

ELLISFIELD PARISH COUNCIL

The Minutes of the ordinary meeting of **ELLISFIELD PARISH COUNCIL**, which was held on the 19th June 2023 in the Memorial Hall, Ellisfield at 7.00pm

ELLISFIELD PARISH COUNCIL MEMBERS

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

Also in attendance: Hannah Ford (Clerk) and 4 members of the public.

Issues were raised on the allotments, allotment association and public rights of way. A question was also raised about the uploading of minutes onto the website. The public left the meeting at 19.22pm.

Prior to the commencement of the Parish Council meeting there was an opportunity for Residents to ask questions or make statements regarding any matter on the agenda.

- 230602 To receive and accept apologies for absence
Apologies were **RECEIVED** and **ACCEPTED** from Councillor Park-Weir.
- 230603 To receive and note any declarations of pecuniary interest relevant to the agenda
There were no declarations of pecuniary interest relevant to the agenda
RECEIVED.
- 230604 To approve as a correct record the minutes of the Ellisfield Parish Council meeting held on 15th May 2023 and Extraordinary meeting held on 7th June 2023

The minutes of the Ellisfield Parish Council meeting held on 15th May 2023 and the Extraordinary meeting on the 7th June were **APPROVED** as a correct record.
- 230605 To receive any reports

A report was **RECEIVED** from County Councillor Juliet Henderson and can be found as Appendix A.

- 230606 To approve the Requests for Payments for June 2023
The requests for payment as listed in the table below were **APPROVED** for Payment.

Payment Requests- June 2023				
From	Item	Invoice Number	Payment Method	Amount
Staff	Salary	June	FPO	494.00
Soverign	Garage Rental	June	SO	52.52
Susan Ellis	Consultancy fee (Data Specialist)	75	FPO	15.00
HALC	NALC/HALC membership	INV5634	FPO	189.33
Do the Numbers	Internal Audit	12/1273	FPO	190.00
Karen Ross	Locum	Jan-23	FPO	50.40
Chris Cole	EVG Expenses	June	FPO	24.34
Total				£1,015.59

- 230607 To note the current financial situation and the reconciliation of the bank balance

The financial situation and the reconciliation of the bank balance was **NOTED**.
The Financial situation can be found as **Appendix B**.

- 230608 To note the Internal Auditors Report

The Internal Auditors Report was **NOTED** and can be found as Appendix C

- Council data security
Agree to purchase a phone for the Clerk at a cost of £200
- Decision Deferral
Councillors agreed to only defer in exceptional circumstances
- Standard documents (2021-2022 deferred approved in May 2023)
- Reserves
The reserves the council holds were **NOTED**
- Decision making
Councillors have no authority to act independently.

- 230609 To Complete Section 1 of the AGAR

Section 1 of the AGAR was **COMPLETED**.

- 230610 To Complete Section 2 of the AGAR

Section 2 of the AGAR was **COMPLETED**.

- 230611 To confirm the dates of Exercise of public rights.

The dates of the Exercise of public rights were confirmed as 22nd June-2nd August.

(This gives the public the ability to view the Parish Council's accounts).

- 230612 To confirm that Ellisfield Parish Council members to include the Clerk does not have a conflict of interest with BDO LLP

No conflict of Interest with BDO LLP was **DECLARED**.

230613 To consider the Burial Ground scale of fees
It was agreed to **REVIEW** the burial ground fees. The new fees will be £500 for In Parish Residents and £1000 for out of Parish. These will be reviewed yearly.

230614 To consider the Parish Council email provider.

It was **AGREED** to change the email provider to Vision ICT at a cost of £129.60 per year.

230615 To agree the purchase of 2 Benches at a cost of £937.01 each

It was **AGREED**

to order 2 Glasdon benches 'Elwood Bench' in Dark wood at a cost of £ 937.01 plus VAT to replace 2 in the village. Councillor Guinness will arrange the placement and fixing of the new benches and provide the delivery address.

230616 To retrospectively ratify the decision to accept the quote from Zurich for annual insurance at a cost of £280

It was **RESOLVED** to approve the insurance provider.

230617 To agree that the Clerk can authorise expenditure of up to £200 to cover Ellisfield Volunteers Group emergency expenditure.

It was **AGREED** that the Clerk can authorise expenditure of up to £200 to cover EVG emergency expenditure.

230618 To agree the dates of the meetings for the ensuing municipal year.

The dates of the meetings were agreed as;

- 24th July 7pm
- 11th September 7pm
- 13th November 7pm
- 15th January 7pm

230619 To agree to charge a refundable deposit for the allotment

It was **DECIDED** to consult Councillor Park-Weir and hold an Allotment meeting in September.

