

# Peasemore Parish Council

## Peasemore Parish Council Annual General Meeting Held on Wednesday 19<sup>th</sup> May 2021 8pm in the Village Hall & Online

### Present:

Cllr. R. West (Chairman)  
Cllr. D. Brady (Vice Chair)  
Cllr. S. Homewood  
Cllr. L. Prest (on Zoom)  
Cllr. A Foster

S Youldon – Clerk

9 Parishioners (in person & on Zoom)

### Apologies:

Cllr. C. Hooker (Downlands Ward)

	Action
<b>(1) Election of Chairman:</b> R West was nominated, seconded and agreed to stand as Chairman. Declaration of Acceptance of Office signed	Resolved
<b>(2) Election of Vice Chair:</b> D Brady was nominated, seconded and agreed to stand as Vice Chair. Declaration of Acceptance of Office was signed.	Resolved
<b>(3) Declarations of Interest:</b> There were no declarations of interest. D Brady to check position of Chair to Peasemore Committee included on current declaration.	DB
<b>(4) Minutes:</b> The March minutes were agreed and signed as an accurate record.	Resolved
<b>Financial Matters</b>	
<b>(5) Internal Audit Report and Internal Control Review:</b> The internal audit had been completed and signed. The councillors thanked Richard Bower for his time in completing this. Several items were noted for improvement; reduction of Petty Cash holdings – it was agreed that A Foster would pay in £330 asap leaving £72.33 cash held to provide change for hall hire items; improvement on income records for hall hirers, Clerk and A Foster meeting with D Pinckney 20/05 to agree best way to manage this so Clerk can provide invoices for hirers. Additional matters noted for improvement in the internal control report were: Annual VAT reclaims in January; correction of bank mandate to ensure 2 signatures for every payment and transfer; monthly paper copies of bank statements. It was also noted that improvement could be made to meet accessibility requirements with regards to the online access of Parish Council records. Added to July agenda.	Resolved  SY
<b>(6) Accounts 2020/21:</b> End of year accounts were presented showing a carry forward of £20,781.56 reserves with £7781 ring fenced for hall and pavilion improvements and £1433 ring fenced for playground maintenance. The Councillors reviewed and signed off the Certificate of Exemption and the Bank Reconciliation, together with the Accounting Statements. Clerk to submit information to PKF Littlejohn to complete the end of year requirements. Clerk confirmed that all documents to meet the Transparency Code would be uploaded the village website. In addition the period for Exercise of Public Rights would be published on the notice boards and online as the 14 <sup>th</sup> June to 23 <sup>rd</sup> July.	Resolved  SY
<b>(7) Asset List:</b> Councillors agreed published asset list. Suggested that hall and pavilion valuation should be re-assessed for insurance purposes. Clerk to confirm costs and organise.	SY
<b>(8) Balance, Income and Expenditure:</b> As of the 12 <sup>th</sup> May Current Account Balance: £21,686.52 / Deposit Account £8,459.92. Clerk reported that the following payments had been made since the March meeting: 08/03 BACS Glasdon Playground Bin £143.90 (inc £23.98 VAT) 11/03 DD Southern Electric Pavilion £66.08 11/03 DD Southern Electric Hall £527.67 14/04 BACS Defibrillator Pads £127.14 (inc £21.19 VAT) 28/03 DD Castle Water Pavilion £5.00 28/03 DD Castle Water Hall £5.00 31/03 BACS Clerk Wages (Feb-March) £212.50 31/03 BACS HMRC PAYE Q4 £53.00 26/03 BACS CCB Membership £35.00 (inc £5.83 VAT) 26/03 BACS WBC Grounds Maintenance (bins) £34.27 (inc £5.71 VAT) 12/04 BACS Scofell March Mowing £294.84 (inc £49.14 VAT) 12/04 BACS Community Action Insurance 2 of a 3 year agreement £586.75	

