



PO Box 276
Lee-on-the-Solent
Hampshire, PO12 9FR

7 March 2014

NOTICE OF MEETING

Allbrook and North Boyatt Parish Council
7:00 pm, Wednesday, 12 March 2014
Crestwood School, Shakespeare Road, Eastleigh

TO: Councillor Mrs Kathleen Symonds (Chairman)
Councillor Peter Wall (Vice-Chairman)
Councillor David Betts
Councillor James Hawes
Councillor Mary Freemantle
Councillor Mrs Maureen A Sollitt

Parish Clerk: Amy Thorne, Parish Clerk, allbrookparishcouncil@gmail.com

Members of the public are invited to speak on general items at the start of the meeting, this session will last for 15 minutes and is at the discretion of the Chair. To register please contact the Parish Clerk.

AGENDA

1. Apologies
2. Declarations of Interest
3. Minutes (Pages 1 - 8)
4. Allotment Update - Linda Greenslade
5. PCSO Update
6. Matters Arising
7. Elections (Pages 9 - 34)
8. Risk Assessment (Pages 35 - 40)
9. Finance Matters (Pages 41 - 46)

- (a) Clerks Salary and Expenses
- (b) Allotment Officer Salary and Expenses
- (c) Expenditure Report

10. Changes of Meeting Dates

Due to annual leave of the Parish Clerk and the later than usual elections in May the next two Parish meeting dates will need to be amended.

**MINUTES OF THE MEETING OF ALLBROOK AND NORTH BOYATT
PARISH COUNCIL
HELD ON WEDNESDAY, 15 JANUARY 2014
AT CRESTWOOD SCHOOL
(7:00 pm - 8:55 pm)**

PRESENT: Councillor Symonds (Chair); Councillors Wall, Betts, Freemantle, Hawes, Mrs Sollitt and Evans

Also in attendance: Sergeant Kyle and PCSO McCarthy

49. PUBLIC PARTICIPATION

John Hinksman was unhappy with the lack of turning right lanes at the top of Boyatt Wood. He advised that the markings had recently been changed slightly but there was little change to the curb line. He felt it was very dangerous when turning right at Broadlands and Bosville.

He also advised that there had been new street lighting in the area recently and one had failed to be replaced due to overhanging trees. Other members of the public also advised that there were issues with overhanging trees in Bosville, Woodside and Chartwell Close.

Councillor Wall advised that the roads and street lighting were a County Council issue and the overhanging trees were a Borough Council issue. An email would be sent to the Borough Council regarding the trees.

A member of the public advised that at the last meeting the Environmental Health Manager suggested that the protocol had changed and that the Council would now make a note of previous calls to the Council. Their bin had not been collected since Christmas and they had had to phone the Council three or four times and they have said that they do not make a note of calls.

Councillor Symonds advised that she would send an email to the Borough Council and request an explanation.

A member of the public reported that she had advised Councillor Thomas of potholes in Allbrook village eight months ago and they had still not been fixed. Since then Councillor Moore had been elected onto the County Council for the Allbrook and North Boyatt area. The Chair advised that he would be invited to the next Parish Council meeting.

50. DECLARATIONS OF INTEREST

Councillor Mrs Kathleen Symonds declared a Disclosable Pecuniary Interest in agenda item 5, Allotment Update - Linda Greenslade and

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agenda item 6 Allotment Rent Review, because she rents an allotment on the Broomhill site.

Councillor Mrs Kathleen Symonds declared a Disclosable Pecuniary Interest in agenda item 7, PCSO Update, because she works for Hampshire Constabulary.

51. MINUTES

RESOLVED –

That the Minutes of the meeting held on 6 November 2013 be approved and signed as a correct record subject to the recommendation (2) of the allotment update being amended read “That the Site Representatives be allowed to spend up to £50.00 without approval from Council and anything over £50.00 be subject to email approval from Councillors;”.

