

ALLBROOK AND NORTH BOYATT PARISH COUNCIL

Parish Clerk

Carly Grainger, PO Box 1724, Southampton, SO18 9HX

Telephone: 02380 444 896

E-mail: allbrookparishcouncil@gmail.com

16th March 2011

To: All Members of the Council

NOTICE OF MEETING

Meeting: COUNCIL MEETING

Venue: Room G21, Crestwood College, Shakespeare Road, SO50 4FZ

Date: Wednesday 23rd March 2011

Time: 7.00 pm

AGENDA

1. APOLOGIES FOR NON-ATTENDANCE
All Members should inform the Parish Clerk of their inability to attend no later than one working day before the meeting.
2. DECLARATIONS OF INTEREST
Members are asked to declare any interests they may have in relation to items on the agenda for this meeting.
3. PUBLIC PARTICIPATION
Members of the public are invited to ask questions or make statements during this session.
4. MINUTES OF THE MEETING OF THE ALLBROOK AND NORTH BOYATT PARISH COUNCIL HELD ON 26th JANUARY 2011
5. MATTERS ARISING
6. EASTLEIGH TRANSITION NETWORK
Presentation from Liz Kent on ideas in which to live more sustainably- to reduce impacts on the local environment and community, and to help restore local skills, community resilience and local economies.
7. DEVELOPERS CONTRIBUTIONS – PLAY AREAS
To consider potential locations for play areas.
8. ADVERSE WEATHER – GRIT BINS
To consider potential locations for additional grit bins.

9. WEBSITE
To agree final structure and content of website.
10. ALLOTMENTS
Verbal update for Members on the transfer of Lincoln's Rise and Broomfield Allotments.
11. PCSO
To consider the contract for part funding a PCSO officer.
12. NEW BANK ACCOUNT
To consider the Barclays Customer Agreement and general terms and conditions of the bank account.
13. IMPLICATIONS OF PLANNING IN ALLBROOK AND NORTH BOYATT PARISH
To discuss the need for a village design statement following recent planning applications in the Parish.
14. CORRESPONDENCE
To consider any correspondence that has been received since the last meeting.
15. FINANCIAL MATTERS
 - a) Budget Monitoring to 23rd March 2011 (*to be tabled at the meeting*)
 - b) Expenditure
Balance statement and payment schedule
 - c) Clerks Salary and expenditure
16. DATE OF ANNUAL PARISH MEETING
Wednesday 27th April 2011 at 7pm in Otterbourne Village Hall
17. DATE OF NEXT PARISH COUNCIL MEETING – ANNUAL GENERAL MEETING
Wednesday 25th May 2011 at 7pm in Crestwood College

**A MEETING OF ALLBROOK PARISH COUNCIL
WAS HELD ON 26 JANUARY 2011
AT OTTERBOURNE VILLAGE HALL AT 7PM**

PRESENT: Councillor Wall (Chairman), Councillor Mrs Calder, Councillor Mrs Symonds and Councillor Mrs Cossey

66. APOLOGIES

Apologies for inability to attend the meeting were received on behalf of Councillor Hawes and Councillor Mrs Evans.

67. DECLARATIONS OF INTEREST

Councillor Mrs Symonds declared an interest in item 9 – Police Community Support Officers.

68. PUBLIC PARTICIPATION

The following matters were raised in this session:

Mr. D Prior – increasing public participation at Parish Council meetings: Mr Prior wished to persuade more people to attend Parish Council Meetings, especially if they had concerns/issues about the Parish. He believed that Parish Councils were extremely important in the community and as such requested that the Parish Council advertise themselves more. Mr Prior was concerned that there did not seem particular cohesion in the Parish and that the Parish Council could do more to foster this. Councillor Wall replied that cohesion in a Parish is easier when there is a set community to begin with. Allbrook and North Boyatt did not have this. The Parish Council was working from nil and progressing in fostering a Allbrook and North Boyatt Parish community. The Parish Clerk has secured notices in both Church Parish magazines (St Peter's and St Matthew's), is progressing with a Parish website, hoped to purchase more notice boards and hopes to have notices in the Borough Newsletter.