230620 To consider the licence for the Upper and Lower Allotments

It was **AGREED** that the Parish Council would continue to let the 'Lower Allotments' to a resident in the village. There would need to be a new licence drawn up and conditions met before access to the land would be permitted.

- Boundary needs to be fenced clearly marking out the land.
- Tenant needs adequate public liability insurance before any further work can be undertaken.
- Any wood imported on to the site will be removed, however the Parish Council agreed that the small structure could remain.
- A new agreement will be drawn up and communicated with the tenant once complete.

- The Parish Council will join the Allotment Association and communicate with the members when membership is active.

230621 To agree the date of the next meeting

The date of the next meeting was confirmed as 24th July 2023 7pm.

There being no other business the meeting closed at 20.10pm

Hampshire County Councillor report

June 2023

1. Cost of living support

Hampshire County Council has announced plans for how £14.2million of additional funding will be used to help local households struggling with the cost of food and energy prices. The funding is an extension of Government's Household Support Fund (HSF) until the end of March 2024. They will continue to work closely with other local organisations including district and borough councils, education settings, charities and neighbourhood groups to ensure that eligible households receive support with food, energy and water bills and assistance with essential household items. This includes up to £200,000 of funding to provide locally-based food and energy advice services, alongside practical help with costs.

The funding allocation includes:

- £800,000 to support the community pantry network and £361,000 for organisations supporting unpaid carers
- £800,000 in community grants for locally based organisations to support local residents
- £4,442,870 to district and borough councils to provide food vouchers and support with exceptional housing costs
- £2,845,622 to schools and other educational establishments to offer support at their own discretion to families most in need
- £460,000 in direct fuel support to vulnerable adults
- £715,000 in food vouchers to foster carers and connected carers

Details of how to seek support can be found at the connect4communities website <https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/connectforcommunities>

2. Greening campaigns

More communities across Hampshire can be empowered to take positive action on climate change over the next three years, thanks to almost £0.5million of National Lottery funding awarded to the Greening Campaign, with support from Hampshire County Council. This could include improving the energy efficiency of people's homes, reducing CO2, reducing waste, reusing and repairing, being more sustainable through locally grown produce, and providing green spaces for wildlife to thrive.

The Greening Campaign is a structured process, guiding communities to act on climate change and biodiversity locally. Guidance, based on experience gained from

working with over 200 other groups across the UK, provides a blueprint for success for each step of the way, starting with motivating people in the community to get involved, through to making it fun and rewarding.

Two events are being held for those wanting to know more - on 12th and 15th June. Information or booking at <https://greening-campaign.org/events/>

3. Fostering campaign

A new campaign has been launched by Hampshire County Council to encourage residents to consider fostering an unaccompanied asylum-seeking child, whose numbers are increasing locally and nationally. Fostering one of these children can be extremely rewarding – by being a positive and enabling presence to support them to access education, stability in everyday life and to become settled into a new culture and country. More information can be found at <https://www.hants.gov.uk/uasc>.

As an alternative to fostering, residents can join the Council's Innovation Volunteers service, which supports local children, young people and families overcome challenges - details can be found at <https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/innovationvolunteers>

4. New support for buses

Operators of nine bus routes have secured funding totalling £3.5m from Hampshire County Council, protecting their services for the next four years. Buses locally are under pressure with bus passenger numbers locally and nationally still below pre-pandemic levels. This is making it more challenging for the operators to deliver viable services, especially when coupled with increased operating costs and driver shortages. However, the Government has extended the £2 bus fare cap to the end of October 2023, rising to just £2.50 until November 2024, so this is very much an affordable way to travel when services are available.

5. Rural verge cutting

Hampshire Highways have now begun their seasonal grass cutting programme. This can be an emotive subject to many, especially in the nesting season. The department work closely with the conservation charity, Plantlife UK, to ensure that their work promotes biodiversity; in particular, they try to avoid cutting grass at ecologically important times, and particularly at sensitive sites. For safety reasons however, there are some locations where roadside grass still needs to be mown in order to maintain adequate visibility and sight lines, for example on the approaches to roundabouts or at junctions. More information can be found at <https://www.hants.gov.uk/transport/roadmaintenance/grasscutting>

6. Hampshire Minerals and Waste Plan consultation

The consultation on the update to the Hampshire Minerals and Waste Plan closed at the end of January this year. The summary report on the responses can be

seen at <https://www.hants.gov.uk/landplanningandenvironment/strategic-planning/hampshire-minerals-waste-plan/minerals-waste-plan-partial-update-consultation>. These responses are being considered and the next stage is for the Minerals and Waste Authority to publish a response.

