

ALLBROOK PARISH COUNCIL

Interim Parish Clerk

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17 November 2010

To: All Members of the Council

NOTICE OF MEETING

Meeting: COUNCIL MEETING

Venue: Otterbourne Village Hall, Cranbourne Drive, off Main Road, Otterbourne
(John and Betty Mobbs Room)

Date: Wednesday 24 November 2010

Time: 7.00 pm

AGENDA

1. Clerk to the Council – to confirm the appointment of Carly Grainger as Parish Clerk and to introduce the Clerk to members
2. Apologies
3. Declaration of interests – members are asked to declare any interests they may have in relation to items on the agenda for this meeting
4. Public participation – members of the public are invited to ask questions or make statements during this session
5. To approve the minutes of the meeting held on 29 September 2010 (attached)
6. Matters arising
7. Name of Parish Council – update on resident consultation
8. Planning application O/10/67643 (Proposed ‘shared care’ dementia living scheme on land adjacent to Penarth House, Winchester Road, Otterbourne Hill) – amended plans (copy of letter from Pegasus Planning Group attached)
9. Report on outcome of parish tour
10. Developers’ contributions – to consider possible community projects to be funded from developers’ contributions (copy of Financial Monitoring Report presented to Eastleigh Local Area Committee on 26 October attached)

11. Grants policy – report of the Interim Clerk (attached)
12. Appointment of Internal Auditor – report of the Interim Clerk (attached)
13. Parish web site – to discuss options
14. Broomhill and Lincolns Rise allotments – to authorise the signing of the formal transfer deeds
15. Correspondence – to report any correspondence received
16. Finance matters:
 - (a) Budget monitoring to 17 November 2010 (schedule to be tabled))
 - (b) Expenditure (balance statement and payment schedule to be tabled))
 - (c) Draft Budget 2011/12 – report of the Interim Clerk (attached)
(Note: Since preparation of the report, the issue of possible part-funding of a Police Community Support Officer has arisen. This will need to be considered as part of the budget debate)
17. Confidential business – to consider the exclusion of the press and public for the following item on the grounds that, by reason of the confidential nature of the business, publicity would be prejudicial to the public interest
18. Parish Clerk – detailed contract terms

MIKE DERRICK

Interim Parish Clerk

ALLBROOK PARISH COUNCIL**29 September 2010****Otterbourne Village Hall, Cranbourne Drive, Otterbourne****(7.00 pm – 8.45 pm)**

PRESENT: Councillor Wall (Chairman); Councillors Hawes, Smith, Mrs Sollitt and Mrs Symonds

(Apologies for absence were received from Councillor Mrs Cossey)

32. DECLARATION OF INTERESTS

Councillor Mrs Symonds declared an interest as an allotment holder in agenda item 6 (Broomhill and Lincolns Rise allotments).

33. PUBLIC PARTICIPATION

The following matters were raised in this session:

Play area facilities: Enquiry as to position on request from young local residents for the provision of play area/sports facilities etc on land near Torre Close. Noted that the land is owned by Eastleigh Borough Council who currently have no available funds. However, the Parish Council will consider the proposal in the context of the proposed tour of the parish.

Parish Council publicity: Further reference to need for additional notice boards, particularly in the Boyatt area, and publicity for parish council meeting dates. Noted and agreed. It was also suggested that local parish magazines (e.g. Otterbourne & Allbrook and St Peters) could be used for parish council articles.

Meeting accommodation: Further discussion on lack of meeting facilities in the parish. Otterbourne Village Hall was to be used for the time being but a resident enquired about available facilities at Crestwood School.

Bus services: Repairs to a vandalised bus shelter in Broadlands Avenue were long outstanding. Agreed, Clerk to pursue.

The bus stop opposite The Paddock was obscured by overgrown hedge and in need of cleaning. Resident advised to pursue with Councillor David Airey, EBC portfolio holder for Transport and Streetscene.

