

ELLISFIELD PARISH COUNCIL

The Minutes of the ordinary meeting of **ELLISFIELD PARISH COUNCIL**, which was held on the 15th May 2023 in the Memorial Hall, Ellisfield at 7.00pm

ELLISFIELD PARISH COUNCIL MEMBERS

NAME	ATTENDANCE	APOLOGIES	ABSENT
Cllr Haas	√		
Cllr Guinness	√		
Cllr Park-Weir	√		
Cllr Swanston		√	

Also in attendance: Hannah Ford Clerk and 3 members of the public one of whom came to comment on the planning applications.

230501 To elect a chairman for ensuing municipal year and receive the signed acceptance of office form.

It was

RESOLVED

to elect Cllr Richard Haas as Chairman for ensuing municipal year. The acceptance of office form was

RECEIVED.

Proposed by Cllr Park-Weir

Cllr Guinness

230502 To elect a Vice chairman for ensuing municipal year and receive the signed acceptance of office form.

It was

RESOLVED

to elect Cllr Andy Swanston as Vice-Chairman for ensuing municipal year who had agreed permission in his absence.

230503 To approve direct debits and standing orders.

- **Sovereign Housing**
- **ICO**

The direct debits for Sovereign Housing and the ICO (Information Commissioners Office) were **APPROVED.**

230504 To adopt the following policies

- **Standing Orders**
- **Code of Conduct**
- **Asset register**
- **Grievance**
- **Disciplinary**
- **Dignity at Work**

- **Complaints Policy**
- **Vexatious Complaints Policy**
- **Record Retention Schedule**

It was

RESOLVED

Accept the above policies.

230505 To receive and accept apologies for absence.

Apologies for absence were noted from

- Borough Councillor Cllr Paul Gaskell his report can be found as Appendix B
- Borough Councillor Cllr Diane Taylor,
- PCSO Andy Jones
- Councillor Andy Swanston.

230506 To receive and note any declarations of pecuniary interest relevant to the agenda.

There were no declarations of pecuniary interests

RECEIVED.

230507 To agree the dates of the meetings for the ensuing municipal year.

The dates for the ensuing municipal year are proposed as follows.

- 10th July
- 11 September
- 9 October
- 13 November
- 11 December
- 8 January
- 12 February
- 11 March

It was decided to **DEFER** this item until the next meeting.

230508 To approve as a correct record the minutes of the Ellisfield Parish Council meeting held on 14th March 2023 and the Annual Parish meeting on 27th April 2023.

The minutes of the Ellisfield Parish Council meeting held on 14th March 2023 were **APPROVED and SIGNED.**

The minutes of the Annual Parish meeting held on the 27th April were **APPROVED.**

230509 To approve the requests for Payments for April and May 2023.

The payments as listed in the table below were **APPROVED** for payment.

Payment Requests- April 2023				
From	Item	Invoice Number	Payment Method	Amount
Staff	Salary	April	SO	494.00
Soverign	Garage Rental	April	SO	52.52
Shirley Powell**	Allotment refund	April	FPO	10.00
Chown China Ltd***	Coronation mugs	SI-70669	FPO	442.80
DM Payroll	Payroll Fee	2723	FPO	144.00
Viking	Clerk Stationary	2303243	FPO	94.60
Molegone	Moles	M23-24-023	FPO	120.00
Sovereign	Garage Rental		Increase march	3.43
Staff*	Expenses	February	FPO	33.63
Total				£1,394.98

Payment Requests- May 2023				
From	Item	Invoice Number	Payment Method	Amount
Staff	Salary	May	SO	494.00
Soverign	Garage Rental	May	SO	52.52
JKG Autos	EVG maintenance	May	FPO	363.24
Adam Gilvear	Allotment supplies	May	FPO	19.67
AIBL Wales	EVG Mower insurance	May	FPO	169.60
Viking Direct	Staionary order	GB-011244561W	FPO	37.92
Cllr Guinness	APM refreshments	May	FPO	51.43
Cllr Haas	APM refreshments	May	FPO	51.00
Chown China	Coronation Mugs	SI-70753	FPO	98.40
Gordon Dunse	Coronation Expenses	May	FPO	200.00
Total				£1,537.78

230510 To note the current financial situation and the reconciliation of the bank balance.

The financial situation was **NOTED**, and the reconciliation of the bank balance was **SIGNED**. The financial situation update sheets can be found as Appendix A.