Mr. D Prior – addressed issues from last meeting: At the last meeting Mr Prior requested that the Council address three issues:

1. change the name of the Parish Council to include North Boyatt;
2. purchase more notice boards, especially in North Boyatt; and
3. hold some of the Parish Council meetings in Crestwood School.

In response to Mr Prior's requests, Councillor Wall was happy to inform the Council that Eastleigh Borough Council approved the change of name at their full Council meeting on 16th December 2010. There was an item on the agenda to discuss purchasing more notice boards and to hold meetings at Crestwood School.

Pitmore Housing Development: Concern was raised by a number of residents at the meeting, and previously to the Parish Clerk, regarding the Housing Association housing development in Pitmore Close. Problems cited were the increase in density of the people in the close, the removal of the over 55 year olds provision, increase in children, lack of parking and facilities for families (i.e. shops, bus stops etc). Councillor Wall understood the residents concerns, but noted that Allbrook Parish Council had no planning powers, as these were the jurisdiction of Eastleigh Borough Council (EBC). He encouraged residents who had concerns to contact the development control department at EBC.

Allotments: Councillor Wall had heard concerns by allotment holders that Allbrook Parish

Council was not purchasing the two allotments. Councillor Wall wished to reassure residents and allotment holders that the Parish Council was still in the process of acquiring these sites and still wished to reduce the running price.

69. MINUTES OF ALLBROOK PARISH COUNCIL MEETING HELD ON 24TH NOVEMBER 2010

RESOLVED: That the Minutes of the meeting held on 24th November 2010 be approved and signed by the Chairman as a true and correct record.

70. MATTERS ARISING

There were no matters arising.

71. CHANGE OF NAME OF PARISH COUNCIL

Members considered a report by the Parish Clerk on the change of name of the Parish Council. Members were advised that at Eastleigh Borough Council's Full Council meeting on 16th December 2010 the change of name was approved. The Parish Council's name has been changed to 'Allbrook and North Boyatt Parish Council'.

RESOLVED: the report was noted.

72. DEVELOPERS CONTRIBUTIONS

Consideration was given to a report by the Parish Clerk on developers' contributions. The Parish Clerk distributed the summary of developers' contribution for the Allbrook Parish Area (see appendix 1 of attached to these minutes).

Otterbourne Parish Council Joint Project: The Parish Clerk was currently in the process of organising a meeting with Otterbourne Parish Council to discuss joint projects between the two councils in respect of developers' contributions. Councillors present all expressed an interest in attending this meeting. Otterbourne Cricket Club was also mentioned as a project which could be examined, as many children from Allbrook Parish were part of the club. The Parish Clerk agreed to organise the meeting.

Children's play area: Allbrook Parish Council had £23,025.09 of available developer contributions to spend on children's play areas. Councillors expressed the difficulty in choosing sites for play areas. It was decided that an analysis of open spaces would be circulated to all Councillors. Councillors would discuss options with local residents. Potential areas were to be discussed at the next Parish Council meeting.

Traffic Warning Signs: Councillors agreed that traffic warning signs were a good idea in principle, especially as they could be funded through developers' contributions. However concern was raised over the potential maintenance cost of the signs and ineffectiveness over time. Potential sites for the signs were: Twyford Road, Allbrook Hill and Broadlands Avenue. Councillors agreed that the Parish Clerk should contact Guy Riddoch and determine whether there was the possibility of sharing signs with EBC or other Parish Councils and report back at the next Parish Council meeting.

Notice Boards: Two additional notice boards were agreed by the Council. One at the junction of Penhurst Way and Broadlanes and the second in Bosville, near to the junction with Highcliffe Drive. This would be funded by unallocated community infrastructure developers contributions.

RESOLVED: That,

- a) the Parish Clerk would organise a meeting with Otterbourne Parish Council regarding joint projects;
- b) the analysis on open spaces would be distributed to all Councillors and discussed at the next meeting;
- c) the Parish Clerk would investigate whether traffic warning signs could be bought in partnership with other councils; and
- d) two notice boards to be purchased.

