

## ALLBROOK AND NORTH BOYATT PARISH COUNCIL

### NOTICE OF MEETING

7:00 pm, Wednesday, 28 November 2012  
Crestwood School, Shakespeare Road  
Eastleigh

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

22 November 2012

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

Parish Clerk: Amy Randall, Parish Clerk, clerk.allbrook@parish.hants.gov.uk

### AGENDA

1. Apologies

All Members should inform the Parish Clerk of their apologies for non-attendance no less than one working day before the meeting.

2. Minutes (Pages 1 - 10)

3. Matters Arising

4. Declarations of Interest

Members are asked to declare any interest they may have in relation to items on the agenda for this meeting.

5. Public Participation

6. PCSO's

Update from our PCSO's.

7. Allotments - General Update

General update from the Allotment Officer including Minutes from the Site Rep Meeting on 20 November 2012.

(a) Minutes (Pages 11 - 14)

(b) Financial Matters (Pages 15 - 16)

8. Parish Plan

Discussion on how to establish a Parish Plan.

9. PCSO Contract (Pages 17 - 26)

10. Code of Conduct - For Information (Pages 27 - 40)

Attached to the agenda for noting is a copy of Allbrook and North Boyatt Parish Council's Code of Conduct which was adopted at the last meeting but now amended to suit the Parish Council.

11. Declaration of Acceptance - Councillor M Freemantle

After being co-opted at the meeting of 26 September 2012, Councillor Freemantle is requested to sign the Declaration of Acceptance.

12. Developer's Contributions

13. Financial Matters

(a) Budget Monitoring (Pages 41 - 42)

(b) Clerks Salary and Expenses (Pages 43 - 44)

(c) Allotment Officer Salary and Expenses (Pages 45 - 46)

(d) Expenditure Report (Pages 47 - 48)

14. Date of Next Meeting

23 January 2013 at 7pm in Crestwood School.

**MINUTES OF THE MEETING OF ALLBROOK AND NORTH BOYATT PARISH COUNCIL  
HELD ON 26 SEPTEMBER 2012  
AT CRESTWOOD SCHOOL AT 7PM**

**PRESENT:** Councillor Wall (Chairman), Councillor Mrs Calder, and Councillor Hawes.

**ALSO IN ATTENDANCE:** County Councillor Chris Thomas.

**38. APOLOGIES**

Councillor Symonds and Councillor Sollitt.

**39. DECLARATIONS OF INTEREST**

There were none declared.

**40. MINUTES OF THE MEETINGS OF ALLBROOK AND NORTH BOYATT PARISH COUNCIL HELD ON 25 JULY 2012**

**RESOLVED –**

**That the Minutes of the meetings held on 25 July 2012 be approved and signed as a correct record.**

**41. PUBLIC PARTICIPATION**

Buses in the Parish

A member of the public had received a letter from Councillor Airey to confirm that there would be no buses in Pitmore Road. He advised residents to use the No1 bus which was every 20 minutes that went to Southampton and Winchester, otherwise there was a bus to Eastleigh every 2 hours.

Boyatt lane Speeding

A member of the public raised the issue of speeding in the area, specifically in Boyatt Lane by the allotments which was a very narrow road but still a national speed limit. Councillor Thomas confirmed that Hampshire County Council was reviewing the 20 mph speed limit. Councillor Thomas went on to update the meeting of County Council news/information. He reported that Speedwatch was underway and the first people had been trained. They were there to remind people of the speed limit not to enforce it. He advised that at a cost of £3,000 there was only one gun allocated for Eastleigh town and this would be used on a priority basis.

Hampshire County Council were currently undertaking an experimental 20 mph trial on Cherbourg Road, trials were taking place across the County anyone could bid for one, however it was difficult to bring prosecution. For the issue previously mentioned on Boyatt Lane a change of designation of speed limit could be applied for however proof of the problem would be needed. Councillor Thomas would enquire as to how many people and how

regularly people were speeding along that route. He asked PC Beale to conduct random spot checks in the area.

Councillor Thomas confirmed that after reducing the County Councillor grant by £2,000 last year it had now been raised to £10,000 for next year. This money could be put into local projects and he would be delighted to receive applications from local residents on how the money could be spent.

Hampshire County Council were still undecided on the refuge on Woodside Avenue, three consultations had taken place in 4 years he suggested that the £10,000 grant could be put towards a refuge.

Councillor Thomas reported that 80 children from Eastleigh had been sent to schools in Chandler's Ford as the Eastleigh schools had been oversubscribed. Councillor Hawes asked for information on the plans for Rookwood. Councillor Thomas advised that permission had been granted for Eastleigh College to build an on site training centre. However Hampshire County Council had recently changed the funding rules; ages 16-17 now came under schools and their funding came from Hampshire County Council. This funding was no longer guaranteed and there was a possibility that there would not be sufficient funding so the project was on hold. He advised that they had 3 years from the date of grant of application in which to start development.

#### **42. APPOINTMENT OF NEW PARISH CLERK**

The Chairman thanked the outgoing Parish Clerk, Carly Walters for her hard work over the past 2 years and wished her success in her new role. The Chairman welcomed the new Parish Clerk, Amy Randall to the Council.

#### **RESOLVED –**

**That Amy Randall be appointed as Parish Clerk to Allbrook and North Boyatt Parish Council.**

#### **43. PCSO'S**

PC Beale and PCSO McCarthy introduced themselves and were welcomed to the meeting by the Chairman.

PC Beale reported some recent statistics with the speed enforcement on Twyford Road and Woodside Avenue. One Police bike and a van had caught 15-20 speeders per month ranging from speeds between 38 and 61mph over the last 12 months.

He advised that he personally had spent five hours on Woodside Avenue with a speed trap and the fastest speed he had experienced during that period was 45mph.

PC Beale reported that they had held a bicycle coding event last month at which 50 bikes were coded. This did not stop bikes being stolen, however

acted as a good deterrent and the bike could be returned to the owner if found.

Since the last meeting 54 ASB's had been issued which was up 2% on the same period last year. However in Eastleigh North, from the Police Station to the Airport, there had been a 33% rise in ASB's. There had also been 21 incidents of criminal damage and a letter had been issued to residents asking for witnesses.