The bank balance as of 15th May is £14,968.62

230511 To confirm that 'Do the numbers' will be engaged as our internal auditor for 2022/2023.

It was

RESOLVED to appoint 'Do the numbers' as the internal auditor for 2022/2023

230512 To approve the Insurance policy for 2023-2024.

It was

AGREED that the clerk will clarify with Zurich the number of volunteers that they will cover as the EVG have 30 and this will be amended with the provider and the clerk will report back to the council on the premium change if any.

230513 To note there have been no additional findings from the play area inspection.

230514 To agree the co-option of Parish Councillors to fill the vacancies.

It was

AGREED to co-opt Councillor Gordon Dunse and Councillor Lucinda Rule onto the Parish Council to fill the vacancies.

230515 To agree the date of the next meeting as 19th June 2023.
 The date of the next meeting was confirmed as the 19th June 2023 at 7pm.

There being no other business the meeting closed at 19.25pm.

Appendix A

Monthly Sheet March 2023			
		Balance Bought Forward	20,381.54
		Allotment rent	12.00
		ALCS	104.25
			20,497.79
	Ellisfield Memorial Hall	Broadband Grant	576.00
	Hannah Ford	Salary	459.34
	Hannah Ford	Expenses	33.63
	Shirley Powell	Allotment refund	10.00
	Susan Deane	Framing expenses	16.99
	Soverign Housing	Garage Rental	52.52
	Chown China Ltd	Coronation mugs	442.80
			1591.28
	Balance as at 31st March 2023		18,906.51
	Current Account		7,066.81
	N&SI		10,524.99
	Allotment Account		1,314.71
			18,906.51

ELLISFIELD PARISH COUNCIL				
SUMMARY RECEIPTS & PAYMENT ACCOUNT				
4th QUARTER ENDED 31 MARCH 2023				
			Figures shown	
			Exc of VAT	£
RECEIPTS				
Precept			-	
Allotment Account			1,270.71	
Bank Interest			10.84	
Other			<u>1,358.25</u>	
TOTAL RECEIPTS				2,639.80
PAYMENTS				
Net Salaries & Allowances (Jan-Mar 0)			1,378.02	
HCC - Pension Contributions (e'ers & e'ees)			-	
Clerk's Expenses Net VAT (Jan-Mar 0)			65.67	
Administration			-	
Chairman's Allowance			-	
Repairs & Maintenance			1,175.00	
Insurance Premium			-	
Grants & Donations:			576.00	
Section 137			-	
Training			-	
Hall Hire			54.00	
Audit Fees			-	
Subscriptions			-	
Publications (LCR)			-	
Communications			60.00	
Play Area inspections			81.82	
Miscellaneous			853.51	
VAT on payments			145.69	
TOTAL PAYMENTS				4,389.71
BALANCE BROUGHT FORWARD on 01/01/23				20,656.42
ADD Total Receipts (as above)				2,639.80
LESS Total payments (as above)				4,389.71
Balance Carried forward 31/03/23				18,906.51
Lloyds Bank			7,066.81	
NS&I			10,524.99	
Allotment Account			1,314.71	
				18,906.51
Signed:		Date:		
Responsible Finance Officer to Ellisfield Parish Council				

Monthly sheet April 2023		
	Balance Bought Forward	18,906.51
	Allotment Rent INV 22018	80.00
	HMRC VAT refund	586.63
	Amber Solar Grant	1,000.00
	Precept	2,760.50
	BDBC Grass Cutting Grant	547.79
	BDBC Litter grant	1,553.00
		25,434.43
AIBL Wales	EVG Mower insurance	169.60
DM Payroll Services	Payroll Services	144.00
Hannah Ford	April Salary	494.00
Roy Wood	Pest Control	120.00
Viking Direct	Stationary	94.60
Sovereign Housing	Garage Rental	52.52
		1,074.72
	Balance as at 30th April 2023	24,359.71
	Lloyds Bank	12,530.01
	NS&I	10,524.99
	Allotment Account	1,304.71
		24,359.71

Appendix B

Report from Borough Councillor Paul Gaskell

Cllr David Leeks is the new Mayor

Cllr David Leeks is the new Mayor of Basingstoke and Deane following a Mayor Making ceremony at the Civic Offices last night (Thursday 11 May).