73. PARISH WEBSITE

Members discussed the report by the Parish Clerk on the content of the Parish Council Website. The suggestions made by the Parish Clerk were approved. The inclusion of photographs of the Parish and a list of 'top' issues of the Parish, were also suggested.

RESOLVED: That that Parish Clerk includes the content suggested in the report to the website.

74. POLICE COMMUNITY SAFETY OFFICER (PCSO) PRESENTATION

Members welcomed Eastleigh West Safer Neighbourhood Police Sergeant Phil Callard to the Parish Council meeting. Sgt. Callard gave a small presentation in which he outlined the importance of PCSO's to policing and crime prevention in communities. Sgt. Callard regarded PCSO's as the face of the police force and important in the prevention of crime. PCSO's came into existence through the last government and have been in the Eastleigh area for 4 years. Chandlers Ford and Allbrook and North Boyatt would share 2 PCSO's. Allbrook and North Boyatt would part fund a third of one. This would amount to approximately 12 hours per week spent in the Allbrook and North Boyatt area, except in the case of an emergency. PCSO's differ from Police officers in a number of ways; they have a slightly different uniform, they spend at least 80% of their time on visible patrol, they do not have the power to arrest, but can fine people and withhold them for up to 30 minutes. Sgt Callard encouraged the funding of PCSO's and saw them as vital in the deterring, detecting and solving crimes.

Councillor Calder asked residents present whether they had seen PCSO's in the past. The majority of residents present had rarely seen a PCSO. Sgt. Callard responded that most people do not look for PCSO's and therefore do not see them. Patrols were based on intelligence received. He encouraged those present to always report crime/ disorder so that patrols can be based in appropriate places.

The Council thanked Sgt. Callard for attending the meeting.

75. FUNDING A POLICE COMMUNITY SAFETY OFFICER

Members considered a report by the Parish Clerk on the Parish Council part funding a PCSO officer.

Councillor Wall reminded the Council that at the last meeting it was agreed that a third of a PCSO officer could be funded by the Council without raising the Parish precept. Councillors agreed that part funding a PCSO for one year could be a good indication as to whether a PCSO is required in the Parish or not. It would be useful to access the log kept by the PCSO to see where they patrolled in the Parish.

Councillors approved unanimously to part fund a PCSO for one year. It was agreed to reassess the funding when the contract expires. Councillor Mrs Symonds declared an interest this item and did not take any part in the voting.

RESOLVED: That, Allbrook Parish Council would part fund a PCSO officer for one year.

76. ADVERSE WINTER WEATHER

Members considered a report by the Parish Clerk which advised the Council on the adverse winter weather experienced over the last few months. The Parish Clerk circulated a map of the Parish with dots as to where residents had requested grit bins (see appendix 2 attached to these minutes). It was agreed that the Parish Clerk would produce a second map outlining where the current bins are as well as requested bins. This would be brought to the next meeting for discussion.

RESOLVED: That, the Parish Clerk would produce a second map outlining where the current bins are as well as request bins.

77. DATES AND VENUES FOR 2011/12 PARISH COUNCIL MEETINGS

Members considered a report by the Parish Clerk on dates and venue for the 2011/12 Parish Council meetings.

RESOLVED: That, the suggested dates were approved and that Parish Meetings would alternate between Otterbourne Village Hall and Crestwood School.

78. CORRESPONDENCE

Members considered a report by the Parish Clerk on correspondence received since the last meeting. The Parish Clerk circulated more recent correspondence which was not circulated with the agenda (see appendix 3 which is attached to these minutes).

New Planning Policy Consultation with Eastleigh Borough Council: The new government is to introduce changes to the planning system that, amongst other things, could develop more planning powers and responsibilities to local communities. EBC have requested a consultation with all Parish Councils to discuss this. The Parish Clerk will organise a meeting between Councillors and EBC to discuss the changes in planning.

79. FINANCIAL MATTERS

a) *Budget Monitoring to 19th January 2011*

RESOLVED: the report was noted.

b) *Expenditure*

RESOLVED: the Council approved chq 13 – 15.

c) *Clerks Salary and expenditure*

RESOLVED: the report was noted.