PC Beale handed out some leaflets regarding the Crime Reports website which enabled users to input their postcode and using Google maps would receive reports of any crime that had happened in the last 24 hours in their locality.

PCSO McCarthy asked for any volunteers for Community Speedwatch. This involved using a speedgun to register speed and number plates which then linked to the Police and DVLA database. An advisory letter would be sent to anyone breaking the 30mph speed limit.

A member of the public raised the issue of people ignoring the give way sign at the top of Pitmore Road and Boyatt lane junction. PC Beale advised he would do some checks in that area.

A member of the public enquired about the horses in the field south of the track. PC Beale confirmed that they had been patrolling regularly in that area and the equine officer had recently been out to give the owners some advice regarding fencing and security.

The Chairman thanked PC Beale and PCSO McCarthy for their update.

#### **44. ALLOTMENTS – GENERAL UPDATE**

Linda Greenslade the Allotments Officer gave a verbal update on the allotments.

There had been a Site Rep Meeting on 4 September 2012; the rat problem was still being monitored and action would be taken as necessary. A plot holders guide had been produced by the site reps and the uncultivated plot letter had been reworded.

A new hedge cutter was required and quotes were currently being sought. Councillor Thomas suggested that the County Council grant funding could be used for this, however the grant could only be used once and therefore a package would need to be put together. Dog bins were also suggested, however Councillor Thomas advised the grant could only be used to purchase the bins and not to empty them. He would liaise with the Borough Council regarding the cost to empty the bins.

The Allotment Officer then reported that a new £20.00 key deposit was to be added to all plot holders annual subscriptions as per the previous Clerk's instruction. However the Chairman felt that this could only be charged to new tenants. The Allotment Officer and other Members agreed

that existing tenants had already paid a key deposit to the Borough Council so only new tenants could justifiably be charged.

**RESOLVED –**

- (1) That only new tenants to the allotments be charged the £20 key deposit; and**
- (2) That the report be noted.**

**45. LOCAL PLAN**

The Chairman advised that at its meeting in November 2011 the Parish Council took the view that they would oppose AL1 and AL2 of the Local Plan. He confirmed that the Council remained opposed to AL1 and AL2 and that the Parish Council would support Margaret Ward and her colleagues.

The Chairman went on to explain that the Local Plan was a Strategic Land Assessment which listed all the sites in the Borough deemed suitable for development and listed the need for housing and employment land and where it could be situated.

A total of 9408 houses were needed by 2029. 2073 had been allocated which left a shortfall of 4720 that needed to be accommodated on greenfield sites. The Chairman confirmed that the land south of Boyatt Lane, behind Lincoln's House and Pitmore Copse which was going to be allocated for either 240 dwellings or as employment land had been removed from the Local Plan. The land adjacent to Penarth House had a planning application granted for 55 units for an alzheimers care home with consent for nursing. This had not yet been built. The Chairman confirmed that the Borough Council would resist any other use of this land. The land east of Allbrook Way was no longer in the Plan as was Allbrook Farm. There was an allocation of 25 dwellings behind Portchester Rise.

The Chairman confirmed that the Borough Council were drafting a consultation response to the Government Inspector and that the consultation deadline for comments was 12 October 2012. He advised that the Parish Council was still opposed to AL1 and AL2 of the Local Plan and the Parish Clerk would write to the Borough Council to reaffirm the position of a year ago.

Both Councillors Wall and Thomas made clear how important it was for the Borough to have a Local Plan; not only due to the 4700 people on the housing waiting list but also if the Borough Council did not have a sound plan it left the Borough open to Developer's putting in huge applications for any site in the Borough. This would be difficult to contest without a plan.

Mr Wilkinson spoke with regard to AL1 and AL2 of the Local Plan and how he felt the Borough Council had ignored residents and the Parish Council and transport assessment. He felt that there was no capacity on the highway as back in 2010 a traffic analysis was completed and Allbrook Way was a 102% capacity. All the surrounding roads were also very busy.

He also stated that he felt that the Plan had been rushed through by the Borough Council due to time constraints and the pressure of what would happen if there was no plan. He urged local residents to visit [www.allbrookaction.co.uk](http://www.allbrookaction.co.uk) in order to get involved and help support the group.

The Chairman thanked Mr Wilkinson for his contribution and advised that every household was sent a leaflet regarding the Local Plan and it was advertised in the Borough News.

**RESOLVED –**

- (1) That the Parish Council were opposed to AL1 and AL2 of the Borough Council's Local Plan; and**
- (2) That the Parish Clerk would reaffirm the Parish Council's position by way of a submission to the Borough Council's Local Plan consultation.**

**46. COUNCILLOR VACANCIES**

The Chairman reported that the Parish Council currently only had five Members as two had resigned and the other had been disqualified for non-attendance at meetings due to a change in circumstances.

The three vacancies had been advertised by the Parish Clerk and no election had been called. This left the Council in a position to co-opt Members to the Council. He advised that local resident Mary Freemantle had expressed an interest in becoming a Parish Councillor.

**RESOLVED –**

**That Mary Freemantle be co-opted to the Parish Council.**

**47. AUDIT UPDATE**

Consideration was given to a report of the Parish Clerk which sought to update the Council on the Parish Council's audit.

The Clerk had received a response from the Audit Commission who had deemed the Council as good in the 2011/12 audit. The Clerk advised that she had advertised the result of the 2011/12 audit on the four noticeboards in the Parish.

**RESOLVED –**

**That the report be noted.**

**48. PARISH PLAN**

At the last meeting it had been agreed that the Parish Plan would remain a standing item on the Parish Council agendas. The Chairman advised the

Council that it required a Councillor to take the lead. It was hoped that any new Councillors to the Council would have the capability to lead on the Parish Plan.

#### 49. CODE OF CONDUCT

The Parish Council considered Eastleigh Borough Council's Code of Conduct and agreed that this should be adopted as the Parish Council's code.

