

Laverstoke and Freefolk Parish Council Meeting 1 December 2022 Minutes

Public Time:

- a) A rep from the Men's Shed extended an open invitation for coffee to Councillors to pop in on Tues, Thurs or Sat mornings. Their energy bills have risen from £450 to £1300 p.m. and they are pleased to have just received a grant from Whitchurch Co-Op.
- b) It was commented by a resident that the clematis by Bombay Sapphire bus shelter needs cutting. The PC asked for it to be trimmed back to the bottom of the fence. **Action:** chase BS. They also raised the pavement, by bridge, being overgrown. It was discussed that it has been left historically by B&D responsible for sweeping and Laverstoke Park. The pavement widens as the wall bends in and there is now substantial topsoil. **Action:** run a volunteer session to clear this in the New Year and ask B&D to maintain the swept width thereafter. The resident also raised that they would like the drains that get blocked with scalpings at the bottom of Priory Lane to be added to the flooding reporting list. Andrew has been taking Priory Lane pics as a record for reporting. The Florence portal Noticeboard is currently out of use and needs repairing and the Freefolk noticeboard needs further attention.

1. **Apologies for Absence:** Diccon Harvey, Jim Marsh

In attendance: David Ellis, Jo Probut, Andrew White, Julia Chedgey, Jayne Hudson

2. **Declarations of interest** - David: PCC, Millennium Green

3. **Signature and approval of minutes** of PC meeting of 1 November 2022

4. **Borough Cllr Update** – Steve Williams updated on the Leisure Park master framework/plan which has received quite a poor reception from cross-party councillors. They felt building a new aquadrome is not ambitious enough - an Olympic pool would be preferable as nearest are Guildford and Southampton. They are currently working with companies interested in putting some exciting activities on the site. There will be no cut in service as development will take place on a new site. Cllrs have also passed motion that space should be reserved for a future Basingstoke Town FC ground.

The Council have produced a draft 2023-27 plan and budget for 23-24 which looks to freeze element of council tax due for Borough, parking and garden waste collection. The plan has 3 aims – make B&D a good place to live, look after environment and ensure improved services.

Action: read the consultation doc and feedback by 2 Jan

<https://www.basingstoke.gov.uk/councilconsult2023>.

Steve has set up a Warm Hub, with volunteers making tea and cakes, on Thursdays 10-12:00 in St Mary's Hall, Overton. It is likely to continue into the summer. **Action:** include in newsletter

5. **Portals Closure Update** – It was agreed to move Portals update forward in the meeting. A group has formed to liaise with Portals on closure implications. L&F reps have been invited to join {David and Nicky}. The group was initially formed due to ecological/enviro issues given the huge volume of water taken from bore holes, used in production, cleaned, put in settlement ponds and then returned to river further downstream. Portals are meeting weekly with Environment Agency. There is concern about flooding if water is no longer taken and what will happen to the settlement ponds and further down river. The plan is to take only 50% of current requirement. The settlement ponds are a haven for wildlife and if water is not put in habitats will be destroyed. Portals management (current operations people) are assuring they have welfare of community in their reckoning. DLR have paid £16.7m to the private equity owners to cover their interest. Steve is to call a meeting of all reps.