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<p>12/04 BACS Red Box Annual Fire Check Hall £91.20 (non-reclaimable VAT)          28/04 DD Castle Water Pavilion £5.00          28/04 DD Castle Water Hall £5.00          The following payments had been received:          14/04 Further Covid Restart Grant £8,000.00          11/05 WBC Precept first Payment £2,750.00          Transfer: Clerk to move the latest Covid Grant £8,000 over to the deposit account.  <b>(9) Payments Due:</b> The following invoices were signed for payment, in line with the pre-approved budget:          20/05 BACS Scofell April mowing £294.84 (inc £49.14 VAT)          20/05 BACS BALC Annual Membership £71.59</p>	<p>Resolved</p>
<p><b>Matters Arising</b></p>	
<p><b>(10) Land to the Front of Lark Rise:</b> Permission for the removal of the diseased Horse Chestnut still awaited. Councillors confirmed previous discussions that any sale of the land would include a covenant that the area could not be enclosed in any way and no development would be permitted, in line with the original purpose of the gift to the PC. Offer not expected at this stage.</p>	<p>Resolved</p>
<p><b>(11) Parking Proposal from The Fox:</b> The owners of the Fox presented a proposal to create overflow parking on the edge of the playing field using the existing vehicle access at the pavilion end. They explained that they would like to make full use of the new heated and covered area outside to help recoup some of the investment they have had to make over the last year, to assist this with this they needed regular overflow parking. The proposed area included parking for 12-14 vehicles on reinforced grass mats, to reduce the visual impact on the field. The overflow would be managed by the owners and not used by the pub during village events or cricket matches. In exchange for an initial 3 year agreement they would like to sponsor the cricket team on an annual basis. Several concerns were raised that would require further clarification, but the main points were the registration status of the playing field as Village Green c. 10 years ago which would prevent all permanent parking, plus the recent agreement of the SSE wayleave on this strip, preventing changes to the surface without pre-approval. Clerk to make further investigations before further discussion.</p>	<p>July Agenda  SY</p>
<p><b>(12) Improvement of Pedestrian Access to the Playing field:</b> Unrelated to the above request, D Brady proposed that the PC should consider making improvements for pedestrian access at the pub end of the playing field. The current slope made access difficult especially when wet and for wheelchair and pushchairs. Councillors agreed in principle, question raised if vehicle access still required at this end especially in light of the above proposal. Agreed this could tie in with the parking proposal investigations. Clerk to investigate possible solutions and add to the July agenda</p>	<p>July Agenda  SY</p>
<p><b>(13) Parishioner Request to Improve Village Pond:</b> Concern was raised about the amount of duck weed on the pond and request to improve the area heard. Clerk to dig out report provided 3 years ago. D Brady to consult with BBONT for advice on best way to manage area. Follow up on July agenda.</p>	<p>July Agenda DB, SY</p>
<p><b>(14) WBC Rights of Way Consultation:</b> PC to respond referencing vehicle damage on byways, specifically ROW BEED/22/2, 22/4 and 22/5. Clerk to complete. L Prest also raised previous request of WBC to consider relocation of footpath PEAS/5/2, which they had refused to consider, Clerk offered to investigate.</p>	<p>Resolved SY, LP</p>
<p><b>(15) Quote for Village Hall Window Replacement:</b> Clerk presented 3 quotes for review, two with Georgian bars between panes (£7,176 and £10,256) and one with bars on glass as current (£9,648). Clerk and D Brady to review samples before making final decision. PC agreed to fund from the £7,781 maintenance funds held plus funds from covid grants received to date. Quotes included VAT which Clerk noted would not be reclaimable in line with VAT126 requirements. Clerk to contact CCB for any specific advice on contract work.</p>	<p>SY, DB</p>
<p><b>(16) Pavilion Roof Replacements:</b> Clerk presented 3 quotes to replace current shingle roof with a 3 layer torched on felt system and replacement of rotten timbers to the front. Rear flat roof appeared to be in good condition and was not included. Quote of £4,870 accepted, with agreement that the PC would seek</p>	<p>SY</p>

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£2435 of match funding through the Ward Councillor Members Bid. Clerk to complete application. Agreed aim should be for work to go ahead in October.	Resolved
<b>(17) Defibrillator Cabinet:</b> Following discussions at the March meeting, Clerk confirmed that insurance was in place for the defibrillator within the current cabinet. Quotes of £440 and £495 presented to replace this with the more traditional locked cabinet. Councillors agreed that current cabinet was sufficient for now. L Prest to check battery replacement date.	Resolved
<b>(18) Donation toward Memorial Bench at the Downland Practice:</b> Neighbouring parish council had put forward proposal for a metal memorial bench outside the surgery, requesting donations from the 16 PCs covered by the Downland Practice. Since initial communication, response had been minimal so idea had been dropped. No further action required.	LP Resolved
<b>(19) Playing Field Maintenance:</b> Clerk reported that work was underway to clear and reseed the boundary to Hillgreen Lane, and clear other edges as agreed. Cricket Club confirmed that the playground closed sign would be used as necessary during this seasons cricket matches.	
<b>(20) Palmer Close:</b> Feedback from meeting held last year was still awaited from Sovereign in regards to adding parking in Palmer Close. Clerk reported on being in touch with WBC in regards to housing allocations. WBC had confirmed that in line with the S106 all applicants would need to be recognised as having a Housing Need and on the housing register in order to apply for any properties that become available. Clerk to write up current process for website and PC records. Parishioner thanked A Cameron and the PC for the all the work that had gone on last year and the additional correspondence this year. It was agreed that the PC would closely monitor and work with WBC when possible in the allocation process.	SY
<b>(21) General Policies &amp; Procedures, 21-22 Risk Assessment:</b> Deferred to July meeting. Clerk to forward documents for consideration in the meantime.	July Agenda
<b>(22) Late Night Fireworks &amp; Special Effects:</b> Concerns were raised on the recent late night fireworks that went off without notice and were extremely loud in the village. Neighbouring parish had also raised concerns. Environmental Health confirmed that although no prior notice is required, they do advise it. S Homewood agreed to speak to landowner again regarding prior warning.	SH
<b>(23) Planning Applications</b>	
<ul style="list-style-type: none"> <li>▪ 21/00865/FULD and 21/00866/LBC2 The Old Rectory, RG20 7JH – Demolition of pool house and replacement with single storey 2 bedroom dwelling, repurpose of swimming pool, formation of parking and turning area. PC agreed response of No Objections.</li> </ul> It was stated for the record the PC response on:	Resolved SY
<ul style="list-style-type: none"> <li>▪ 20/00734/HOUSE 2 The Beales, Peasemore RG20 7JX – Existing converted garage returned to garage, additional timber workshop to side elevation. Timber clad to rear elevation. PC responded with No Objections</li> </ul> WBC decisions:	Resolved
<ul style="list-style-type: none"> <li>▪ 21/00161/FULD Land at Mell Green – Section 73 variation of conditions. WBC granted the application</li> </ul>	
<b>Correspondence &amp; Matters for Future Agendas</b>	
<b>Correspondence:</b> Clerk to send on BALC newsletter.	SY
<b>Matters for Future Agendas:</b> Items as above plus Speeding, Parking and Noticeboard refurbishment as raised in the Parish Meeting.	SY

Meeting Closed at 9.45pm

Next Meeting: Wednesday 21<sup>st</sup> July 2021 7pm

Signed: *S Youldon* – Clerk, 21<sup>st</sup> May 2021

Parish Clerk Contact Details:

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