80. NEXT MEETING

Wednesday 23rd March at 7pm in Crestwood School.

The meeting ended at 8.35p.m.

CHAIRMAN

AGENDA ITEM NO. 06

Allbrook and North Boyatt Parish Council Meeting	
Date of Meeting:	WEDNESDAY 23 RD MARCH 2011
Title:	EASTLEIGH TRANSITION NETWORK
Author:	CARLY GRAINGER – CLERK OF THE COUNCIL
Status:	FOR INFO

1 Eastleigh Transition Network Presentation

- 1.1 Presentation from Liz Kent on ideas in which to live more sustainably- to reduce impacts on the local environment and community, and to help restore local skills, community resilience and local economies.

	Appendices/ Enclosures: Appendix 'A' Appendix 'B'	Eastleigh Transition Network Poster Eastleigh Transition Network Presentation
	Report Author:	Carly Grainger, Parish Clerk

AGENDA ITEM NO. 07

Allbrook and North Boyatt Parish Council Meeting	
Date of Meeting:	WEDNESDAY 23 RD MARCH 2011
Title:	DEVELOPERS' CONTRIBUTIONS – PLAY AREAS
Author:	CARLY GRAINGER – CLERK OF THE COUNCIL
Status:	FOR DECISION

Purpose

For Allbrook and North Boyatt Parish Council to provide a list of play areas that could be funded from developers' contributions.

Recommendation

Councillors to decide where play areas could be sited, following public consultation.

1 Background

- 1.1 At the last Parish Council meeting it was decided that Councillors would discuss location options with local residents. It was agreed that potential areas were to be discussed at the next Parish Council meeting.

2 Developers Contributions – Play Areas

- 2.1 Councillors to discuss where potential play areas in the Parish area could be located.

Background papers:	i) Allbrook Parish Council minutes 25 th August 2010 ii) Allbrook Parish Council Agenda, 24 th November 2010, Item 10 'Developers' Contributions' iii) Allbrook Parish Council minutes 26 th January 2011, Item 7 'Developers Contributions'
Appendices Appendix 'A'	i) Summary of Developers Contributions – October 2010
Report Author:	Carly Grainger, Parish Clerk

Allbrook and North Boyatt Parish Council Meeting	
Date of Meeting:	WEDNESDAY 23 rd MARCH 2011
Title:	ADVERSE WINTER WEATHER – GRIT BINS
Author:	CARLY GRAINGER – CLERK OF THE COUNCIL
Status:	FOR DECISION

Purpose

To decide whether to request additional blue grit bins in Allbrook and North Boyatt.