Former Rookwood School site: Enquiry about the future of this site. It was noted that a previous development scheme had not progressed following the withdrawal of Government funding. The County Council had agreed not to use the premises other than for its present Eastleigh College use for at least a further three years

Litter facilities: Comment on need for dog bin repairs around Torre Close and requirement for litter bins. Agreed, Parish Council to refer matter to the Eastleigh Local Area Committee.

34. MINUTES

AGREED that the minutes of the meeting held on 25 August 2010 be signed by the Chairman as a correct record.

35. MATTERS ARISING

Minute 26 (Children's Play Areas): To be considered as part of the proposed parish tour. However, there were funding issues and the frequent reluctance of residents to accept play areas near their properties.

Minute 28 (Planning Matters): Application F/10/67590 (Land at Saddlers Close) had been refused. Application O/10/67643 (Land adjoining Penarth House, Otterbourne Hill) would be considered by Eastleigh LAC in October.

Minute 30 (Appointment of Permanent Parish Clerk): The appointment had yet to be confirmed but Ms Alix Passey Brown was attending this evening's meeting as an observer.

36. BROOMHILL AND LINCOLNS RISE ALLOTMENTS

Diane Hunter and Martin Dawson from Eastleigh Borough Council presented a report on the administrative arrangements for allotments in the parish. The process for the transfer of legal ownership of the allotments to the Parish Council was now underway.

The report gave details of plot numbers and plot sizes and referred to the waiting lists of two years and seven years for Broomhill and Lincolns Rise respectively. Ms Hunter suggested that, in view of the relatively large capacity at Broomhill, the Council might wish to work closely with Chandler's Ford Parish Council in terms of allocating plots. Members also raised questions on matters relating to insurance, equipment and maintenance.

There was particular concern about the current cost of the service provided by the Borough Council which was only partly offset by limited rental income. It was noted that these costs included Borough Council overheads and that the Parish Council had the opportunity to administer the service itself at lower cost. In this context it was agreed that Ms Hunter would supply details of the allotment representatives to facilitate discussions on future service provision.

Members also noted that the Borough Council had agreed to increase annual rents for all allotments remaining in its ownership from £5/square rod to £8/square rod.

AGREED that no increase be applied at this time in respect of the Broomhill and Lincolns Rise allotments.

37. NAME OF PARISH COUNCIL

Members considered a report of the Interim Parish Clerk on this topic.

The report referred to the request of a local resident for the name of the Council to be changed to reflect the inclusion of the northern part of Boyatt in the parish. Inclusion of this area had not been envisaged when a parish council had originally been proposed. It was noted that, at the request of the Parish Council, the Borough Council could change the parish name at its discretion.

Residents at the meeting commented that there was a higher proportion of properties in Boyatt as opposed to 'Allbrook' which therefore justified a name change. There was also a need to bring the disparate parts of the parish together.

AGREED that a request be made to Eastleigh Borough Council for the name of the parish to be changed to 'Allbrook and North Boyatt'.

38. FREEDOM OF INFORMATION

A report of the Interim Clerk referred to the need for a Council publication scheme. The report was accompanied by a model scheme, published by the Information Commissioner's Office, and a Guide to Information showing items of information relevant to this Council.

AGREED that the Council adopts the model scheme set out in appendix 1 to the report and the guide to information set out in appendix 2.

39. MEMBER TRAINING

Further discussion took place on member training which could be provided by County Councillor Chris Thomas.

It was agreed that the focus should be on general training, covering parish council functions/responsibilities and financial matters. The format and content of HALC training events would be a good guide. Training would appropriately be organised as an evening event, lasting no more than two hours, and possibly held at the Borough Council offices. Code of Conduct training could be separately organised by EBC.

It was AGREED that the Chairman would liaise with Councillor Thomas on a suitable training programme.

40. TOUR OF PARISH

The Chairman agreed to arrange a date for a tour of Allbrook parish by Council members.