6. **Maintenance items**

6.1. Jo has raised potholes, drain and bent Give Way sign on Laverstoke Lane to HCC.

Laverstoke and Freefolk Parish Council Meeting 1 December 2022 Minutes

- 6.2. Nicky requested HCC review the Laverstoke Lane road closure signage position with HCC following a collision in early Nov at the B3400/Lane junction and concerns of traffic backup on Rotten Hill. The contractors put the signs back in the same spot and reinforced with bollards and lights.
7. **Climate change** – see item 9.
8. **Projects List**
- 8.1. **Car park at Freefolk** – Sovereign have withdrawn from the proposed development because it will now cost £150k - more than they wish to spend. **Action:** David to ask for details of what their parking plan will now be. We need to jointly communicate with Manor Cottages residents over withdrawal. Sovereign don't own any parking apart from any spaces behind the building i.e. they are renting property with no parking. Residents want parking and they currently park on Church and PC land. Grant requests have failed in the past due to limited beneficiaries. The land is covenanted so can only be a playground or car park. The church have parking issues at big events. A resident was permitted by the chair to add that Greenham Trust have financed 2 car parks in Whitchurch.
- 8.2. **Removal of old sports lights** – Bryan Hirst (Recycling) has come to look at the old bowling green and football lights. He will remove and take away the scrap. The 4 football light bases may be an issue (concrete dug deep into the ground) and so removal of one will be attempted as trial. If unsuccessful they will be left in situ. Jo proposed, Andrew seconded and all agreed to their removal
- 8.3. **Renovation of Love token/Fountain/Cross, Freefolk** It was agreed that this renovation will only be considered after the footpath project has been completed
- 8.4. **Tree survey of PC trees** - Nicky to lead **Action:** approach tree surveyor Laverstoke Park used
- 8.5. **Beech Hedge Cutting** – Jo has updated the Farm Manager that there is some budget for cutting the front and top sides of the hedge. **Action:** Jo to follow up with Philip Dennee
- 8.6. Bringing the pavilion lane fence line back was removed from project list as agreed by all.
- 8.7. **TV project.** – **Action:** Andrew to spec TV and stand in wooden case on clock wall. Consider using Men's Shed for case.
- 8.8. **Fencing around undercroft WC** is due to take place this month
- 8.9. **EV charging** – Julia to lead. See next point:
9. **Electrical charging points in Laverstoke Lane** – Grants may be available. Lav Lane may qualify as it has limited off street parking but got to commit to usage levels and charge payments. Currently trialing lamppost charging in Winchester and Eastleigh. HCC have an on street charge point needs survey to determine where demand is greatest for future schemes. There are 6 lampposts that could potentially be used in Lav Lane. Pavement mats can also be used but with a trailing lead length of only 10m along kerbside. It was felt inappropriate to run a survey at this point. **Action:** include mat solution in newsletter
10. **Freefolk Car Park Latest Status** – see projects above
11. **Proposal on improvements to PC Communications** – A series of recommendations have been made by a working party: including have 3 levels of comms for items we want to promote Level 1 put in newsletter, level 2 newsletter plus Fb and level 3 newsletter plus FB plus hardcopy flyer. Get more people involved in the PC/public meeting time so we hear from, as well as communicating to, residents. Use Outdoor banners and videos for advertising some meetings. Include tea and coffee facility at meetings. Make Annual Parish meeting more social and look at running separate to PC AGM. Create a PC logo. Shorten newsletter inclusions and add amenities and promote LRH hire. Add monthly borough Cllr update. David proposed and Andrew seconded the proposals.
12. **Community Site updates**

Laverstoke and Freefolk Parish Council Meeting 1 December 2022 Minutes

- 12.1. Pavilion and latest on Licenses - In replying to WTC's last letter we have offered a proper licence for use of the room for 6 months. David proposed and Jo seconded moving to a confidential session at end of meeting to discuss further.

12.2. Lady Rose Hall – no update

12.3. Tennis and archery area - no update

13. Finance

13.1. Nov 2022 finance summaries - see tables at end of minutes

13.2. Items over £100:

Laverstoke & Freefolk Parish Council

Items over £100

Reporting Year: Year to 31 March 2023 (8 of 12)
Month: November 2022

Sum of Net Supplier	Description	Months	Total
Clerk	Clerk salary	Nov	£(374.16)
Ryan Dickinson Plumbing & Heating Ltd	Plumbing	Nov	£(290.00)
Watership Down Nursery	Nursery rent	Nov	£ 758.63
Scofell	Grounds maintenance	Nov	£(347.00)
Hampshire County Council	Streetlighting	Nov	£(221.14)
HMRC E VAT	HMRC VAT	Nov	£(385.17)
Alex Thomas	Deposit return	Nov	£(100.00)
Steve Grudgings	Deposit return	Nov	£(100.00)
Laverstoke & Freefolk Millennium Green	Grant Made	Nov	£(957.61)
Cartridge People	Printer	Nov	£(171.57)
Bethan & Kirk Good	Hall hire deposit	Nov	£ 100.00
	Deposit return	Nov	£(100.00)
Silviu Tudorache	Hall hire deposit	Nov	£ 100.00