#### RESOLVED –

**That the Parish Clerk would make the necessary amendments to Eastleigh Borough Council's Code of Conduct and report it back to the next meeting for adoption.**

#### 50. DEVELOPER'S CONTRIBUTIONS

The Chairman advised that there was an opportunity to bid for funding from Developer's Contributions and that the Parish Council had the following Developers Contributions:

<b>ELAC</b>	<b>ALLBROOK PC</b>
<b><u>Received and Currently Unallocated</u></b>	
	£
Community Infrastructure	12,006.41
	£
Public Open Space and Play Provision	39,024.04
	£
- District Park/Playing Field	2,103.10
	£
- Local Green Space	375.96
	£
- Wildlife Sites	129.34
	£
Sustainable Transport	13,931.69
Public Art	
Community Infrastructure (not commenced)	£
	6,028.20
Public Open Space and Play Provision (not commenced)	£
	3,002.82
	£
- District Park/Playing Field	5,512.44
	£
- Local Green Space	979.70
	£
- Wildlife Sites	339.50
	£
	<b>83,433.20</b>
	£
<b>Previously</b>	<b>81,168.49</b>
<b><u>Ringfenced/Allocated money</u></b>	
Affordable Housing	£ -
	£
Other	13,909.00
	£

	<b>13,909.00</b>
<b><u>Anticipated via S106 or Planning Applications</u></b>	
Community Infrastructure	£ 17,850.00
Public Open Space and Play Provision	£ 4,727.00
Sustainable Transport	£ 4,210.00
	<b>£ 26,787.00</b>

## RESOLVED –

**(1) That the report be noted; and**

**(2) That the Clerk would liaise with the Borough Council to establish exactly how the Developers Contributions could be spent.**

## 51. CORRESPONDENCE

The Parish Clerk advised the Council that to her knowledge there had been no correspondence received since the last meeting.

## 52. FINANCIAL MATTERS

Clerk's/Allotment Officer's expenditure: The Parish Council considered the paper on expenditure, which detailed endorsed and new cheques to be issued. Members agreed to endorse all cheques presented in the report, as listed below:

44	Carly Walters (Parish Clerk - old) <i>Expenses (August - September 2012)</i>	£29.05
45	Amy Randall (Parish Clerk - new) <i>Expenses (September 2012)</i>	£346.90
46	Royal Mail <i>PO Box for Parish Clerk</i>	£230.00
47	Hampshire County Council <i>Recruitment of Parish Clerk</i>	£114.00
48	Audit Commission Audit Fee 2011/12	£342.00
49	Southern Water Lincoln's Rise Allotments	£72.50
50	Southern Water Broomhill Allotment	£15.45
51	David Ward Allotment Expenses	£75.99

52	Norman Exelby Allotment Expenses	£5.00
53	Linda Greenslade Allotment Expenses	£88.17
54	Royal Mail PO Box + VAT (LG)	£276.00
55	Royal Mail PO Box + VAT (AR)	£276.00
	<b>Total:</b>	<b>£1,871.06</b>

**RESOLVED –**

**That authority for the payment of cheques 044 – 055 be given.**

**52. DATES OF NEXT MEETINGS**

The Council was advised that an extraordinary Parish Council meeting had been arranged for 3 October 2012 at 7pm in Crestwood School to discuss the forthcoming Police and Crime Commissioners Election. The next meeting of the Parish Council would be held on Wednesday 28 November 2012 at 7pm in Crestwood School.

The meeting ended at 8.45p.m.

Signed .....

CHAIRMAN

**AN INFORMAL MEETING OF ALLBROOK AND NORTH BOYATT PARISH COUNCIL  
WAS HELD ON 3 OCTOBER 2012  
AT CRESTWOOD SCHOOL AT 7PM – 8:15PM  
TO DISCUSS THE POLICE AND CRIME COMMISSIONERS ELECTION**

**PRESENT:** Councillor Wall (Chairman), Councillor Mrs Symonds, Councillor Hawes.

Lou Parker-Jones the Strategy and Delivery Manager for the Hampshire Police Authority introduced herself to the meeting and gave a presentation to explain the forthcoming election for the new Police and Crime Commissioner (PCC).

Hampshire Police Authority was established 1996 and consisted of 17 members these were 9 Councillors representing political parties across Hampshire, Portsmouth, Southampton and the Isle of Wight. The Police Authority was proud of its achievements; crime had fallen and their excellence in community engagement had been recognised nationally. Currently the Police Authority was a small organisation consisting of 8 members of staff.

By 22 November 2012 one person would be in charge of Police and Governance across Hampshire and the Isle of Wight. The election for this person was on 15 November 2012 and everyone was encouraged to vote. Once this person had been elected they would hold the Chief Constable to account. This was a high profile post and the budget for the PCC was set at £327 Million. The PCC would inherit the staff at the Police Authority. A Police and Crime Plan would have to be produced by 1 February 2013.

There had been a large amount of interest in the position including the major political parties and some individual and independent people. No candidates had been announced as yet.

The PCC would earn a salary of £85,000 and could appoint their own Deputy PCC but only one and as many PCC Assistants as they liked. The PCC could not arrest anyone or interfere with Policing. The PCC would be responsible for holding the Chief Constable and Police Force to account on behalf of local residents. The PCC would oversee how crime was tackled in Hampshire and aim to make sure the Police were providing a good service. The PCC would be the face of Hampshire Police.

The appointment would last for 3 ½ years until the next election in May 2016 and would normally be for a 4 year term.

The election candidates can be seen at the following website:

[www.choosemypcc.org.uk](http://www.choosemypcc.org.uk)

The election would take place on Thursday 15 November 2012 between 6:30 am and 10:00 pm. The count would take place on Friday 16 November 2012. The ballot paper would be slightly different to normal as voters would be asked to vote for their first and second preferences. Members agreed that it was important for everyone to vote in the election and it was hoped that the PCC election would be advertised nearer the election.

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# Agenda Item 7a

**A MEETING OF ALLBROOK AND NORTH BOYATT PARISH COUNCIL  
ALLOTMENT SITE REPS  
WAS HELD ON 20 NOVEMBER 2012  
AT EASTLEIGH BOROUGH COUNCIL CIVIC OFFICES AT 5PM**

**PRESENT:**

Linda Greenslade (Allotment Officer) – note taker  
Amy Randall (Parish Clerk) – part time  
Norman Exelby (Lincoln's Rise Site Rep)  
Martyn Park (Broomhill Site Rep)  
Mike Baker (Broomhill Site Rep)  
David Ward (Broomhill Site Rep)  
Councillor Mrs Kathleen Symonds

**1 APOLOGIES**

There were no apologies.