41. CORRESPONDENCE

Hampshire Association of Local Councils AGM: The Council had been invited to attend the HALC AGM on Saturday 23 October 2010 in Winchester. The meeting would consider proposals for a substantial increase in affiliation fees for 2011/12, particularly if the present grant funding from HCC was withdrawn. AGREED, that the Chairman and Vice-Chairman attend the AGM on the Council's behalf.

Victim Support: Members considered a letter from Victim Support seeking grant aid. It was agreed that the Council required a grant policy before being in a position to grant applications.

AGREED that the Clerk be asked to report on a suitable grant policy for the Council.

Eastleigh and District Association of Parish and Town Councils: The Council had been invited to attend the AGM of this Association on 30 September 2010 in Botley. Regrettably, no member was available to attend.

42. FINANCE MATTERS

Payments: The Clerk tabled a list of cheques drawn on the Council's bank account for various approved expenditure items.

AGREED that the following cheques be endorsed:

Cheque no

001	Hampshire Association of Local Councils <i>Membership fees, 2010/11</i>	£336.00
002	Community First <i>Insurance premium, 2010/11</i>	£273.10
003	Hampshire Association of Local Councils <i>New Councils seminar (one attendee)</i>	£23.50
004	Chandler's Ford Methodist Church <i>Meeting accommodation 18, 19 and 25 August</i>	£108.75

Developers contributions: The Chairman reported that, in conjunction with Councillor Thomas, he would be investigating the availability of section 106 monies applicable to Allbrook from relevant developments in recent years. However, it was unlikely that any significant sums would be available.

43. PLANNING MATTERS

Planning application O/10/67643 (Land adjoining Penarth House, Otterbourne Hill): The developers were organising a further public exhibition on this application and were willing to provide a repeat presentation to the Parish Council. Members were asked to advise the Chairman if a further visit to Knightwood was required.

The Chairman reported that, in the event that planning permission was granted, areas of woodland and open space would be transferred to another party for future maintenance. A commuted sum would need to accompany the transfer before the Parish Council could consider accepting the land.

Pitmore Close development: The Chairman referred to a consultation event being held by First Wessex at Velmore Chapel on Wednesday 13 October 2010, on a proposed re-development scheme to replace sub-standard properties at Pitmore Close.

44. LOCAL POLICING

A member of the public enquired about arrangements for local Police Community Support Officers (PCSOs). The Chairman reported that there were seven such posts in the former non-parished area of Eastleigh, four in Chandler's Ford and three in Eastleigh. These were part-funded by Eastleigh Borough Council. However, Police funding for the posts was likely to be withdrawn which could result in Allbrook Parish Council being asked for financial support for this service.

It was also noted that there was a need to use the 101 service to report unsociable behaviour and other incidents to the Police in order to have them recorded.

45. MEMBER ROLES

The Chairman suggested that it would be useful for the future operation of the Council if members developed portfolio roles. For example, individual members could adopt responsibility for topics such as planning and allotments etc.

ALLBROOK PARISH COUNCIL

24 November 2010

GRANTS POLICY

Report of the Interim Parish Clerk

INTRODUCTION

1. The Council has asked for some guidelines to be prepared for the consideration of grant applications from community organisations. This will help provide a framework for the application process and a consistent approach to the allocation of grants.
2. In principle, members will no doubt wish to target any grant aid to parish-based organisations. This perhaps could be widened to include bodies whose work would significantly benefit the residents of Allbrook parish.
3. The Council will also need to consider whether it will consider applications "ad-hoc", i.e. throughout the year, or within a specified timetable. Parishes vary in their approach but it may be best to set an annual deadline for applications. An annual budget for grants will also be needed.