52. ALLOTMENT UPDATE - LINDA GREENSLADE

The Allotment Officer reported that the Police had advised of some recent shed break ins so allotment holder’s should be vigilant. The ploughing was now complete, two plots had been let and a further three were to be re-let. The waiting lists were now very minimal for both sites. There had been no matter’s arising at either allotment site.

RESOLVED –

That the report be noted.

(a) ALLOTMENT FINANCE

There were no finance issues to be discussed.

53. ALLOTMENT RENT REVIEW

Members considered the report of the Allotment Officer regarding the rent increase for the allotment sites. They were given examples of possible increases and total income for the allotments none of which would entirely cover the running costs of the allotments.

Members were reminded that it was the statutory obligation of the Council to provide allotments if they were required. Councillor Wall also advised Members to be mindful of the fact that the Borough Council had recently been through a court case that an allotment holder/association brought against them due to a significant rise in allotment rent. This would be something the Parish Council could not afford. Members agreed that the concession for over 60’s should be slowly phased out by only offering this to current allotment holders and not new tenants. Members also agreed that the allotment budget should be reduced from £14,000 to £12,000. To

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that end the Members were not satisfied with the budget and figures as they stood and asked that the Allotment Officer and Clerk rework the figures and bring them back to the next meeting.

RESOLVED –

- (1) That the Allotment Budget be reduced from £14,000 to £12,000;**
- (2) That the Allotment Officer and Clerk rework the figures and produce a plan for the next meeting regarding rent increase; and**
- (3) That the over 60's concessionary rate be discontinued for all new tenants.**

(Note: Councillor Symonds declared an interest in this item and did not vote thereon, the Vice Chairman took the chair for this item.)

54. PCSO UPDATE

PCSO Reese McCarthy and Sergeant Kyle were in attendance and advised that there was a new team at Eastleigh now operating under Sergeant Brearley and the new PC for the area was Charlie Hilderton.

Since the last meeting there had been 805 reported incidents in the Eastleigh area, 25 of which were in the Allbrook and North Boyatt area. Five of those were thefts from a motor vehicle. All of the vehicles were insecure and had satellite navigation, phones or bags on show. He advised that people should make sure that they lock their vehicles even when they are in driveways.

There had also been a theft of tools from a shed in the area so again he advised that people should make sure all out buildings are secure and also any sheds on allotment sites.

There had been reports of suspicious people lurking at night. A man with a briefcase had been seen on someone's driveway and also around Highcliff Drive and The Paddock. Members of the public were advised to be aware.

He reported that the Team were trialling some pop up surgeries in the area which would help to decide what the Policing priorities were. The next one was 27 January 2014 at Crestwood College and everyone was invited to attend.

Councillor Hawes asked if they still made routine patrols in the area. PCSO McCarthy advised that they had been keeping a record and they patrolled the area at least once per shift.

Questions were raised as to whether the Allbrook and North Boyatt Area got anything extra due to the funding given to the PCSO post. Councillor

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Symonds reminded Members that if the Parish Council did not part fund the PCSO post there would probably be one less PCSO in the area.

PCSO McCarthy offered the services of the PCSO's at any events that the Parish organised. Councillor Wall suggested that due to the agreement for public open space at Penarth House the Parish Council would want them to patrol the play area if resources had gone in to funding any play equipment.

55. LOCAL PLAN ISSUES - MARK HOUSBY

Mark Housby a member of Allbrook Action Group (AAG) reported that the group had been looking into AL1, AL2 and AL3 of the Borough's Local Plan. He advised that all three sites should be looked at together. Five members of AAG had met with Forelle and Bargate with Councillor Wall for ongoing discussions with the Developer's about the sites in question. He had been advised that the Developers were looking to submit a planning application to the Borough Council in February. He advised that they were looking to build 50 dwellings in the lower field of the Pitmore Road site and the upper field would be gifted to the Parish to use for public open space and it was thought that a wild flower meadow would be preferable. AAG had requested a green and pleasant development with a pedestrian access to the public open space with vehicular access for maintenance so as not to create any misuse of the land.

