

Laverstoke and Freefolk PC Meeting 30 April 2024 Minutes

Public Time

- a. A resident requested vegetation overhanging fences at Manor Cotts be cut by residents. **Action:** include item about vegetation in June newsletter. They also mentioned grit needs sweeping between Love token and bus stop and that Bere Mill solar panels could potentially be positioned on their barns

Borough Councillor report – None

County councillor report – Written report received including: £4.2m additional road improvement schemes in 24/25 (from HS2 cancellation), HCC offices being reviewed for smarter use of space & bus service improvements e.g. 76 (Andover/Whitchurch/Basingstoke) will become half hourly, Mon-Sat daytime.

Main Meeting

1. **Apologies for Absence:** Julia Chedghey,
In attendance: David Ellis, Jo Probut, Andrew White, Jayne Hudson, Diccon Harvey, Jim Marsh
2. **Declarations of interest** - David: PCC, Millennium Green; Diccon: planning ref. 24/00713/HSE
3. **Signature & approval of Minutes 5 March PC Meeting** – approved and signed.
4. **Planning**
 - 4.1. **24/00713/HSE.** Location: 1 Tudor Rose Cottages, Priory Lane, Freefolk. RG28 7QU. Proposal: Erection of single storey rear extension. Discussed and no comment to be made. (Diccon excluded.)
 - 4.2. **Propose Gill Baker as tree warden.** This voluntary position can be suggested by PC or a community group, has no statutory powers but can express views to the council. David recommended making it an annual appointment through AGM each year (from 2025). In the Conservation area trees are protected and Gill is effectively offering consultancy to the parish. The councillors would like help getting their replanting/ replacing messaging out. Jayne proposed, Andrew seconded & all agreed.
5. **Maintenance**
 - 5.1. **Scofell grounds maintenance** renewal quote £1435.73. (£5 more than budgeted.) David proposed, Diccon seconded and all approved. The Millennium Green has re-contracted and extended the maintenance to include cutting around the pond area footpath. The PCC have also taken on Scofell for graveyard.
 - 5.2. **Beech hedge rat removal plan** – plan sent previously has been updated and circulated. A rat expert had said to get rid of habitat & food sources in first instance. Millennium Green team has now cleared old rural trail area & all dumped wood has been chipped & removed. The old trim trail sleepers are unfortunately not reusable. Quote has been received for scraping car park surface to gravel base for £600. Soil to be spread over MG trim trail. A volunteer clear up is needed beforehand to clear vegetation dumped in corner of car park, strim and beech nuts rake/removal. 11 May agreed, with Jo leading. David proposed going with £600 scrape quote, Jayne seconded and all agreed. **Action:** agree date with contractor. It was also discussed that Millennium Green are going to clear nature corner in playground. Residents will be able to take the logs. Keep lid on food sources/compost was also included in newsletter. Puddle in lane could be rat water source.
 - 5.3. **Bombay Sapphire InSpirit Day 13 May** – list of tasks circulated and discussed. **Action:** Nicky firm up with BS
6. **Project Items** – A tree survey is being undertaken with Millennium Green. It is £285.50. David proposed and Jo seconded, all agreed. **Action:** advise Gill. It was also discussed that logs from fallen tree on Millennium Green can be taken by community.
7. **Community site**
 - 7.1. **Overall site** – the PC have been talking to De La Rue for over a year about the long-term future of the site. We have confirmed interest in the freehold and are now waiting on them.
 - 7.2. **Pavilion** – incl. latest on licences. Solicitors were chased last week re TVMS lease and draft should be received in next week.
 - 7.3. **Tennis area** – Following meeting end Feb, PC agreed to give HoTs and that a proposal should be made by WTC on lights usage. A disappointing response was received with very little change to what had been proposed previously by WTC and had been rejected by PC. (Mon-Thurs till 9pm (Weds till 10pm), Fridays for

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training till 9pm and Sun till 6pm, considered by WTC as meeting half way.) PC responded that this wasn't in spirit of meeting and arguments of lights non-usage in summer are not convincing. We requested they reconsider & WTC have replied asking PC to reconsider so we are no further forward.