**2 MINUTES FROM THE LAST MEETING (04.09. 2012)**

RESOLVED: That the minutes of the Allotment Site Rep meeting held on 04 September 2012 be approved and signed by all, as a true and correct record.

**3 NEW PARISH CLERK**

LG introduced Amy Randall as the new Parish Clerk.

**4 MATTERS ARISING**

Rats at Broomhill

Continue to be a problem, especially around the allotments which have chickens. Four treatments @ £65 each had been booked, the first started on Friday 16 November. It had been noted that plot 77 also had rats living in the compost bin. DW to speak to the tenant and offer advice such as regular rotation and placing a wire mesh underneath the bin. DW proposed a ban on any future new tenants from keeping chickens. MP said chickens were allowed, as stated in the tenancy agreement. LG to check on statutory regulations.

Water Butts

Following on from the previous Clerk, AR was asked to enquire with EBC if there were any schemes or bulk buy discounts available.

Lincoln's Rise Hedge

NE reported that the hedge bordering Park Road was a little better.

**5 ALLOTMENT OFFICER'S REPORT**

Changes to the Waiting List

Lincoln's Rise: Additions: 0. Deductions 9. 49 people on the list

Broomhill: Additions: 0. Deductions: 11. 57 people on the list.

Non Parish Residents Waiting List

1 person on the list.

### Waiting List Overall Total

Total: 78. LG said a number of people at the top of the waiting list had not responded to offer letters.

### Uncultivated Plot

The Allotment Officer was unaware of any uncultivated plots. NE confirmed there were no uncultivated plots at Lincoln's Rise. DW requested uncultivated letters be sent to the following Broomhill:

Letter (1) plots 3, 10, 66, 68, 77 and 79.

Letter (2) plots 21 and 104.

Notice to quit – plot 67

### Notice to Quit

Broomhill: Plot 25a. It had been agreed the tenant in Plot 6 would swop to this plot and plot 6 would be re-let. Plots 14, 53, 76 and 103.

Lincolns Rise: None

### New Plots created

Plot 1a – 5 rods at Broomhill.

### New Tenants:

Lincoln's Rise: Plot 10.

Broomhill: Plots 23, 90 and 76 (awaiting return of tenancy agreement).

### Plots not renewed

Lincoln's Rise – nil

Broomhill: 2, 4, 15, 21, 91, 93, 97. LG to issue notices to quit.

### Finance July-October 2012

#### Income

New Plots: Broomhill: 23 - £62.50, 79 - £52.08, 90 - £75, 92 - £32.08

Lincoln's Rise: 10 - £65.

Annual Rent collected for both sites: £1872.50

#### Expenditure

AR apologised for not producing a report. She explained she was having difficulty finding all the information from the files.

## **6 AOB**

### First Aid Kits

It was agreed to replace two first aid boxes at Broomhill at a cost of approximately £6.99 per box. LG to produce a notice for inside the boxes to the affect "anyone using the First Aid equipment does so at their own risk. The PC accepts no responsibility for any reactions which may occur after use".

### Gate Signs

It was proposed to purchase three gate signs (as per attached) two for Broomhill and one for Lincoln's Rise. A quote had been received for 420 x 300 mm signs in dibond, printed 2 colours @ £20.79 per sign from Appleton Signs. DW advised 2 x "please close the gate" signs were needed also.

### County Councillor's Grant money

"wish list", as follows:

Hedge Cutter - £640 @ £250 additional pruning attachment

Stainless steel plot numbers - £789.60

Contribution to water butts/compost bins

Communal water butt

AR to action.

### Equipment Maintenance Programme

It was proposed that the following equipment would be serviced this year, at a cost of £70 per item:

Lincoln's Rise: 1 mower

Broomhill: 3 lawn mowers, 1 strimmer, 1 rotavator.

DW said the new Honda mower should be serviced by the main dealer. Cost to be advised.

### Use of Carpets

DW reported that EBC had banned the use of carpets at all their allotment sites and suggested Allbrook PC follow suit. The carpets disintegrate polluting the soil and become a real problem to get up.

It was agreed to ban the use of carpets from Easter next year. An area would be provided for the discarded carpets and a skip hired at an approximate cost of £140 to dispose of them. LG to compose a letter informing plot holders of the ban which will be circulated to Site Reps for comments prior to sending.

### Hire of mini digger

It was proposed to hire a mini digger at a cost of up to £150 for reinstating the car park area.

### Joint Tenancies

LG confirmed that on the death of one Tenant of joint tenancies the remaining Tenant succeeds to the tenancy. There is no statutory right to a second succession.

### Water

NE confirmed the water would be turned off on 1 December at the Lincoln's Rise site.

### Untidy Plots

DW reported that plot 101 had a lot of rubbish on. He asked for a letter to be sent asking the tenant to remove all rubbish and reminding him that any useful material must be kept within his plot and not on the roadway. LG to action.

### Dividing Plots

LG suggested dividing a few plots at Broomhill. The majority of Site Reps were not in favour.

### Plot Holders details

NE asked for an up-to-date list of plot holders with contact details. LG to provide.

## **7 DATES OF THE NEXT SITE REPS MEETINGS**

- Next Allbrook and North Boyatt Parish Council meeting: 28 November 2012 at 7pm in Crestwood School.

Future Site rep meetings:

- Tuesday 8 January 2013 at 5pm in EBC; and

- Tuesday 12 March 2013 at 5pm in EBC.

This was all the business and the meeting closed at 6.20 pm.

Allotment Officer

Councillor Representative

Lincoln's Rise Site Rep's

# Agenda Item 7b

## Financial Requests made at the Site Rep Meeting on 20 November 2012

At the Meeting of the Site Reps on 20 November 2012 several funding requests were made that need Council Approval, these were:

### Gate Signs

3 Gate signs @ £20.79	£62.37
Please Close the Gate Signs	£TBA

### Annual Equipment Maintenance Programme

Lincoln's Rise 1 x mower service	£70.00
Broomhill 3 x mower service	£210.00
1 x Rotavator	£70.00
1 x Strimmer	£70.00
Main Dealer service for 8 month old mower	£TBA

### Removal of carpets from allotments

Skip Hire	£140.00
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### Reinstating the car park area

Hire of mini digger	£150.00
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**Total funding request: £772.37**

**Plus the main dealer service and close gate signs TBA**

At this meeting it was also suggested that the Site Rep Meeting be given authority to spend an amount of Parish Council funds without having to get authority from full Council first.

