Total Income	2	12,339	10,283	(2,056)	971	10,800	15,147	4,348	973	23,139	25,430
Contribution	-	-	1,750	1,750	-	-	(1,750)	(1,750)	-	-	-
PC/CC cost charges	-	-	-	-	-	-	-	-	-	-	-
Total Transfers	-	-	1,750	1,750	-	-	(1,750)	(1,750)	-	-	-
Salary/Newsletter	(439)	(2,733)	(4,716)	(1,984)	(49)	(302)	(524)	(222)	(488)	(3,035)	(5,240)
Training	-	-	-	-	-	-	-	-	-	-	-
Insurance	-	-	(557)	(557)	-	(2,833)	(1,924)	909	-	(2,833)	(2,481)
Professional fees	-	(662)	(689)	(27)	-	(750)	-	750	-	(1,412)	(689)
IT costs	(2)	(335)	(443)	(108)	-	(42)	(58)	(16)	(2)	(377)	(501)
Grounds Maint.	(174)	(1,276)	(1,277)	(1)	-	(43)	(560)	(517)	(174)	(1,319)	(1,837)
Street Lighting & Furniture	(38)	(251)	(544)	(293)	-	-	-	-	(38)	(251)	(544)
SID Management	-	-	(732)	(732)	-	-	-	-	-	-	(732)
Utilities	-	-	-	-	(278)	(1,924)	(3,761)	(1,837)	(278)	(1,924)	(3,761)
Bldgs Repair/Maint.	-	-	-	-	-	(1,154)	(3,000)	(1,846)	-	(1,154)	(3,000)
Bldgs Planned Maint.	-	-	-	-	(129)	(320)	(761)	(441)	(129)	(320)	(761)
Equipment	-	-	-	-	-	(407)	-	407	-	(407)	-
Cleaning	-	-	-	-	-	(41)	(104)	(63)	-	(41)	(104)
Other expenses	(42)	(1,724)	(296)	1,428	(5)	(235)	(60)	175	(47)	(1,959)	(356)
Total Expenses	(694)	(6,981)	(9,254)	(2,274)	(461)	(8,052)	(10,752)	(2,700)	(1,155)	(15,032)	(20,006)
Grants Made	-	-	(1,200)	(1,200)	-	-	-	-	-	-	(1,200)
Project costs	-	-	(1,500)	(1,500)	-	-	(1,500)	(1,500)	-	-	(3,000)
Net Vat	(49)	(540)	-	540	59	963	-	(963)	10	423	-
Net cash Movement	(741)	4,819	79	(4,740)	569	3,711	1,146	(2,565)	(172)	8,529	1,224
Cash b/f	10,100	5,172	5,247	75	64,528	60,755	5,247	(55,508)	74,628	65,927	10,494
Cash c/f	9,360	9,991	5,326	(4,665)	65,097	64,466	6,393	(58,073)	74,457	74,457	11,718