13.3. Payments over £250 to approve: £790 SID.

13.4. Budget setting for 2023/24.

13.4.1. Parish Council must run self-sufficiently as community site budget may not always be available. First pass budgeting came in at over £1000 over budget. There are certain items that need addressing e.g. salaries must be above National Living Wage. We need to split between PC and CC hours. Proposed reductions were on grants by £300, reduce bank accounts to one account to save £60, cut out the church bank cut - make a wildlife bank & do ourselves, combining website hosting, reduce Speed Indicator Device by £300 with Bombay Sapphire support, reduce hedge cutting to £600. The PC discussed and prioritised as per table below. **Action:** confirm final costing from Simone Surveys, agree B3400 outings only and request BS support. Jayne proposed and Andrew seconded budget and all agreed. (Potential precept was discussed of a 3% increase from £9,945 to £10,243. However, it was felt that reinstating 10k would be preferable.) Include final precept setting in Jan agenda

13.4.2. CC budget – have reserves which our model shows as £13k surplus but with inflation factored in it disappears. Need to add pavilion £4000 to Maintenance budget (drains, fire risk work etc), increase project costs to £5000, TV £600, £1485 for rough car park and £1500 LRG internal drain roof drain. PC discussed and prioritised as per table below. The budget was then proposed by Jo, seconded by Jayne and all agreed.

13.4.3. Final budget tables:

Laverstoke and Freefolk Parish Council Meeting 1 December 2022 Minutes

Laverstoke & Freefolk Parish Council

Detailed Budget Summary

Actual is to 30.9.22

2022/23							Agreed 2023/24	
Receipts			Payments				Receipts	Payments
Budget 22/23	Actual	F/C close	Budget 22/23	Actual	F/C close		Proposed Budget	Proposed Budget
Parish Council Income								
Code Title	Budget 22/23	Actual	F/C close					
100 Precept	9945	9945	9945				10,000	
110 Grants - PC	337	2390.37	2390.37				340	
140 Donation - PC							-	
190 Other Income - PC	1	2.18	4.36				9	
196 Misc. Receipts - PC							-	
200 Precept Contrib from CC	1750		1050				850	
Sub Total	12,033.00	12,337.55	13,389.73				11,199	
Parish Council Costs								
Code Title				Payments				
				Budget 22/23	Actual	F/C close		
300 Clerk Salary - PC				4,522.38	2,232.99	4,522.38		4,824
302 Clerk Expenses - PC				194.00	48.60	194.00		194
304 HMRC PAYE/NIC Payment					12.20	31.40		38
310 Grounds Maintenance - PC				1,277.00	1,102.50	1,388.00		1,477
312 Street Lighting - PC				544.00	213.12	544.00		598
314 Street Furniture - PC								-
316 SID Management - PC				732.00		732.00		732
350 Insurance - PC				557.00	271.95	271.95		299
360 Audit Fees - PC				442.00	450.00	442.00		485
362 Professional Fees - PC				247.49	212.49	247.49		272
364 IT Costs - PC				442.51	332.99	692.51		313
370 Training - PC								-
372 Stationery - PC				200.00	176.32	352.64		308
374 Bank Charges - PC				96.00	48.00	96.00		66
376 Misc. Costs - PC					1,457.25	2,050.25		0
SUB TOTAL				9,254.38	6,558.41	11,564.62		9,607
Parish Council Grants Made								
Code Title				Payments				
				Budget 22/23	Actual	F/C close		
380 Grants Made				1,200.00		800.00		900
SUB TOTAL				1,200.00	0.00	800.00		900
Parish Council Projects								
Code Title				Payments				
				Budget 22/23	Actual	F/C close		
390 Project Cost - PC				1,500.00		1,050.00		600
SUB TOTAL				1,500.00	0.00	1,050.00		600
PC Summary								
	12,033.00	12,337.55	13,389.73	11,954.38	6,558.41	13,414.62	11,199	11,107
Surplus/(deficit)						-24.89		92