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**ALLBROOK AND NORTH BOYATT PARISH COUNCIL MEETING  
28 NOVEMBER 2012  
PCSO CONTRACT  
REPORT OF THE  
CLERK TO THE COUNCIL**

## **Purpose**

To review the PCSO Contract.

## **Recommendation**

- (1) That the PCSO contract be agreed to backdated and signed to cover the year April 2012 to March 2013; and**
- (2) That the item be put into a work programme for March 2013 for the contract to be decided for 2013/14**

### **1. PCSO Contract**

- 1.1 At the Parish Council meeting of 23 March 2011 it was agreed that the Council would enter into a contract with Hampshire Constabulary in order to partially fund a PCSO. This agreement was made with all Parish Councils in the Borough.
- 1.2 This is an annual contract and as such must be reviewed annually. Unfortunately due to a changeover in staff and lack of communication this has not happened for the year ending March 2013. The funding has been given but the contract was not signed.
- 1.3 Attached to the report as Appendix 1 is the new contract to be signed by the Parish Council and Hampshire Constabulary that will cover the arrangement until March 2013. It is recommended that due to the fact the funding has already been given this contract be signed and backdated.
- 1.4 It is suggested that this item be programmed in by the Clerk to be reported to the Council at it's March meeting on an annual basis.

### **James Woolridge**

- 2.1 James Woolridge is in attendance at the meeting to answer any questions that Members may have about the contract or the arrangement.

**Background Papers:** n/a  
**Appendices:** Appendix 1: PCSO Contract  
**Report Author:** Amy Randall, Parish Clerk

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HAMPSHIRE CONSTABULARY

And

Allbrook and North Boyatt Parish Council

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Agreement for the provision of  
Community Support Officer

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THIS AGREEMENT is made on the    day of November 2012 BETWEEN

- a) HAMPSHIRE CONSTABULARY of Police Headquarters, West Hill, Winchester, Hampshire SO22 5DB ("the police"); and
- b) Allbrook and North Boyatt Parish Council care of PO Box 276, Lee-on-the-Solent, Hampshire PO12 9FR (the 'Council')

NOW IT IS AGREED as follows:

## **1.     Definitions**

In this Agreement the following terms shall have the following meanings:

- 1.1 "The Area" means the Local Government Parish of Allbrook and North Boyatt
- 1.2 "Council" means the Local Authority given in b) above
- 1.3 "Commencement Date" means the commencement date specified in clause 2.1
- 1.4 "Community Support Officer" means Community Support Officer as defined by, and having the powers set out at, Schedule 4, Part 1 of the Police Reform Act 2002, who will be fully equipped as a Police Community Support Officer and shall make his/her patrols in full police uniform unless there is a specific reason why uniform should not be used.
- 1.5 "Fee" means one third of the pro rata sum of £7000 per annum per Community Support Officer for the first year until determined by either party as herein provided in clause 2.1.
- 1.6 "Parties" means the parties to this Agreement.
- 1.7 "Term" means the term specified in Clause 2.
- 1.8 "Duty Time" means total work time, ie. 37 hours per week

WHEREAS

The council has requested the Police to provide the equivalent of one third of a Community Support Officer to patrol the Area defined in 1.1 above and the Police have agreed to provide such services subject to the payment of the Fee.

**It is hereby agreed and declared by the Parties as follows.**

## **2     Commencement and Term**

- 2.1 This Agreement starts on 1 April 2012 (“the Commencement Date”) and shall remain in force for one year until 31 March 2013 (“the Term”) unless it is terminated in accordance with Clause 5 herein.
- 2.2 The Term may be extended by agreement between the Parties in additional 12 months increments and if so extended, the terms and conditions of this Agreement shall apply for the extended period of the Agreement unless otherwise agreed, and there shall be appropriate revision of the Fee, which shall be payable as given in Clause 4.1 herein.

### **3 The Police Obligations**

- 3.1 The Police shall make the Community Support Officer(s) available for visible patrol in the area for a minimum of 80% of their duty time averaged over a quarter.
- 3.2 The Police shall retain full operational control of the Community Support Officer; a Community Support Officer subject to local funding will be deployed to the Area and would not be moved from the Area unless there was an extraordinary policing demand.
- 3.3 The Police shall reserve the right to substitute a suitable qualified and experienced individual if the designated Community Support Officer is incapacitated or otherwise unavailable for an unreasonable period of time, except annual leave days, to provide the services under this Agreement.
- 3.4 The Police shall provide uniform and other ancillary operational equipment necessary to undertake the role of Community Support Officer.
- 3.5 If due to Clause 3.2 above the Community Support Officer is assigned to duties outside the Area the Police will provide a written management report on each and every occasion to the Council.

### **4 The Council Obligations**

- 4.1 The Council using powers granted in the Local Government Act 2000, Section 2 (promotion of well-being) shall pay to the Police the Fee for a 37 hour week, such sum to be paid in advance in equal increment at six monthly intervals starting on the Commencement Date unless otherwise agreed in writing and that by further written agreement the first payment may be aggregated with the second payment.
- 4.2 The council shall have no action or remedy against the Police, under this Agreement or otherwise, should the community Support Officer be required to undertake operational duties away from the Area at any time during the Term of the Agreement in circumstances as described in 3.2 above.

4.3 The Council shall where possible provide suitable accommodation for the Community Support Officer, including a desk and seating.

4.4 The Council will provide information and local community intelligence to the Police to assist in the deployment of the Community Support Officers.

## **5. Termination**

5.1 The Police may, by written notice, terminate this Agreement or suspect the performance of all or any of its obligations under it immediately and without liability for compensation or damages if the Council:

5.1.1 Fails to pay the Fee at the time due, or

5.1.2 Is guilty of any criminal act or is investigated as to a possible criminal act relating to the Community Support Officer(s) which brings the Police into disrepute or which in the Police's reasonable opinion is prejudicial to its interests

5.2 The Council may terminate this Agreement due to unsatisfactory performance or the Community Support Officer(s) after giving the Police not less than two months written notice of termination on these grounds.

5.3 Where the Council terminates this Agreement pursuant to Clause 5.2m they shall receive a refund of the Fee at a pro-rata rate for all complete months of the term remaining from the date of serving the notice unless the Council withdraws said termination prior to expiration.