7.4. **Archery area** – David and Nicky have met with the archers and agreed an inflation rental increase of £21.3% to £1346 subject to PC approval. Jayne proposed and Jim seconded the increase that was also line with budget.

7.5. **LRH** – WC issue to be resolved

8. Finance

8.1. March report:

Laverstoke & Freefolk Parish Council

Reporting Year: Year to 31 March 2024 (12 of 12)

Income and Expenditure Statement (Cash basis)

Month: March 2024

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	-	10,000	10,000	-	-	-	-	-	-	10,000	10,000
Grants	-	512	340	(172)	-	5,104	-	(5,104)	-	5,616	340
Donations	-	-	-	-	-	-	-	-	-	-	-
Hall Hire - Nursery	-	-	-	-	800	9,527	9,635	108	800	9,527	9,635
Hall Hire - Other	-	-	-	-	188	1,647	1,900	253	188	1,647	1,900
Hall Hire deposit	-	-	-	-	-	(200)	-	200	-	(200)	-
Cost Recoveries	-	-	-	-	(356)	3,867	4,356	489	(356)	3,867	4,356
Site Rent	-	-	-	-	727	2,670	1,943	(727)	727	2,670	1,943
Other Income	-	21	9	(12)	(370)	67	-	(67)	(370)	88	9
Interest Income	95	854	-	(854)	13	13	-	(13)	108	867	-
Total Income	95	11,387	10,349	(1,038)	1,000	22,695	17,834	(4,861)	1,095	34,082	28,183
Contribution	-	-	850	850	-	-	(850)	(850)	-	-	-
PC/CC cost charges	-	-	-	-	-	-	-	-	-	-	-
Total Transfers	-	-	850	850	-	-	(850)	(850)	-	-	-
Salary/Newsletter	(468)	(4,976)	(5,056)	(80)	(51)	(549)	(550)	(1)	(519)	(5,525)	(5,606)
Training	-	-	-	-	-	-	-	-	-	-	-
Insurance	-	-	(299)	(299)	-	(3,903)	(2,807)	1,096	-	(3,903)	(3,106)
Professional fees	-	(698)	(757)	(59)	-	(3,663)	(14)	3,649	-	(4,361)	(771)
IT costs	(87)	(449)	(313)	136	-	(58)	(64)	(6)	(87)	(507)	(377)
Grounds Maint.	-	(1,367)	(1,477)	(110)	-	(670)	(872)	(202)	-	(2,037)	(2,349)
Street Lighting & Furniture	-	(481)	(598)	(117)	-	-	-	-	-	(481)	(598)
SID Management	-	-	(732)	(732)	-	-	-	-	-	-	(732)
Utilities	-	-	-	-	(414)	(7,036)	(4,815)	2,221	(414)	(7,036)	(4,815)
Bldgs Repair/Maint.	-	-	-	-	(217)	(4,749)	(7,850)	(3,101)	(217)	(4,749)	(7,850)
Bldgs Planned Maint.	-	-	-	-	(19)	(1,583)	(837)	746	(19)	(1,583)	(837)
Equipment	-	-	-	-	-	(30)	(600)	(571)	-	(30)	(600)
Cleaning	-	-	-	-	-	(37)	-	37	-	(37)	-
Other expenses	(8)	(439)	(374)	65	(11)	(71)	(566)	(495)	(19)	(510)	(940)
Total Expenses	(562)	(8,411)	(9,606)	(1,195)	(713)	(22,348)	(18,975)	3,373	(1,275)	(30,760)	(28,581)
Grants Made	-	(900)	(900)	-	-	-	-	-	-	(900)	(900)
Project costs	-	-	(600)	(600)	-	(6,015)	(5,000)	1,015	-	(6,015)	(5,600)
Net Cash Movement before VAT	(467)	2,076	93	(1,983)	288	(5,668)	(6,991)	(1,323)	(180)	(3,592)	(6,898)
Net Vat									110	(108)	-
Net cash Movement									(69)	(3,701)	(6,898)
Reserves/cash b/f									67,899	71,530	68,606
Reserves/cash c/f									67,830	67,830	61,708