AAG had been generally supportive of the application subject to detailed design of the public open space; mainly wild flower meadow with a mown area for picnic benches. AAG were fairly happy with the layout and the maximum number of 50 dwellings. The AL3 site opposite was proposed as 30 dwellings and it was felt that the developer's contributions from all three sites could provide enough money to fund a village hall elsewhere.

Members felt that this would have to be investigated due to the ongoing costs and responsibility of owning a village hall.

He advised that there was no transport assessment for Allbrook and North Boyatt in the Borough's Local Plan and that AAG had raised an objection to this as had Otterbourne Parish Council.

Councillor Wall advised that the decision to put the Borough's Local Plan out for consultation was due to happen on 30 January 2014. Anyone who was concerned or had comments to make regarding the sites in Allbrook should submit them to the Borough Council.

The Chair felt that it would be useful to have some Parish Councillors on Allbrook Action Group. Councillor Betts advised that he would be the Parish Council's representative on the AAG and for the preparation of responses to the Borough Council on Local Plan issues.

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Members noted the report that the Parish Clerk had prepared regarding the exhibition of the development of the site at Portchester Rise.

RESOLVED –

- (1) That the report be noted; and**
- (2) That Councillor Betts be nominated as the Parish Council representative on Allbrook Action Group and for preparing responses to the Local Plan issues.**

56. MATTERS ARISING

The Parish Clerk tabled a report of matters that had been brought to her attention since the agenda had been published and that needed a decision from Members.

After the last Parish Council Meeting where the state of the land at Chartwell Close was raised by residents Matthew Blythe contacted the Borough Council's Direct Services Unit to ask whether anything could be done to speed up the decomposition of the human waste left at Chartwell Close. His full response was given to Members the result of which was that it was usual practise to let the decomposition process happen naturally.

As agreed at the Parish Council meeting in September bollards were asked to be put in around the area of Chartwell Close where a traveller encampment had taken place in the summer. The Bollards had been put in as requested however there were areas that could still be accessed by travellers that needed to be improved. At the last Parish Council meeting a request was put in to speak to the Area Co-ordinator at Eastleigh to install additional bollards.

Eastleigh Borough Council were liaising with the contractors this week who would give a date for installation. It was thought that the delay was possibly due to the bad weather.

At the last meeting the Parish Council was asked if they wanted to give a donation to help refurbish the war memorial in Otterbourne. It was agreed that an amount be donated, however no amount had been decided.

The budget for donations was £500 and to date this had not been spent. Members were asked to confirm an amount.

The Parish Council currently had £62,470 of developer's contributions to be used for public open space in the Parish. The Area Co-ordinator at Eastleigh Borough Council had asked that the Parish Council agree to allocate approximately £48,000 to refurbish the play area behind the Scout Hut.

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RESOLVED –

- (1) That the email from the Environmental Health Manager regarding the treatment of the land at Chartwell Close occupied by Travellers in August be noted;**
- (2) That the response regarding the extra bollards at Chartwell Close be noted;**
- (3) That £500 be donated to the War Memorial in Otterbourne; and**
- (4) That approximately £48,000 of Developer's Contributions be allocated to refurbishing the play area behind the Scout Hut.**

57. AUDITOR LETTER

Consideration was given to the report of the Parish Clerk who had been asked to bring to the Council's attention the advice in the Auditor's letter. Members were asked to read the letter at Appendix 1 to the report and note its contents.

RESOLVED –

That the Auditor's letter and advice be noted.

58. BUDGET REPORT

Consideration was given to a report of the Parish Clerk on the budget and precept for 2014/15, which was agreed by the Parish Council subject to the Borough Council's Accountant checking the figures.

The Parish Clerk suggested that Allbrook & North Boyatt Parish Council requested a 2014/15 payment of £31,591.66 from the Borough Council. This would be composed of a Grant/contribution from Eastleigh Borough Council of £1,493.28 and a Precept of £30,098.38 for 2014/15. Allbrook and North Boyatt Parish Council tax for 2014/15 would be £48.80 (a change in council tax of zero%).