5.4 Either party may terminate this Agreement by giving the other party not less than one month's written notice of termination.

5.5 Where the Council terminates this Agreement pursuant to Clause 5.4, they shall receive no refund of the Fee.

5.6 Where the Police terminate this Agreement pursuant to Clause 5.4, they shall pay to the Council a refund of the fee at a pro-rata rate for all complete months of the Term remaining at the time of termination.

## **6. Staff Retention**

6.1 Neither Party shall any time after the termination of this Agreement make any representation to any person that it is interested in or employed by or in any way connected with the other party to this Agreement within a period of 12 months from the termination unless agreed in writing by both parties.

## **7. No Waiver**

7.1 A failure of one party to this Agreement to require the other party to carry out an obligation shall not be a waiver of that obligation and shall not prejudice any rights under this Agreement.

**8. Entire Understanding**

8.1 This Agreement embodies the entire understanding of the parties in respect of the matters contained or referred to in it and there are no promises, terms, conditions or obligations oral or written, expressed or implied other than those contained in this Agreement.

**9. Variation**

9.1 No variation or amendment of this Agreement or oral promise or commitment related to it shall be valid unless committed to writing and signed by or on behalf of both parties.

**10. Law and Jurisdiction**

10.1 This Agreement shall be governed by English Law and the parties consent to the exclusive jurisdiction of the English courts in all matters regarding it.

**11. Notices**

11.1 Any notice given under this Agreement shall be in writing and may be served:

11.1.1 by registered or recorded delivery mail;

11.1.2 by telex or facsimile transmission; or

11.1.3 by any other means which any party specifies by notice to the other.

11.2 Each party's address for the service of notice shall be the address set out above or such other address as is specified by notice to the other.

**12. Forces Majeure**

12.1 Neither party shall be liable in respect of any breach of this Agreement due to any act caused beyond its reasonable control including any Act of God, inclement weather, flood, lightning or fire, the act or omission of Government highway authority, war military operations or riot.

### **13. Interpretation**

13.1 In this Agreement

13.1.1 Shall where the context so requires or permits include any other words expressed in any gender;

13.1.2 Words expressed in the singular shall where the context so requires or permits include the plural;

13.2 References in this Agreement to anything which any party is required to do or not to do shall include its acts, defaults and omissions, whether:

13.2.1 Direct or indirect;

13.2.2 On its own account; or

13.2.3 For or through any other person; and

13.2.4 Those which it permits or suffers to be done or not done by any other person.

13.3 The effect of all obligations affecting the Council under this Agreement is cumulative and no obligation shall be limited or modified by any other of those obligations unless there is in this Agreement an express limitation or modification.

### **14. Co-ordination**

14.1 The Community Support Officer will maintain regular weekly liaison with the Parish Clerk, which may include attendance at Parish Council meetings.

14.2 A quarterly coordination meeting or as otherwise mutually agreed between the parties will be held to review progress, monitor facilities, evaluate communications and report on out of area activities.

14.3 A quarterly coordination meeting or as otherwise mutually agreed between the parties will be held to:

14.3.1 review progress, monitor facilities and evaluate communication;

14.3.2 report on the main activities of the Community Support Officer(s), the currently identified hotspots and target plans for the next quarter;

14.3.3 Give overall details of successful operations and achievements in a form suitable for public consumption for each Area;

14.3.4 Identify all occasions where a Community Support Officer was on duty other than The Area, to include reason and duration, and time spent in training. It is noted that some Areas may have been made joint by mutual agreement.

14.4 Each Council will have one representative on the Co-ordination committee. In addition the relevant Cabinet member of Eastleigh Borough Council will be a member to

assist coordination. Police membership will consist of the Chief Inspector for Eastleigh and two other Officers as considered appropriate for the meeting.

SIGNED as a DEED on behalf of )  
Hampshire Constabulary )  
Chief Inspector Andrew Houghton )

SIGNED as a DEED at the direction and )  
on behalf of Allbrook and North Boyatt )  
Parish Council )

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**ALLBROOK AND NORTH BOYATT PARISH COUNCIL MEETING  
28 NOVEMBER 2012  
CODE OF CONDUCT  
REPORT OF THE  
CLERK TO THE COUNCIL**

## **Purpose**

For information purposes

## **Recommendation**

- (1) To note the duly amended code of conduct that was adopted at the meeting of 26 September 2012; and**
- (2) For all Councillors to complete new Register of Interest forms in line with the Code of Conduct.**

### **1. Code of Conduct**

- 1.1 At the Parish Council meeting of 26 September 2012 it was agreed that the Code of Conduct that had been adopted by Hampshire County Council and Eastleigh Borough Council be adopted by Allbrook and North Boyatt Parish Council.
- 1.2 The Committee asked that the Clerk amend the Code as necessary in order that it fit with the Parish Council. This has been completed and attached at Appendix 1 to the report for noting.

### **Register of Interest**

- 2.1 In line with the new Code of Conduct Members are asked to complete the new style of Register of Interest forms that will be published on the Parish website and submitted to the Borough Council for publication on their website. This is new legislation and all Parish Council's now legally have to comply.

**Background Papers:**

n/a

**Appendices:**

Appendix 1: Code of Conduct

Appendix 2: Register of Interest

**Report Author:**

Amy Randall, Parish Clerk

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**ALLBROOK & NORTH BOYATT PARISH COUNCIL**  
**Code of Conduct for Members**

1. Application

This Code of Conduct applies to you whenever you are acting in your capacity as a member or are giving the impression of acting in your capacity as a member of Allbrook & North Boyatt Parish Council, including –

- 1.1 at formal meetings of the Council, its committees and sub-committees
- 1.2 when acting as a representative of the authority
- 1.3 in taking any decision as Parish Councillor
- 1.4 in discharging your functions as a Parish Councillor
- 1.5 at site visits

2. General Conduct

You must –

- 2.1 provide leadership to the Parish Council and communities within its area, by personal example
- 2.2 respect others and not bully any person
- 2.3 recognise that staff are employed by and serve the Parish Council
- 2.4 respect the confidentiality of information which you receive as a member –
  - 2.4.1 not disclosing confidential information to third parties unless required by law to do so or where there is a clear and over-riding public interest in doing so; and
  - 2.4.2 not obstructing third parties' legal rights of access to information
- 2.5 not conduct yourself in a manner which is likely to bring the Parish Council into disrepute
- 2.6 use your position as a member in the public interest and not for personal advantage
- 2.7 accord with the Parish Council's reasonable rules on the use of public resources for private and political purposes
- 2.8 exercise your own independent judgement, taking decisions for good and substantial reasons –
  - 2.8.1 attaching appropriate weight to all relevant considerations including, where appropriate, public opinion
  - 2.8.2 paying due regard to the advice of officers, and in particular to the advice of officers and
  - 2.8.3 stating the reasons for your decisions where those reasons are not otherwise apparent
- 2.9 account for your actions
- 2.10 ensure that the Parish Council acts within the law.