GRANT SCHEME

4. Rather than "re-inventing the wheel", it may be appropriate to consider existing schemes elsewhere to see if they offer suitable facilities. In particular, the grant scheme operated by West End Parish Council seems to contain the principal features necessary for a well-ordered and even-handed approach. The draft scheme proposed in the attached appendix is therefore based on the West End model and members are asked to consider if this is appropriate. The scheme involves use of an application form and guidance notes, copies of which are also attached.
5. The allocation of an annual grant budget is possibly a little difficult at the first attempt. In the context of a precept of £30,770 perhaps a sum between £500 and £1000 might be appropriate at the outset. This would represent between 1.6% and 3.2% of the Council's annual 'expenditure'. Obviously a sum smaller or larger than this can be agreed.

RECOMMENDATIONS

6. Members are asked to consider:
 - (1) Adoption of the grant scheme contained in the appendix, with or without any variations;
 - (2) The allocation of an annual sum for community grants.

MIKE DERRICK
Interim Parish Clerk

25 October 2010

ALLBROOK PARISH COUNCIL

POLICY FOR AWARDING GRANT AID TO LOCAL ORGANISATIONS

Allbrook Parish Council reserves each year a sum of money for disbursement on grants to organisations and activities which contribute constructively to the life of residents in the parish. These grants are limited and can therefore only be made available to those organisations that can demonstrate a need for assistance and generally are not a statutory charge on other local or central government departments.

To ensure that fair and proper consideration can be given to all requests, the Council requires the following to be submitted to the Parish Clerk :

1. A completed application form to arrive by 1st September
2. The most recent full set of accounts available
3. A financial projection or budget for the period following the accounts
4. Any additional information the organisation considers will support their application for grant aid

If the organisation is new without accounts available, please provide a Business Plan stating aims and objectives together with a financial projection for the forthcoming financial year

Criteria under which the Parish Council will consider applications

Type of Organisation and Locality

- Applications will only be accepted from charitable and/or non profit making organisations. Applications from commercial organisations will not be considered. National appeals are regrettably outside the legal scope of the Council's grant aid policy.
- Organisations applying to the Council should be located within the Allbrook parish boundary or that its work would be of significant benefit to the residents of Allbrook
- The Council is prevented by statute from giving financial assistance to individuals, charities operating overseas or to a fund established to help persons outside the United Kingdom
- Applications from sporting organisations will only be considered if that organisation can demonstrate that they have been unsuccessful in obtaining funding from their national bodies or other local government, e.g. Eastleigh Borough or Hampshire County Councils

Type of Financial Assistance

- The Council would prefer to provide financial assistance towards specific projects or purchases of equipment. However, in certain circumstances it would also support ongoing revenue costs if the organisation can demonstrate their lack of funds and the adverse effect this would have on the residents of Allbrook should the organisation be unable to continue

Deadline

- The annual deadline for receipt of letters of application is 1st September for consideration of the Council at its meeting in September. Applicants will be advised if their application was successful as soon as practicable following the meeting.
- Subject to funds still being available, applications for financial assistance after this deadline will be presented to the Council in November.

General

- Grants should be spent within a year for the purpose for which they were given
- Grants cannot be made to cover money already spent
- The Council reserves the right to request a copy of invoices and/or other documentation as evidence that the expenditure has been incurred
- Organisations receiving grant-aid in excess of £500 are required to provide the Council with a written report within a year of the award date to demonstrate how the funds were utilised
- If an organisation dissolves the Council would expect the grant aid awarded to be reimbursed
- Organisations are not restricted to the number of grant applications submitted to the Council although the history of previous applications will be considered in the decision making process.
- The award of a grant one year does not set a precedent for another year.

Please forward your submission to:

(Clerk details)

If you require any further information please contact the Parish Clerk.

(Tel and e-mail)

Allbrook Parish Council

(Address)

E-mail

Clerk –**APPLICATION FOR GRANT AID**

1	Name and address of Organisation	
2	Name and address of the person making this application on behalf of the Organisation	
3	Your position in the Organisation	
4	Telephone number for communication	
5	If a Registered Charity, please give Charity Number	
6	What are the objectives of the Organisation, and do any "Membership" criteria apply?	
7	What is your total "Membership", and what proportion or number are resident in Allbrook?	
8	Is the grant to solely benefit residents of Allbrook?	YES/NO (If not what proportion or number of Allbrook residents will benefit?)
9	What is the total cost for this project?	
10	What is the total amount of Grant Aid sought?	