Laverstoke and Freefolk Parish Council Meeting 1 December 2022 Minutes

Community Site Income					
Code	Title	Budget	Actual	F/C close	
111	Grants - CC			5,104.10	-
121	Hall Hire - Nursery	8,499.96	4,318.38	8,499.96	9,635
123	Hall Hire - Other	1,200.00	783.75	1,200.00	1,900
125	Site Rent	1,943.33	1,943.33	1,943.33	1,943
127	Hall hire deposit		700.00	0.00	-
131	Cost Recoveries - CC	3,504.00	2,016.21	4,185.34	4,356
145	Donation - CC				-
151	HMRC Refund		189.32		-
195	Other Income - CC				-
197	Misc. Receipts - CC		66.93	66.93	-
SUB TOTAL		15,147.29	10,017.92	20,999.66	17,834
					-
Community Site Costs					
Code	Title	Payments			
		Budget	Actual	Forecast	
301	Clerk Salary - CC	502.44	248.09	502.44	528
303	Clerk Expenses - CC	21.60	5.40	21.60	22
321	Grounds Maintenance - CC	559.68	43.00	793.00	872
323	Planned Maintenance - CC	761.00	191.22	761.00	837
325	Repairs/Maintenance - CC	3,000.00	1,153.68	3,500.00	7,850
327	Equipment - CC		407.49	407.49	600
331	Cleaning - CC	104.00	41.02	104.00	-
333	Utilities - CC	3,761.00	1,646.15	4,773.65	4,815
345	Rates - CC				-
355	Insurance - CC	1,924.00	2,551.95	2,551.95	2,807
365	Professional Fees - CC		750.00	3,513.00	14
367	IT Costs - CC	58.00	41.88	58.00	64
373	Contribution to PC Budget	1,750.00		1,050.00	850
375	Bank Charges - CC	60.00	30.00	60.00	66
377	Misc. Costs - CC		200.00	200	500
379	HMRC VAT Payment		291.86		-
SUB TOTAL		12,501.72	7,601.74	18,296.13	19,825
					-
Community Site Projects					
Code	Title	Payments			
		22/23 Budget	Actual	F/C Close	
395	Project Cost - CC	1,500.00		0.00	5,000
SUB TOTAL		1,500.00	0.00	0.00	5,000
					0.00
CC Summary		15,147.29	10,017.92	20,999.66	14,001.72
Surplus/(deficit)					7,601.74
					18,296.13
					17,834
					24,825
					2703.53
					-
					6,991
TOTAL PC & CC		27,180.29	22,355.47	34,389.39	25,956.10
Surplus/(deficit)					14,160.15
					31,710.75
					2,678.64
					-
					6,899

14. Correspondence

- 14.1. North Whitchurch – 17 Nov public consultation event. There are 3 parcels of land being proposed for development. 1 is within the Laverstoke & Freefolk Conservation area (5 exec homes) and one is in AONB. It was agreed to watch out for planning app and include in Jan newsletter
- 14.2. B&D planning – appeal lodged for refused tennis lights application, awaiting detail
- 14.3. 23 Nov Sovereign – car park no longer cost-effective project for Sovereign as per item 8.1
- 14.4. 8 Nov HCC - Manor Cottage footpath reopened after bridge repair. It was worth escalating
- 14.5. Hants Mineral waste plan partial plan update consultation closes 31 Jan
- 14.6. Announcement of Coronation on Sat 6 May 2023 and extra bank holiday Mon 8 May – discuss in early 2023

Laverstoke and Freefolk Parish Council Meeting 1 December 2022 Minutes

15. Planning

15.1. Refs: 22/03149/FUL & 22/03150/LBC The Bombay Sapphire Distillery, RG28 7NR.

Proposal: Remove biomass hopper & flues & alterations to brickwork to Building 9.