### 3. Disclosable Pecuniary Interests

You must –

- 3.1 comply with the statutory requirements to register your disclosable pecuniary interests and you must disclose, leave the room and not participate in respect of any matter in which you have a disclosable pecuniary interest
- 3.2 ensure that your register of interests is kept up to date and notify the Monitoring Officer in writing within 28 days of becoming aware of any changes in respect of your disclosable pecuniary interests
- 3.3 make verbal declaration of the existence of any disclosable pecuniary interest at any meeting at which you are present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent
- 3.4 “Meeting” means any meeting organised by or on behalf of the Parish Council, including –
  - 3.4.1 any meeting of the Parish Council, or a committee or sub-committee of Parish Council
  - 3.4.2 in taking a decision as a ward councillor or as a member of any body of the Parish Council; and
  - 3.4.3 at any site visit to do with business of the Parish Council

### 4. Other Interests

- 4.1 In addition to the requirements of Paragraph 3, if you attend a meeting at which any item of business is to be considered and you are aware that you have a non-disclosable pecuniary interest or non-pecuniary interest in that item, you must make verbal declaration of the existence of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent
- 4.2 You have a non-disclosable pecuniary interest or non-pecuniary interest in an item of business of your authority where –
  - 4.2.1 a decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing of you or of a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the Parish or
  - 4.2.2 it relates to or is likely to affect any interests listed in the Table in the Appendix to this Code, but in respect of a member of your family (other than a “relevant person”) or a person with whom you have a close associationand that interest is not a disclosable pecuniary interest

## 5. Gifts and Hospitality

- 5.1 You must, within 28 days of receipt, notify the Monitoring Officer in writing of any gift, benefit or hospitality with a value in excess of £50 which you have accepted as a member from any person or body other than the authority.
- 5.2 The Monitoring Officer will place your notification on a public register of gifts and hospitality.
- 5.3 This duty to notify the Monitoring Officer does not apply where the gift, benefit or hospitality comes within any description approved by the authority for this purpose.

## Appendix

### Disclosable Pecuniary Interests

The duties to register, disclose and not to participate in respect of any matter in which a member has a Disclosable Pecuniary Interest are set out in Chapter 7 of the Localism Act 2011.

Disclosable pecuniary interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 as follows –

Interest	Prescribed description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either— (i) the total nominal value of the securities exceeds

£25,000 or one hundredth of the total issued share capital of that body; or  
(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

For this purpose –

“the Act” means the Localism Act 2011;

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of an industrial and provident society;

“land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“M” means a member of a relevant authority;

“member” includes a co-opted member;

“relevant authority” means the authority of which M is a member;

“relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or section 31(7), as the case may be, of the Act;

“relevant person” means M or any other person referred to in section 30(3)(b) of the Act;

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

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**REGISTER OF MEMBERS' INTERESTS  
DISCLOSABLE PECUNIARY INTERESTS**

UNDER THE LOCALISM ACT 2011 AND THE RELEVANT AUTHORITIES  
(DISCLOSABLE PECUNIARY INTERESTS) REGULATIONS 2012

Under the above legislation Councillors are required within 28 days becoming a Member, to register their disclosable pecuniary interests in the authority's register by providing written notification to the monitoring officer.

Failure to register your disclosable pecuniary interests within 28 days of becoming a Member or declaring a disclosable pecuniary interest at a meeting is a criminal offence and could result in a fine up to £5,000 or disqualification up to 5 years.

I, [NAME] \_\_\_\_\_

a Member of Eastleigh Borough Council give notice that

EITHER

I have no disclosable pecuniary interests which are required to be declared under the above legislation.\*

OR

I have set out below my interests which I am required to declare under the above legislation.\*

Please continue onto a separate sheet of paper if required.

In this form you must also declare any disclosable pecuniary interests of your spouse or civil partner which includes:

- A person you live with as husband or wife; or
- A person you live with as if you were civil partners

and you are aware that they have the interest.

\_\_\_\_\_

\* Please tick the appropriate box.

**Employment, office, trade, profession or vocation carried on for profit or gain:**

1. You should show every employment or business that you and your spouse or civil partner carry on.
2. Give a short description of the activity concerned: for example "Computer Operator" or "Accountant".
3. You should give the name of the person who employs or has appointed you and your spouse or civil partner, the name of any firm in which you are a partner, and the name of any company for which you are a remunerated director.

**YOU**

**YOUR SPOUSE OR  
CIVIL PARTNER**


**Sponsorship**

4. You should declare the name of any person who has made any payments or other financial benefit towards your expenses in carrying out your duties or towards your election expenses made in the previous 12 months. This includes any payment or other financial benefit to your spouse or civil partner if they have stood for election. This includes any payment or financial benefit from a trade union.

**YOU**

**YOUR SPOUSE OR  
CIVIL PARTNER**


**Land in the area of authority**

- 5. You should declare the address of any land in the area of the authority in which you or your spouse or civil partner have a beneficial interest (that is, in which you or your spouse or civil partner have some proprietary interest for your or your spouse or civil partners own benefit). If you or your spouse or civil partner live in the authority's area you should include your home under this heading as owner, lessee or tenant.
  
- 6. You should declare the address of any land where the landlord is the authority and the tenant is a firm in which you or your spouse or civil partner are a partner, a company of which you or your spouse or civil partner are a director or anybody you disclosed in question 5.