1 Background

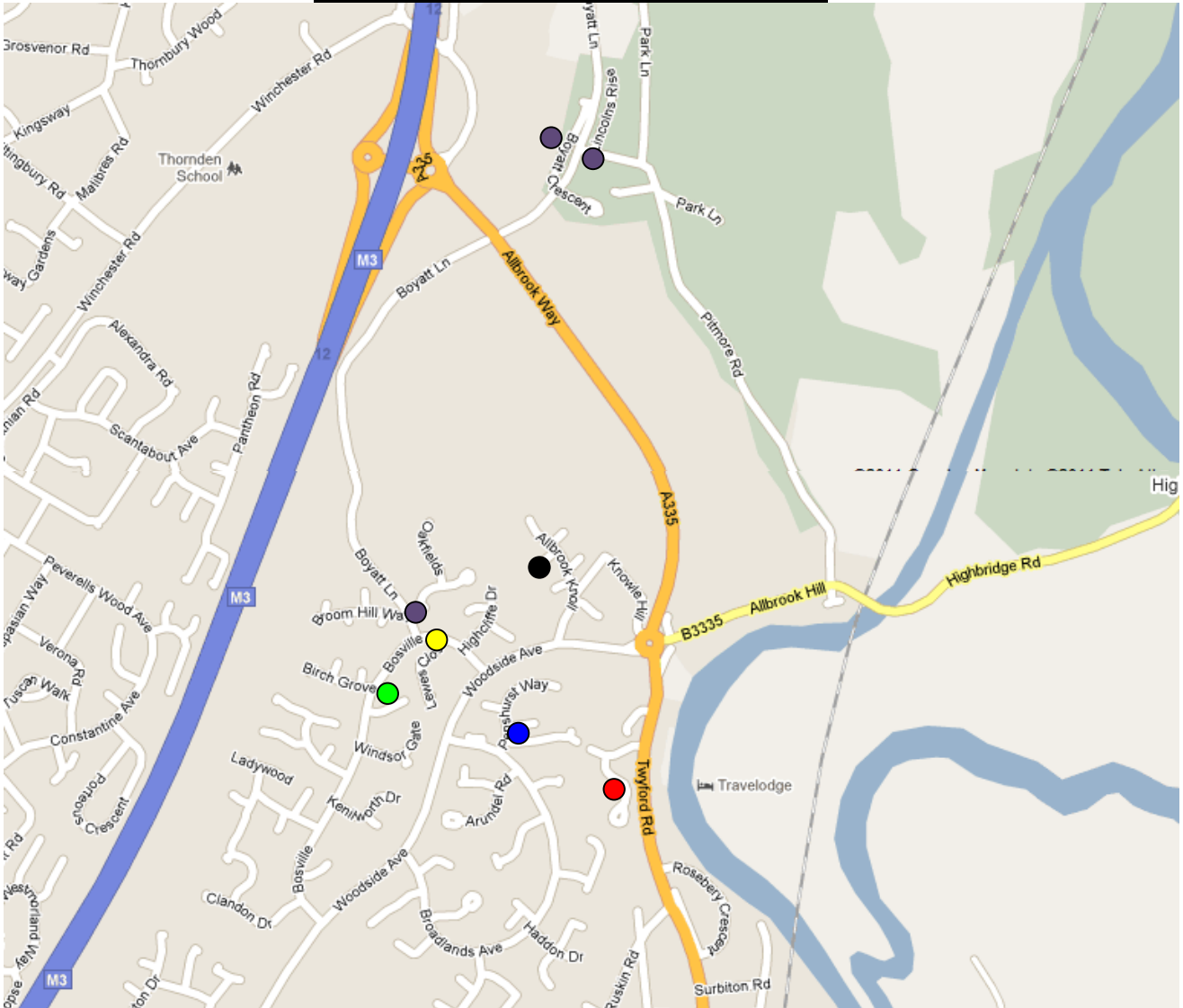
- 1.1 At the previous Parish Council meeting (26th January 2011) the Council was advised that Hampshire County Council could provide additional blue grit bins to assist with the adverse weather. The Parish Clerk created a map of locations where members of the public had requested grit bins.
- 1.2 The Clerk was asked to produce a further map indicating where current grit bins were located.

2 Allbrook and North Boyatt Parish Council – Additional Grit Bins

- 2.1 The current grit bins have been indicated on appendix A, alongside suggested locations for further grit bins.
- 2.2 Councillors may decide whether they wish to apply for these blue grit bins. It should be noted that if a Council requests blue grit bins, then it is the Council’s responsibility to maintain them.

Background Papers	i) Minutes from Allbrook Parish Council on 26 th January 2011
Appendices/ Enclosures:	
Appendix ‘A’	i) Map of current grit bins and suggested grit bins
Report Author:	Carly Grainger, Parish Clerk

Requested Grit bins in Allbrook Parish



Key for map

Current Grit Bins

- Bosville – Opposite Boyatt Lane
- Boyatt Crescent – opposite number 14
- Lincoln’s Rise – Pitmore Road – opposite bus shelter

Proposed Grit Bins

- Mr. Dann – Allbrook Knoll
- Mr. Donnellan and Mr. Oxenham – Chartwell Close
- Mrs Bell – Junction of Woburn and Torre Close
- Mr. Penn – Bosville (near Saddlers Close)
- Mrs Hibbs – Bosville (near Lewes Close)

AGENDA ITEM NO. 09

Allbrook and North Boyatt Parish Council Meeting	
Date of Meeting:	WEDNESDAY 23 RD MARCH 2011
Title:	PARISH WEBSITE
Author:	CARLY GRAINGER – CLERK OF THE COUNCIL
Status:	FOR DECISION

Purpose

To seek approval for the structure and content of the website.