Alterations to Coach house including erection of new brick wall enclosure & new doors, & relocation of existing bin stores & 4 existing parking spaces. Discussed. No comments to be made

Laverstoke & Freefolk Parish Council

Reporting Year: Year to 31 March 2023 (8 of 12)

Income and Expenditure Statement (Cash basis)

Month: November 2022

All E	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	5,836	8,500	2,664	759	5,836	8,500
Hall Hire - Other	-	-	-	-	188	1,084	1,200	116	188	1,084	1,200
Hall Hire deposit	-	-	-	-	200	1,000	-	(1,000)	200	1,000	-
Cost Recoveries	-	-	-	-	-	2,016	3,504	1,488	-	2,016	3,504
Site Rent	-	-	-	-	-	1,943	1,943	-	-	1,943	1,943
Other Income	3	8	1	(7)	-	67	-	(67)	3	74	1
Total Income	3	12,343	10,283	(2,060)	1,146	11,946	15,147	3,201	1,150	24,289	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)	(3,107)	(4,716)	(1,610)	(42)	(344)	(524)	(180)	(416)	(3,451)	(5,240)
Training	-	-	-	-	-	-	-	-	-	-	-
Insurance	-	-	(557)	(557)	-	(2,833)	(1,924)	909	-	(2,833)	(2,481)
Professional fees	-	(662)	(689)	(27)	(13)	(763)	-	763	(13)	(1,425)	(689)
IT costs	(173)	(508)	(443)	65	-	(42)	(58)	(16)	(173)	(550)	(501)
Grounds Maint.	(347)	(1,623)	(1,277)	346	-	(43)	(560)	(517)	(347)	(1,666)	(1,837)
Street Lighting & Furniture	(221)	(473)	(544)	(71)	-	-	-	-	(221)	(473)	(544)
SID Management	-	-	(732)	(732)	-	-	-	-	-	-	(732)
Utilities	-	-	-	-	-	(1,924)	(3,761)	(1,837)	-	(1,924)	(3,761)
Bldgs Repair/Maint.	-	-	-	-	(290)	(1,444)	(3,000)	(1,556)	(290)	(1,444)	(3,000)
Bldgs Planned Maint.	-	-	-	-	(19)	(340)	(761)	(421)	(19)	(340)	(761)
Equipment	-	-	-	-	-	(407)	-	407	-	(407)	-
Cleaning	-	-	-	-	-	(41)	(104)	(63)	-	(41)	(104)
Other expenses	(65)	(1,788)	(296)	1,492	(305)	(540)	(60)	480	(370)	(2,328)	(356)
Total Expenses	(1,180)	(8,161)	(9,254)	(1,093)	(669)	(8,721)	(10,752)	(2,031)	(1,849)	(16,882)	(20,006)
Grants Made	(958)	(958)	(1,200)	(242)	-	-	-	-	(958)	(958)	(1,200)
Project costs	-	-	(1,500)	(1,500)	-	-	(1,500)	(1,500)	-	-	(3,000)
Net Vat	(160)	(700)	-	700	(258)	705	-	(705)	(417)	5	-
Net cash Movement	(2,294)	2,524	79	(2,446)	220	3,930	1,146	(2,785)	(2,075)	6,455	1,224
Cash b/f	9,360	5,172	5,247	75	65,097	60,755	5,247	(55,508)	74,457	65,927	10,494
Cash c/f	7,065	7,697	5,326	(2,371)	65,317	64,685	6,393	(58,293)	72,382	72,382	11,718

Next PC meeting: 3 January at 7.30pm in Lady Rose Hall.

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