Due to the changes made to the allotment budget by Councillors earlier on in the meeting the Clerk and Allotment Officer would need to rework the figures and bring them back to the next meeting.

RESOLVED –

- (1) That the Council tax stay at 0% rise again this year and the precept be agreed as £31,591.66; and**
- (2) That the Clerk and Allotment Officer rework the budget figures to accommodate a reduction in the allotment budget to £12,000.**

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59. FINANCE MATTERS

The Parish Council considered the papers on expenditure which detailed cheques to be issued and budget monitoring. Members agreed to endorse all cheques presented in the report as listed below:

Chqs for Endorsement - Parish Account

138	Instant Fabrications <i>Mesh Screen BH Allotment</i>	£240.00
139	<i>D Ward</i> <i>BH Allotments perimeter pyracantha</i>	£194.64
140	<i>Eastleigh Borough Council</i> <i>Wages (Nov 2013)</i>	£484.62
141	Mobile Mini <i>Broomhill Allotment Container</i>	£102.96
142	<i>Eastleigh Borough Council</i> <i>Wages (Dec 2013)</i>	£453.89

Chqs for Approval - Parish Account

143	D Ward BH Allotment expenses	£97.31
144	<i>L Greenslade</i> <i>Office expenses</i>	£87.50
145	<i>ARandall</i> <i>Office expenses</i>	£73.05
Total:		£1,733.97

RESOLVED –

That authority be given for the payment of cheques 138 – 145.

60. DATE OF NEXT MEETING

It was confirmed that the next meeting would be held on Wednesday 12 March 2014 at 7pm in Crestwood School.

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**ALLBROOK AND NORTH BOYATT PARISH COUNCIL MEETING
12 MARCH 2014
ELECTIONS 2014
REPORT OF THE CLERK TO THE COUNCIL**

Purpose

To give advice to Councillors and members of the public on the elections procedure and the deadline dates for nominations.

Recommendation

That Members note the report.

1. Background

- 1.1. Allbrook and North Boyatt Parish Council was established in 2010 and 8 Councillors were elected at the time to serve a 4 year term.
- 1.2. Unfortunately due to several different reasons not all of the Councillors that were originally elected are still Members of the Parish Council.
- 1.3. We currently have 7 Councillors out of a possible 8. Over the last year 2 new Councillors have been co-opted to the Council.

2. Elections 22 May 2014

- 2.1. The Notice of election will be advertised on 14 April 2014. From 15 April 2014 the Returning Officer can receive nomination papers up until the 4pm on Thursday 24 April 2014.
- 2.2. I have been advised that nomination papers should be personally delivered to the Elections Team at the Borough Council by way of an appointment for preliminary checks. The preliminary checks will be offered until 23 April 2014.
- 2.3. If the nomination papers are all correct they will be formally received by the Returning Officer at that time. An example of the nomination paper can be seen at Appendix 1.

3. Nomination Procedure

- 3.1. The nomination paper and guidance are attached to the report for information. The form requires a proposer and seconder who have to be on the electoral register and living in the Allbrook and North Boyatt Parish Area. They will need to be over 18 and can be a family member.
- 3.2. Candidate Details: if you are standing on behalf of a party the details will need to be input and you will need supporting paperwork from the party.

However if you are standing independently you will need to state that you are an independent candidate.

3.3. Candidate Consent: you will need to enter the reasons that you are qualified to stand in the Parish election and need to complete as many boxes as possible.

3.4. The candidate will need to complete their date of birth and signature. The form will need to be witnessed by someone but this must be after the 15 March 2014.

3.5. You will need authorisation if you are standing for a party and will need permission to use their logo. The parties you stand for have to be registered with the electoral registration.

4. Contact Details

4.1. If you have any queries or would like to book an appointment for preliminary checks of your nomination papers please call the Elections Team on 02380 688201.