Clerk salary increase, National living wage requirement – David proposed, Diccon seconded and all agreed

8.2. Items over £150 ex VAT:

Laverstoke & Freefolk Parish Council

Items over £150

Reporting Year:

Year to 31 March 2024 (12 of 12)

Month:

March 2024

Sum of Net

Supplier	Description	Months	Total
British Gas	Electricity	Mar	£(258.26)
	Gas	Mar	£(155.77)
Clerk	Clerk salary	Mar	£(396.36)
Two-Day Roofing	Roofing	Mar	£(200.00)
Watership Down Nursery	Nursery rent	Mar	£ 800.00

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(Clerk salary shown in table is for PC only and combined with CC totals £440.40)

8.3. Approval of payments over £300 ex VAT: Essential Fire £397.50; Ryan Dickinson boiler contract now £25 p.m. (although inc VAT), Fair Account £300. David proposed, Jo seconded, all approved.

8.4. Confirm no conflicts of interest with BDO LLP external auditor. Cllrs have all confirmed no conflict.

8.5. Update to 24/25 budget:

The budget has been revised at year end and some items have been rolled into Fy 24/25 budget e.g. SID (invoice not received), and some project items now being done in 24/25 e.g. car park scrape, Lintel, render, old lights removal and TV/screen. Utilities have been brought down to reflect lower prices. Reserves are £67,830. Jim proposed, Jayne seconded & all agreed the revised budget.

Laverstoke and Freefolk Parish Council
Budget Year: Year to 31 March 2025

Income and Expenditure Statement (Cash basis)