Recommendation

Councillors are asked to consider the structure and content of the website (see appendix A).

1 Background

- 1.1 Website address: <http://communities.hants.gov.uk/allbrook-index>
- 1.2 At the previous Parish Council meeting (26th January 2011) the Parish Clerk's suggestions for the structure of the website was approved.

2 Parish Website

- 2.1 Councillors to approve current structure and content as shown in appendix A.
- 2.2 Councillors are also asked to consider what topics they would like to be included in the 'Hot Topics' page.

	Background papers:	i) Allbrook Parish Council Agenda, 24 November 2010, Item 13 'Parish Web Site' ii) Allbrook Parish Council Minutes, 26 January 2011, Item 08
	Appendices/ Enclosures: Appendix 'A'	Screen print of Parish Council Website
	Report Author:	Carly Grainger, Parish Clerk


Allbrook and North Boyatt Parish Council – Website

Home Page

Allbrook and North Boyatt Parish Council

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Allbrook and North Boyatt Parish Council

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Allbrook and North Boyatt Parish Council

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Allbrook and North Boyatt Parish Council Councillors

Allbrook and North Boyatt Parish Council has 8 Councillors:

- **Councillor Peter Wall** - Berribeckle, Park Lane, Otterbourne, Winchester, SO21 2HY (Chairman)
- **Councillor Mrs Kathleen Symonds** - 15 Broomhill Way, Boyatt Wood, SO50 4RL (Vice-Chair)
- **Councillor Mrs Tracy Calder** - 93 Allbrook Hill, Allbrook, SO50 4NA
- **Councillor Mrs Lindsay Cossey** - 16 Maypole Villas, Eastleigh, SO50 4LN
- **Councillor Mrs Eleanor Evans** - 62 Pitmore Road, Allbrook, SO50 4LW
- **Councillor James Hawes** - 3 Peshurst Way, Eastleigh, SO50 4RH
- **Councillor Paul Smith** - 42 Pitmore Road, Eastleigh, SO50 4LW
- **Councillor Mrs Maureen Sollitt** - 84 Leigh Road, Eastleigh, SO50 9DT

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Allbrook and North Boyatt Parish Council Dates of Meetings

Allbrook and North Boyatt Parish Council has a Council meeting once every two months. All members of the public are welcome to attend these meetings. From March 2011 all Parish Council meetings will be held alternatively between Crestwood School and Otterbourne Village Hall. [Click here](#) to see their location.

Dates of the meeting are shown below, but are also displayed on the two notice boards in the Parish. [Click here](#) to see the location of our notice boards.

Agendas and minutes of every Council meeting will be available to download from this website, see [Council meetings](#).

2010/2011 Allbrook and North Boyatt Parish Council Meetings

- 9 June 2010 at Scout Hut, Boyatt Lane at 7pm - First Annual General Meeting
- 21 June 2010 at Conference Room 3, Eastleigh Borough Council. Civic Offices at 7pm
- 25 August 2010 at Methodist Church, Chandler's Ford at 7.15pm
- 24 November 2010 at Otterbourne Village Hall at 7pm
- 26 January 2011 at Otterbourne Village Hall at 7pm
- 23 March 2011 at Otterbourne Village Hall at 7pm

2011/12 Allbrook and North Boyatt Parish Council Meetings

- 27th April 2011 at 7pm (Annual Parish Meeting) at 7pm in Otterbourne Village Hall
- 25th May 2011 (Annual General Meeting) at 7pm in Crestwood School
- 27th July 2011 at 7pm in Otterbourne Village Hall
- 21st September 2011 at 7pm in Crestwood School
- 23rd November 2011 at 7pm in Otterbourne Village Hall
- 25th January 2012 at 7pm in Crestwood School
- 28th March 2012 at 7pm in Otterbourne Village Hall

Council Meetings

The screenshot shows a web page for the Allbrook and North Boyatt Parish Council. At the top, it says 'You are here: Home > Council Meetings'. The main heading is 'Allbrook and North Boyatt Parish Council Meetings'. Below this, there is a navigation menu on the left with items like Home, Hot Topics, Councillors, Dates of Meetings, Council Meetings, Allotments, News, and Contact Us. The main content area lists several council meetings with their dates and links to agendas and minutes. The footer contains contact information, copyright, privacy statement, sitemap, A to Z index, site visitors count, and logos for Hantsweb and the council.