Appendices: 2

Report Author: Amy Thorne, Parish Clerk

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**ALLBROOK AND NORTH BOYATT PARISH COUNCIL MEETING
12 MARCH 2014
RISK ASSESSMENT
REPORT OF THE CLERK TO THE COUNCIL**

Purpose

To provide a risk assessment for the Parish Council as advised by the internal and External Auditors.

Recommendation

That the Risk Assessment be approved.

1. Background

- 1.1. After the Audit process last year the auditors picked up that there had never been risk assessment for the Parish Council.
- 1.2. The advice from both Auditors was to have a risk assessment and review it annually.
- 1.3. At the last meeting it was advised that the Clerk would produce the Risk Assessment document at this meeting.

2. Risk Assessment

- 2.1. Members are asked to peruse the Risk Assessment at Appendix 1 and make any changes or comments they feel necessary.
- 2.2. Members are asked to approve the Risk Assessment and this will be brought to the AGM meeting on an annual basis to be changed and approved as necessary.

Appendices: 1

Report Author: Amy Thorne, Parish Clerk

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Allbrook & North Boyatt Parish Council

FINANCIAL MANAGEMENT RISK ASSESSMENT RECORD

Activity/Procedure to be assessed	Risk identified	Risk level achieved? H – High M - Medium L - Low	Management of Risk	Action required Note: Section must be completed where risk level is HIGH	RFO signature and date of any action taken.
SECTION ONE (INSURANCE TO HELP MANAGE RISK)					
Property and contents owned by the Council	Loss or damage	H	Up to date register of assets – adequate insurance cover	Annual review of schedule of asset and insurance	March 2014
Damage by third party or to individuals	Public liability	H	Regular maintenance of properties and adequate insurance cover	The Council has public liability insurance	March 2014
Consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party	Public liability	H	Annual review of risk and adequacy of cover	The Council has public liability insurance	March 2014
Loss of cash through theft or dishonesty	Fidelity Guarantee	L	The Council is insured f		March 2014
Legal liability as a consequence of asset ownership	Public liability	H	Regular maintenance and adequate insurance cover	The Council has public liability insurance	March 2014
SECTION TWO (WORKING WITH OTHERS TO HELP MANAGE RISK)					
Security for vulnerable buildings, amenities and equipment		L	The Council hires a container for the storage of equipment at the allotment	Any repairs required are carried out as quickly as possible.	March 2014
The provision of services being carried	Standing Orders and Financial Regulations	L	Standing Orders and Financial Regulations		March 2014

Activity/Procedure to be assessed	Risk identified	Risk level achieved? H – High M - Medium L - Low	Management of Risk	Action required Note: Section must be completed where risk level is HIGH	RFO signature and date of any action taken.
out under agency/partnership	deal with the award of contracts etc.		are reviewed every year or as and when required.		
Banking arrangements	Detect and deter fraud or corruption	L	Monthly bank reconciliations are completed. The RFO presents a Financial Statement at each meeting.		March 2014
Professional Services (solicitors, planning etc)	Standing Orders and Financial Regulations deal with the award of contracts etc.	L	Standing Orders and Financial Regulations are reviewed every year or as and when required.		March 2014
SECTION THREE (SELF MANAGED RISK)					
Proper financial records	In accordance with statutory requirements	L	Regular scrutiny of financial records and proper arrangements for the approval of expenditure.		March 2014
Business Activities	Ensuring they are within the legal powers applicable to Local Councils	L	Recording in the minutes of the precise powers under which expenditure is being approved.		March 2014
Borrowing	Complying with restrictions	L	The Council has no borrowings or loans		March 2014
Employment Law and Inland Revenue regulations	Ensuring all requirements are met	L	The Council has entered into a SLA with Eastleigh Borough Council to deal with all matters of pay and returns to Inland		March 2014