All £	Parish Council					Community Site					Total				
	Prior year (22/23)	Budget (23/24)	Forecast (23/24)	Budget (24/25)	%	Prior year (22/23)	Budget (23/24)	Forecast (23/24)	Budget (24/25)	%	Prior year (22/23)	Budget (23/24)	Forecast (23/24)	Budget (24/25)	%
Precept	9,945	10,000	10,000	10,200	2%	-	-	-	-	-	9,945	10,000	10,000	10,200	2%
Grants	2,390	340	512	344	-33%	-	-	5,104	-	-100%	2,390	340	5,616	344	-94%
Donations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Hall Hire - Nursery	-	-	-	-	-	8,870	9,835	9,527	9,894	4%	8,870	9,835	9,527	9,894	4%
Hall Hire - Other	-	-	-	-	-	2,307	1,900	1,447	2,000	38%	2,307	1,900	1,447	2,000	38%
Hall Hire deposit	-	-	-	-	-	500	-	-	-	-	500	-	-	-	-
Cost Recoveries	-	-	-	-	-	3,813	4,356	4,224	4,446	5%	3,813	4,356	4,224	4,446	5%
Site Rent	-	-	-	-	-	1,943	1,943	1,943	2,154	11%	1,943	1,943	1,943	2,154	11%
Other Income	23	9	21	-	-100%	-	-	437	300	-31%	23	9	458	300	-35%
Interest Income	-	-	654	131	-65%	-	-	13	1,571	-	-	-	867	1,702	96%
Misc Receipts	-	-	-	-	-	67	-	-	-	-	67	-	-	-	-
Total Income	12,358	10,349	11,387	10,675	-6%	17,500	17,834	22,695	20,366	-10%	29,858	28,183	34,082	31,040	-9%
Contribution	-	850	-	-	-	-	(850)	-	-	-	-	-	-	-	-
PC/CC cost charges	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Transfers	-	850	-	-	-	-	(850)	-	-	-	-	-	-	-	-
Salary/Newsletter	4,508	4,824	4,782	4,838	1%	501	528	549	1,041	90%	5,009	5,352	5,331	5,879	10%
Clerk Expenses	194	194	194	256	32%	22	22	-	39	-	216	216	194	295	52%
NI	12	38	-	-	-	-	-	-	-	-	12	38	-	-	-
Training	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Insurance	281	299	279	292	5%	2,552	2,807	3,624	3,647	1%	2,833	3,106	3,903	3,939	1%
Audit Fees	450	485	485	507	5%	-	-	-	-	-	450	485	485	507	5%
Professional fees	212	272	213	222	5%	763	14	3,663	3,313	-10%	975	286	3,876	3,535	-9%
IT costs	540	313	449	548	22%	42	64	58	-	-100%	582	377	507	548	8%
Grounds Maint.	1,768	1,477	1,367	2,915	113%	163	872	670	272	-69%	1,931	2,349	2,037	3,187	56%
Street Lighting	434	598	481	503	5%	-	-	-	-	-	434	598	481	503	5%
Street Furniture	38	-	-	-	-	-	-	-	-	-	38	-	-	-	-
SID Management	690	732	-	1,228	-	-	-	-	-	-	690	732	-	1,228	-
Utilities	-	-	-	-	-	3,966	4,815	7,036	3,869	-45%	3,966	4,815	7,036	3,869	-45%
Bldgs Repair/Maint.	-	-	-	-	-	2,665	7,850	4,749	1,000	-79%	2,665	7,850	4,749	1,000	-79%
Bldgs Planned Maint.	-	-	-	-	-	526	837	1,583	1,033	-35%	526	837	1,583	1,033	-35%
Equipment	-	-	-	-	-	407	800	-	650	-	407	800	-	650	-
Cleaning	-	-	-	-	-	43	-	37	-	-100%	43	-	37	-	-100%
Other expenses	2,072	-	67	58	-14%	-	500	30	-	-100%	2,072	500	97	58	-41%
Stationery	365	308	276	299	5%	-	-	-	-	-	365	308	276	299	5%
Bank Charges	96	66	96	100	5%	80	66	71	60	-15%	156	132	167	160	-4%
Total Expenses	11,662	9,606	8,690	11,757	35%	11,731	18,975	22,070	14,924	-32%	23,392	28,581	30,760	26,681	-13%
Grants Made	958	900	900	900	0%	-	-	-	-	-	958	900	900	900	0%
Project costs	355	600	-	-	-	-	5,000	6,015	6,605	10%	355	5,600	6,015	6,605	10%
VAT receipts	-	-	-	-	-	222	-	-	-	-	222	-	-	-	-
Vat Payments	-	-	-	-	-	(1,093)	-	(108)	-	-100%	(1,093)	-	(108)	-	-100%
Net Vat	-	-	-	-	-	(872)	-	(108)	-	-100%	(872)	-	(108)	-	-100%
Net cash Movement	(616)	93	1,797	(1,982)	-210%	4,898	(6,991)	(5,497)	(1,164)	-79%	4,281	(6,898)	(3,701)	(3,145)	-15%
Reserves/cash b/f	-	5,147	4,785	6,582	38%	-	63,459	66,745	61,248	-8%	-	68,606	71,530	67,830	-5%
Reserves/cash of	-	5,240	6,582	4,600	-30%	-	56,468	61,248	60,084	-2%	-	61,708	67,830	64,684	-5%

9. Correspondence

- 9.1. B&D 7 March formal notice of Watership Down Inn ACV listing
- 9.2. B&D LRH rates notification
- 9.3. Cllr Phillimore North Wessex Downs Walking Festival 31 May - 9 June.
- 9.4. Rural Services Network - guide to net zero on village halls
- 9.5. WTC re. Tennis lights proposal. As minute ref 7.3 above.
- 9.6. HCC re. moving to volunteer footpath cutting. Some footpath cutting suggested for BS InSpirit day

Next PC meeting: 4 June 2024 7.30pm in Lady Rose Hall.

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