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Allbrook and North Boyatt Parish Council

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Allbrook and North Boyatt Parish Council Meetings

Please follow the links below to access agendas and minutes for Allbrook Parish Council meetings.

First Annual Council - 9th June 2010

- [Agenda](#)
- [Minutes](#)

Full Council - 21st June 2010

- [Agenda](#)
- [Minutes](#)

Full Council - 25th August 2010

- [Agenda](#)
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Full Council - 29th September 2010

- [Agenda](#)
- [Minutes](#)

Full Council - 24th November 2010

- [Agenda](#)
- [Minutes](#)

Full Council - 26th January 2011

- [Agenda](#)
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Allotments

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Allbrook and North Boyatt Parish Council

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News

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Allbrook and North Boyatt Parish Council

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Contact the Parish Clerk

Parish Clerk: Carly Grainger

Address: PO BOX 1724, Southampton, SO18 9HX

Telephone number: 02380 444 896

Email address: allbrookparishcouncil@gmail.com

Or fill in the 'Contact Us' form, the link for this is located at the bottom left corner.

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AGENDA ITEM NO. 11

Allbrook and North Boyatt Parish Council Meeting	
Date of Meeting:	WEDNESDAY 23 rd MARCH 2011
Title:	POLICE COMMUNITY SAFETY OFFICER
Author:	CARLY GRAINGER – CLERK OF THE COUNCIL
Status:	FOR DECISION

Purpose

To consider the terms of conditions for part funding one Police Community Safety Officer (PCSO) based in the Allbrook and North Boyatt Parish area.

Recommendation

Councillors to decide whether Allbrook and North Boyatt Parish Council should part fund a third of one PCSO and sign the contract for 2011/12.

1 Background

- 1.1 The Council considered this at the previous meeting (26th January 2011) and agreed they would part fund a PCSO.

2 Report

- 2.1 Councillors are to consider signing the Agreement for the Provision of a Community Support Officer, attached as appendix A.

Background papers:	i) Allbrook Parish Council Minutes 24 th November 2010 ii) Allbrook Parish Council Minutes 26 th January 2011
Appendices	
<i>Appendix 'A'</i>	Agreement for the Provision of Community Support Officer
Report Author:	Carly Grainger, Parish Clerk

AGENDA ITEM NO. 12

Allbrook and North Boyatt Parish Council Meeting	
Date of Meeting:	WEDNESDAY 23 rd MARCH 2011
Title:	NEW BANK ACCOUNT
Author:	CARLY GRAINGER – CLERK OF THE COUNCIL
Status:	FOR DECISION

Purpose

To consider the terms and conditions of the Barclays Community Account for Allbrook and North Boyatt Parish Council.

Recommendation

- a. To decide whether Allbrook and North Boyatt Parish Council should appoint Barclays Bank PLC as the Council's bankers;
- b. To accept the terms of the Barclays Customer Agreement and confirm such acceptance to the Bank by completing the Bank's form of Appointment of bankers;
- c. To authorise all Councillors and the Parish Clerk as authorised persons to:
 - i. enter into agreements with the Bank; and
 - ii. give instructions concerning the operation of the Parish Council's bank account
- d. To agree that all bank transactions must be approved by two Councillors and the Parish Clerk and ensure that the Council is made aware of all transactions at the next Parish Council meeting;
- e. Instruct the Parish Clerk to continue the administrative work in setting up the Community Account; and
- f. Arrange a date for all Councillors to attend Barclays Bank in Eastleigh to set up the account and provide their personal details form and ID.

1 Background

- 1.1 Allbrook and North Boyatt Parish Council's current bank account is held by Eastleigh Borough Council.