**YOU**

**YOUR SPOUSE OR  
CIVIL PARTNER**


**Interests in securities**

- 7. You should declare the name of any corporate body which has a place of business or land in the authority's area, where you or your spouse or civil partner have a beneficial interest in a class of securities of that body which exceeds the value of £25,000 or one hundredth of the total issued share capital of that body.

**YOU**

**YOUR SPOUSE OR  
CIVIL PARTNER**


**Contracts with the authority**

8. You should describe contracts for goods, services or works, of which you are aware, which are not fully discharged, and which are between the authority of which you are a member and:
- (a) yourself,
  - (b) a firm in which you are a partner
  - (c) a company of which you are a director
  - (d) any body you disclosed in question 5
  - (e) your spouse or civil partner or person you are living with as if spouse or partner


**Licences to occupy land**

9. You should declare the address of any land in the authority’s area in which you or your spouse or civil partner have a licence (alone or jointly with others) to occupy for a month or longer.

<u>YOU</u>	<u>YOUR SPOUSE OR CIVIL PARTNER</u>

I recognise that it can be a criminal offence to:

- (1) omit information that should be given in this notice
- (2) provide information that is materially false or misleading

Enter name to Sign

Date

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**FOR OFFICE USE**

RECEIVED:

Sign

Date

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## Allbrook and North Boyatt Parish Council

### Budget Monitoring

Date: 21/11/12

#### Initial Balance

	Budget 2012/13	Actual Start Balance
Cash	£9,946.67	£9,946.67
Special funds	£7,836.98	£7,836.98
<b>Total</b>	<b>£17,783.65</b>	<b>£17,783.65</b>

#### Income

	Budget 2012/13	Income to Date
Allotments	£0.00	£7,319.78
Other (bank refunds)	£0.00	£0.00
Precept	£30,770.00	£15,385.00
<b>Total</b>	<b>£30,770.00</b>	<b>£22,704.78</b>

#### Expenditure

	Budget 2012/13	Expenditure to Date
Clerk Salary	£3,988.80	£2,581.16
Office Expenses	£500.00	£1,202.92
Postage	£300.00	£175.53
Travel	£50.00	£36.00
Meeting Expenses	£200.00	£171.80
Insurance	£285.00	£171.36
Audit	£470.00	£447.00
Training and Subscriptions	£510.00	£385.00
Allotments	£16,160.00	£8,628.90
Chairmans Expenses	£250.00	£0.00
PCSO	£2,333.00	£0.00
Grants	£500.00	£200.00
Misc Expenses	50.00	£151.69
Clerks Gratuity	£0.00	£0.00
Elections	£0.00	£0.00
Improved services	£0.00	£0.00
Savings	£0.00	£0.00
Depreciation	£0.00	£0.00
VAT	£0.00	£1,473.21
<b>Total</b>	<b>25,596.80</b>	<b>15,624.57</b>

#### Special Funds

	Budget 2012/13	Saved to date
Clerks Gratuity	£149.58	£149.58
Elections	£1,200.00	£1,200.00
Improved services	£2,500.00	£2,500.00
Savings	£5,000.00	£5,000.00
Depreciation	£125.00	£125.00

#### Balance

	<b>Budget 2012/13</b>	<b>Balance to Date</b>
Cash	£6,145.29	£8,052.30
Special funds	£16,811.56	£16,811.56
<b>Total</b>	<b>£22,956.85</b>	<b>£24,863.86</b>

# Agenda Item 13b

ALLBROOK AND NORTH BOYATT PARISH COUNCIL - 28 NOVEMBER 2012  
CLERK'S (AR) SALARY AND EXPENSES - 2012/13 QUARTER 3 (INC SEPTEMBER)

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	<i>Gross</i>	<i>Tax</i>	<i>Net</i>	<i>Total</i>
Salary (£3,989.84pa)	£1,329.00	£265.80	£1,063.20	£1,063.20
Office allowance (£125 pa)	£31.25	£0.00	£31.25	£31.25
Broadband allowance (£50pa)	£12.50	£0.00	£12.50	£12.50

Expenses:

<u>Wilkinsons</u>				
Stamps				£13.20
Mobile phone				£30.00
Mobile monthly bill Oct Nov Dec				£30.00

Travel:

Travel to ex Parish Clerk to sign cheques 26/9 & 2/10

2 x return journeys from PO13 to SO19 @ 25 miles each (VAT element 1.167p/mile)				£30.50
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£1,210.65

*Signed* \_\_\_\_\_

*Date* \_\_\_\_\_

*Signed* \_\_\_\_\_

*Date* \_\_\_\_\_

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# Agenda Item 13c

ALLBROOK AND NORTH BOYATT PARISH COUNCIL - 28 NOVEMBER 2012  
ALLOTMENT OFFICER (LG) SALARY AND EXPENSES - 2012/13 QUARTER 3

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	<i>Gross</i>	<i>Tax</i>	<i>Net</i>	<i>Total</i>
Salary (£850 pa)	£212.50	£0.00	£212.50	£212.50
Office allowance (£125 pa)	£31.25	£0.00	£31.25	£31.25
Telephone allowance (£100pa)	£25.00	£0.00	£25.00	£25.00
Computer allowance (£125pa)	£25.00	£0.00	£25.00	£25.00

Expenses:

Printer Cartridge	£11.99
Envelopes	£2.00
Postage	£11.04

Travel:

(VAT element 1.167p/mile)

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£318.78

*Signed* \_\_\_\_\_

*Date* \_\_\_\_\_

*Signed* \_\_\_\_\_

*Date* \_\_\_\_\_

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**ALLBROOK AND NORTH BOYATT PARISH COUNCIL**  
**28 NOVEMBER 2012**  
**FINANCIAL REPORT**

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**Chqs for Approval - Parish Account**

56	Linda Greenslade (Allotment Officer) <i>Expenses (September - November 12)</i>	£318.78
57	Amy Randall (Parish Clerk) <i>Salary &amp; E (October - November 2012)</i>	£1,210.65
58	Hampshire Association of Local Councils <i>Course for Parish Clerk</i>	£42.00
59	Mr D Ward <i>Allotment Expenses</i>	£37.69
60	Mr N Exelby <i>Allotment Expenses</i>	£2.50
61	HMRC <i>Parish Clerk (AR) income tax Sep-Dec 2012</i>	£265.80
	<b>Total:</b>	<b>£1,877.42</b>

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