Activity/Procedure to be assessed	Risk identified	Risk level achieved? H – High M - Medium L - Low	Management of Risk	Action required Note: Section must be completed where risk level is HIGH	RFO signature and date of any action taken.
			Revenue.		
VAT	Ensuring all requirements are met under Custom and Excise regulations	L	Regular returns of VAT are made annually.		March 2014
Annual Precept	Ensuring the adequacy of the annual precept within sound budgeting arrangements	L	Budget requirements are collated recommendation is made to Full Council for the Precept		March 2014
Monitoring of Performance		L	The Council reviews the budget performance annually.		March 2014
Grants to local community bodies	Ensuring the proper use of funds granted under specific powers or under section 137	L	All requests and monitoring of grants are made to the Council.		March 2014
Council Minutes	Proper, timely and accurate reporting of council business in the minutes	L	Minutes properly numbered with a master copy kept in safekeeping		March 2014
Rights of inspection	Responding to electors wishing to exercise their rights of inspection	L	Adoption of the revised Freedom of Information Act Dec 2008		March 2014
Consultation invitations	Meeting the laid down timetables when responding to consultation	L	Procedures in place to deal with responses to consultation requests via relevant committee.		March 2014
Document control	Proper systems	L	Documented procedures for document receipt,		March 2014

Activity/Procedure to be assessed	Risk identified	Risk level achieved? H – High M - Medium L - Low	Management of Risk	Action required Note: Section must be completed where risk level is HIGH	RFO signature and date of any action taken.
			circulation, response, handling and filing		
Register of Members' Interests and Gifts and Hospitality	In place, complete and up to date	L	Procedures in place for recording and monitoring Members' interests etc.		March 2014

NB: This document must be reviewed on an annual basis or when there is a significant change to a working procedure which requires re-assessment

Agenda Item 9

ALLBROOK AND NORTH BOYATT PARISH COUNCIL - 12 MARCH 2014
CLERK'S (AR) SALARY AND EXPENSES - 2013/14 QUARTER 4

	<i>Gross</i>	<i>Tax</i>	<i>Net</i>	<i>Total</i>
Salary (£4029.74 pa) Paid via EBC payroll on a monthly basis	£335.81	£67.20	£268.61	£268.61

Expenses:

NONE

Travel:

NONE

(VAT element 1.167p/mile)

£0.00

Signed

Date

Signed

Date

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ALLBROOK AND NORTH BOYATT PARISH COUNCIL - 13 MARCH 2014
 ALLOTMENT OFFICER (LG) SALARY AND EXPENSES - 2013/14 QUARTER 4

	<i>Gross</i>	<i>Tax</i>	<i>Net</i>	<i>Total</i>
Salary (£1,287.75 pa) Paid via EBC payroll on a monthly basis	£321.94	£0.00	£321.94	£321.94

Expenses:

Postage	£119.00
Envelopes	£6.78
Ink	£28.38

Travel:

NONE
 (VAT element 1.167p/mile)

£154.16

Signed

Date

Signed

Date

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Expenditure Report

ALLBROOK AND NORTH BOYATT PARISH COUNCIL
12 MARCH 2014
FINANCIAL REPORT

Chqs for Endorsement - Parish Account

146	Southern Water <i>BH Allotment Water Bill</i>	£103.77
147	Otterbourne Parish Council <i>Donation for War Memorial</i>	£500.00
148	Mr & Mrs Orchard <i>Key Deposit Return (Plot 10 LR)</i>	£20.00
149	Eastleigh Borough Council <i>Wages (Dec 2013)</i>	£453.89

Chqs for Approval - Parish Account

150	L Greenslade <i>Office expenses</i>	£154.16
151	Mrs Batty <i>7 months rent return</i>	£7.29
152	Eastleigh Borough Council <i>Wages (Jan 2014)</i>	£453.89
153	Mobile Mini <i>Container Hire (Jan 14)</i>	£34.32
154	British Gas <i>BH Allotment Electricity Bill</i>	£9.87

Total: £1,727.32

Signed:

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