2 Barclays Bank – Community Account Information

- 2.1 The Parish Council needs to organise a separate bank account which is held by Allbrook and North Boyatt Parish Council and not Eastleigh Borough Council.
- 2.2 Barclays Bank PLC offers a Community Account which provides free standard banking for community groups, such as Parish Councils. This includes:
 - o payments out (direct debit/ standing order/ cheques or other debits)
 - o payments in (all automated credits and cheques paid in)
 - o handling cash (paid in and withdrawn)

- o the issuing of bank statements.

2.3 Councillors are advised to read the appendices A - D of this report for the full terms and conditions attached to this type of bank account.

3 Setting up the Bank Account

3.1 All transactions will need to be approved by two Councillors and the Parish Clerk. Each Councillor will be a signatory for the account. Therefore each Councillor will need to complete a Personal Details form (appendix E).

3.2 Each transaction will be brought to the following Parish Council meeting and presented in the Financial Matters: Expenditure Balance statement and payment schedule.

3.3 The Parish Clerk will be able to view the account via online services, but would not be able to any other actions other than view the account.

4 Date for Setting up Bank Account

4.1 A date needs to be organised for all Councillors to attend the Eastleigh High Street branch of Barclays Bank to set up the account and Personal Details forms and ID.

Background papers:	None
Risk:	Determining the financial set up and controls for the Parish Council's finances.
Appendices:	
<i>Appendix 'A'</i>	Barclays Bank PLC – 'Appointment of Bankers' document
<i>Appendix 'B'</i>	Barclays Bank PLC – 'Community Account: Keeping Your Money Safe'
<i>Appendix 'C'</i>	Barclays Bank PLC – 'Customer Agreement'
<i>Appendix 'D'</i>	Barclays Bank PLC – Information About You
<i>Appendix 'E'</i>	Barclays Bank PLC – 'Personal Details'
Report Author:	Carly Grainger, Parish Clerk

CORRESPONDENCE

Allbrook and North Boyatt Parish Council Meeting	
Date of Meeting:	WEDNESDAY 23 RD MARCH 2010
Author:	CARLY GRAINGER – CLERK OF THE COUNCIL
The following correspondence has been received since the last meeting. Copies of these items are available to Members on request.	

1.	Vendy Treagust, Hampshire Association of Local Councils
	<i>Queens Diamond Jubilee</i>
2.	Alison Wright, Democratic Services, Eastleigh Borough Council
	<i>Nominate members to the Management Committee for the QE2 Activities Centre, Bursledon.</i>
3.	Internal Audit and Compliance Ltd
	<i>Provision of Internal Audit Services</i>
4.	Caroline Thomas, Development Control, Eastleigh Borough Council
	<i>Construction of shared care demetia living scheme</i>
5.	Audit Commission
	<i>New Appointed Auditor</i>
6.	Hampshire County Council
	<i>A Guide to Concessionary Travel</i>

ALLBROOK PARISH COUNCIL
 23 MARCH 2011
 FINANCIAL REPORT

New payments

<i>Cheque no</i>	<i>Detail</i>	Net	VAT	Total
016	Carly Grainger (Parish Clerk) Clerk Salary & expenses for March '11	£195.52	£0.00	£195.52
017	Otterbourne Village Hall Committee Use of John and Betty Mobbs Suite (3 sessions)			£75.00
018	Hampshire Association of Local Councils Local Council Finance for Clerks 09/02/2011	£40.00	£8.00	£48.00

<i>Total new cheques</i>	235.52	8.00	318.52
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Balances at 23 March 2011

ALLBROOK PARISH COUNCIL - WEDNESDAY 23 MARCH 2011
 CLERK'S SALARY AND EXPENSES - MARCH 2011

	Gross	Less tax	Net	VAT	
Salary (£2493 pa)	207.75	41.40	166.35		166.35
Office allowance (£125 pa)	10.42	0	10.42		10.42
Computer allowanace (£125 pa)	10.42	0	10.42		10.42
Telephone allowance (£100 pa)	8.33	0	8.33		8.33

Travel	0 miles at	0.601	0.00	0.00	0.00
	(VAT element 1.167p/mile)				
			195.52	0.00	195.52

Signed _____ *Date* _____

Signed _____ *Date* _____