Cllr Leeks has served as a borough councillor for the Tadley area since 1995, firstly representing Tadley South and then more recently Tadley and Pamber after the boundary changes in 2021. He will be supported by the Mayoress, his wife Amanda.

The Mayor has announced that his focus for the year will be community volunteering. The Mayor and Mayoress have a long history of volunteering and have seen first-hand the benefits it can bring to the individual, the charity and the community, particularly those who need extra support.

Cllr Leeks has also launched his charity appeal for 2023/24 supporting local good causes that are close to his heart – Shopmobility Basingstoke, Citizens Advice Basingstoke and Citizens Advice Tadley. To find out more about the Mayor, visit our website at www.basingstoke.gov.uk/mayor

Updates on council projects and services

Grant scheme re-opens to support community organisations to thrive

Community and voluntary groups across Basingstoke and Deane can now apply for grants to strengthen their organisations and enable them to respond to changing needs in their communities.

The borough council has re-launched its Strengthening Communities Grant Scheme with a pot of £188,000 available to organisations, including community and voluntary groups and parish and town councils, to apply for grants of up to £15,000.

The grant aims to support them to become more resilient and drive innovation to better meet community needs. This includes funding to improve their business model, enhancing their income generation, developing marketing plans and increasing their volunteer base. It cannot be used to fund existing programmes or projects.

In its first year the scheme funded a wide range of organisations to develop new services and activities, recruit new volunteers, make better use of technology, develop marketing plans, increase their capacity, develop new income streams, train staff and volunteers and employ outreach workers. Organisations who received grants included a conservation group, swimming club, scout group, repair cafe, cultural diversity forum, counselling service, hospice, community association, creative arts organisation and young carers' charity.

Applicants must be operating in Basingstoke and Deane and have a bank account. For more information on the grant and details on how to apply visit <https://www.basingstoke.gov.uk/funding>

Basingstoke Festival returns this summer

Three weekends of free street performances and outdoor arts come to Basingstoke town centre and venues across the borough from Friday 23 June to Sunday 9 July 2023.

This year's programme will include street theatre, visual arts, circus and dance. Those coming along will be able to take part in something different and experience performances that promise to be energetic, joyful and sometimes hilarious.

Basingstoke Festival champions new work created specifically for new audiences and supports the development of new art in the borough. The festival is produced by Basingstoke and Deane Borough Council and supported by Without Walls, in partnership with Village Hotel Basingstoke and Festival Place.

There is so much to explore throughout the festival, including a new indoors Festival Hub pop-up in Festival Place. The full programme can be found at www.basingstokefestival.co.uk

A free family trail fit for a king

Families visiting Basingstoke town centre can enjoy another free augmented reality story trail this month (May). To help celebrate the Coronation of King Charles III, the council has teamed up with High Street Safari to give young visitors the chance to meet Sir Lawrence the Lion and his friends.

Families will be able to start the trail by finding any of the characters at stops in Basingstoke town centre and enjoy the experience by scanning the QR codes there,

choosing what happens in the story and seeing the king and his friends in augmented reality.

As players scan the QR codes at each stop, they get to do mini challenges, see a suggested item of clothing and try it on themselves in the 'selfie studio'. At the end, they will see the fully prepared king in augmented reality and be given a free e-book to read at home.

The trail takes about 45 minutes to complete, can be done in more than one visit and in any order. It is free to take part in and doesn't need families to download or sign up to anything. The trail works on any smart device, such as a smart phone.

The trail runs until the end of May. For more information about the trail, visit the website www.highstreetsafari.com/kingswardrobe

Our steps to a greener Basingstoke and Deane

Free green skills courses for groups and businesses

A new series of free online courses has been created to help local businesses and organisations to develop their green skills. The courses are designed to be accessible and cover the following topics:

- carbon literacy
- introduction to domestic retrofitting
- introduction to retrofit technologies
- introduction to sustainable resource management
- rainwater and greywater harvesting
- tree planting and climate change

Groups and businesses can access the free courses at www.em3.isvc.co.uk. Please share this information with your local communities and businesses.

Council news

Council news releases

- [Cllr David Leeks elected as the new Mayor of Basingstoke and Deane](#)
- [Mayor awards community champions](#)
- [Grant scheme re-opens to support community organisations to thrive](#)
- [A free, family trail fit for a king](#)