11	Have you applied to or do you intend to apply to any other organisations for Grant Aid for the coming year?	
12	For what purpose is the Grant required?	
13	What is your estimated income for the coming year?	
14	What is your estimated expenditure for the coming year?	
15	Please give details of any other applications for funding that you have made to the Parish Council in the past year or are planning to make.	

Signature Date

After completion, please return the form to the Clerk of the Parish Council at the address at the head of the Form. Please send:-

- 1 The completed application form.
- 2 A copy of the most recent audited Income and Expenditure Account and Balance Sheet for your Organisation, together with a copy of relevant bank statements covering the period since that Balance Sheet date.
- 3 A copy of the Organisation's constitution or other Governing Instrument.
- 4 Copies of any quotations, estimates or budgets for any project for which Grant Aid is sought.

Please note that once your application is approved, the Council will only release funds on receipt of an invoice/till receipt.

ALLBROOK PARISH COUNCIL

24 November 2010

APPOINTMENT OF INTERNAL AUDITOR

Report of the Clerk and Interim Clerk

INTRODUCTION

1. As with all local authorities, parish and town councils are subject to an audit process. This involves use of an internal auditor (appointed by the Council) who carries out, at year-end, a full inspection of the Council's accounting records. The Council then submits an annual return to the external auditor (the Audit Commission) who conducts an overview audit of balances and bank reconciliation etc.

INTERNAL AUDITOR

2. Notwithstanding the title, the Internal Auditor should be an individual from outside the Council in order to preserve proper separation and impartiality. Traditionally, parishes use fully qualified auditors (with suitable insurance cover) albeit this isn't a legal requirement.
3. Members asked that competitive quotations be sought for the Internal Auditor and these are detailed below. All are fully qualified with the necessary insurance policies in place. The quotations shown are for audit of the 2010/11 accounts and recognise that, in its first year, the Council's audit requirements should be fairly modest. Audit costs are likely to increase in line with the Council's development:

Eleanor Green (HALC auditor)	£235
John Murray (Winchester)	£100
Paul Reynolds (trading as 'Fair Account')	£225

SUMMARY AND RECOMMENDATION

4. Members are asked to consider appointment of a suitable Internal Auditor for the 2010/11 accounts.

MIKE DERRICK
Interim Parish Clerk

27 October 2010

ALLBROOK PARISH COUNCIL - 24 NOVEMBER 2010
 CLERK'S SALARY AND EXPENSES - NOVEMBER AND DECEMBER 2010

		<i>Less tax</i>		VAT	
Salary (£2493 pa)	415.50	<i>83.10</i>	332.40		332.40
Office allowance (£125 pa)	20.83	<i>0</i>	20.83		20.83
Computer allowanace (£125 pa)	20.83	<i>0</i>	20.83		20.83
Expenses:					
Postage			0.00	0.00	0.00
Purchases:			0.00	0.00	0.00
			0.00	0.00	0.00
Travel	0 miles at	0.601	0.00	0.00	0.00
	(VAT element 1.167p/mile)				
			374.06	0.00	374.06

Signed _____

Date _____

Signed _____

Date _____

ALLBROOK PARISH COUNCIL
24 November 2010

DRAFT BUDGET 2011/12
Report of the Interim Clerk

INTRODUCTION

1. The Council needs to prepare a budget for the coming financial year, 2011/12. This is not only a requirement in terms of good governance but it will also allow members to set the level of precept for next year.
2. The figures in the draft budget attached are necessarily provisional, bearing in mind that this is the Council's first year of operation. However, it is hoped that the figures will provide sufficient information to compile a reasonably robust budget for the coming year.