7. Reporting Highway Problems

Links to report road issues are here:

Potholes:

<https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/potholes>

Tree/hedge problems:

<https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/treehedge>

Flooding/drainage issues:

<https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/flooding>

Pavement problems:

<https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/paving>

Problems with rights of way:

<https://www.hants.gov.uk/landplanningandenvironment/rightsofway/reportaproblem>

When reporting an issue, you'll be sent an email confirming a reference number for the report. If you would like me to follow this up for you then do please forward that message to me and I will chase for you

Appendix B

Monthly Sheet May 2023		
	Balance Bought Forward	24,359.71
	EVG Transfer	2,217.61
	G. Dunse Mugs	105.00
	Ellisfield Memorial Hall Mugs	196.00
		26,878.32
Chown China Ltd	Coronation Mugs	98.40
Hannah Ford	Salary	494.00
Mary Guinness	Expenses	51.43
Richard Haas	Expenses	51.00
Viking Direct	Stationary	37.92
Gordon Dunse	Catering Contribution	200.00
JKG Autos	EVG Servicing	363.24
Sovereign Housing	Garage Rental	52.52
Zurich Insurance	Annual Insurance	280.00
Adam Gilver	Expenses (allotment)	19.67
		1,648.18
Balance at 31st May 2023		25,230.14
Lloyds Bank		13,340.11
NS&I		10,524.99
Allotment Account		1,365.04
		25,230.14

Appendix C

Do the Numbers Limited

1st June 2023

Hannah Ford, Clerk
Ellisfield Parish Council

Dear Hannah,

Subject: Review of matters arising from Internal Audit for 31 March 2023

Following my visit today, please find below the list of matters arising.

The internal audit was carried out in accordance with the requirements of the [Audit and Accounts Regulations 2015](#) and the guidance and instruction in the [Practitioners Guide 2023](#)

Test	Matter arising	Recommended Action
<i>A</i>	<i>Appropriate accounting records have been properly kept throughout the year</i>	
Council data security	The clerk uses her own telephone for calls and HMRC codes. This is not good practice.	The council should purchase its own phone so that there is proper ownership of data and information.
<i>B</i>	<i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for</i>	
Decision deferral	On several occasions, agenda items were deferred rather than decided, with no clear rationale.	Items should be resolved in a timely manner so that important items do not get missed.
Standard documents	The Financial regulations and risk assessment were not reviewed in the year – this is an AGAR requirement.	Please ensure that all standard documents are checked and approved annually.
Decision making	It appears that in some instances, members have acted individually between meetings without minuted authorisation so to do.	Councillors are members of a body corporate that decides at meetings on actions to be taken by the proper officer between meetings.
<i>C</i>	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</i>	
	The records of the council comply	With this test
<i>D</i>	<i>The precept budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate</i>	
Reserves	The reserves of the council are, and have been for many years, greater than good practice. Councils have no power to hold savings.	Any reserves above 12 months of precept need to be justified. The council should bring forward projects to benefit residents paid with their taxes.
<i>E</i>	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for</i>	
	The records of the council comply	With this test
<i>F</i>	<i>Petty cash payments were properly supported by receipts, all petty cash was approved and VAT appropriately accounted for</i>	
	Not applicable to this Council	
<i>G</i>	<i>Salaries to employees and allowances to members we paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied</i>	
	The records of the council comply	With this test
<i>H</i>	<i>Asset and investment registers were complete and accurate and properly maintained</i>	

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Registered in England No. 7871759

Director: Eleanor S Greene

Land assets	It appears that the council owns areas of land that are not clearly identified and quantified on the council website.	Using available mapping software a clear map and usage plan for all council land should be published.
<i>I</i>	<i>Periodic Bank reconciliations were carried out during the year</i>	
	The records of the council comply	With this test
<i>J</i>	<i>Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail and debtors and creditors recorded.</i>	
Council land licences	The council owns and area of land that appears to not be being managed for the benefit of the community at large.	The licence fee, terms of use and public benefit should be reviewed in the coming months.
<i>K</i>	<i>Certified Exempt in prior year</i>	
	The records of the Council comply	with this test
<i>L</i>	<i>Transparency Code</i>	
	The records of the Council comply	with this test
<i>M</i>	<i>Public Rights</i>	
Public rights dates	It is good practice when approving the AGAR to minute the public rights date	Please ensure that this is done when the AGAR is approved.
<i>N</i>	<i>Publication of prior year AGAR</i>	
	The records of the council comply	With this test
<i>O</i>	<i>Trust funds</i>	
	Not applicable to this Council	Not applicable to this Council
<i>P</i>	<i>Borrowing</i>	
	Not applicable to this Council	

Please find attached my invoice for the agreed fee.

If either you or your members have any queries, please do not hesitate to contact me.

Regards,



Eleanor S Greene