FINANCIAL YEAR 2010/11

3. The projected year-end figure for 31 March 2011 is £5132. The attached appendix shows both the original budget and the expected outturn figures for the current year.

FINANCIAL YEAR 2011/12

4. The provisional budget figures for 2011/12 are shown in the final column of the schedule attached. The following paragraphs contain explanatory notes on principal items, with comments also on the current year where appropriate:

Clerk's salary:

The provision for 2010/11 represents 5 months' costs at scp 20 (5 hours/week). The budget for 2011/12 assumes a full-year provision at the same salary level (there will be no national settlement next year).

Clerk's gratuity: As per contract, 3.75% of salary

Interim Clerk: For 2010/11, the sum shows estimated salary costs for the period 1 April to 30 November 2010. Costs up to 31 March 2010 have been met by the Borough Council.

HALC subscription: 2011/12 provision assumes an 8% increase in affiliation fees

Election expenses: In the current year, expenditure is likely to be within budget (£3500, compared to estimate of £4000). However, bearing in mind the substantial cost of quadrennial elections for the parish, it is suggested that annual payments be made to a special fund to build up an adequate budget for future elections. For 2011/12, the suggested contribution is £1200 (one third of the quadrennial cost). There is also the option of making an annual provision for a by-election but this has not been included at this stage.

Allotments: The draft budget of £16,160 reflects the current cost of the service provided by Eastleigh Borough Council. However, it should be possible to reduce this cost once the Parish Council is in a position to operate the service itself.

Chairman's expenses: The Council can make annual provision for a Chairman's allowance which can be used to meet incidental costs of the Chairman's post. Provisional sums have been included - £125 for the current year and £250 for 2011/12.

Members' allowances: Under current legislation, an annual allowance can be paid to each member for performing the role of Councillor. Parish Councils rarely take up this option but it is available if the Council so wishes. The amount of any annual allowance has to be agreed through a special Borough Council panel, the costs of which are met by the parish. At this stage, no provision has been made for members' allowances but the decision is one for the Council.

Community grants: A report on a possible grants policy appears elsewhere on the agenda. Provisionally, the budget includes a sum of £250 for 2010/11 and £500 for 2011/12 but the amount is one for members to decide.

Web site: No discussion has taken place to date on a possible parish council web site. Should a web site be needed, there is the option of the Hampshire County Council website facilities which can be used free of charge. Other options for a professionally-designed site could also be considered but no budget provision has been made at this stage.

Improved services: It is suggested that members establish a special fund to make provision for future services. An initial contribution of £2500 is suggested for 2011/12. The Council could usefully develop an action plan to identify its priorities and aspirations and possibly, in the longer term, consider a Parish Plan with engagement of the local community.

Depreciation: It is appropriate to make provision for depreciation of equipment so that a fund is built up for replacement items. At this stage a sum of £125 is suggested for 2011/12 in respect of office equipment (printer etc).

Precept: The 2011/12 draft budget shows the precept remaining at £30,770. On the basis of the draft budget there should be no need to increase the precept over the present year's level. Indeed, in the current economic climate, there will be pressure on local authorities generally to contain their costs.

Special funds: The above paragraphs refer to certain special funds to cater for specific items of expenditure. The provision of special funds allows the Council to make 'ring-fenced' provision for particular expenditure heads which can be built up and utilised year-on-year as circumstances demand. In summary, the initial special funds proposed are Clerk's Gratuity, Elections, Improved Services and Depreciation.

SUMMARY AND RECOMMENDATION

5. Adoption of the draft 2011/12 budget will produce a predicted year-end balance at 31 March 2012 of £15,821 represented by:

General Fund:	£11,863
Special Funds:	£3,958

6. Members are asked to consider the provisional budget figures and indicate whether or not these represent an acceptable basis for next year's budget.

MIKE DERRICK
Interim Parish Clerk

21 October 2010