

PETERSFIELD TOWN COUNCIL

A meeting of the Petersfield Town Council was held at the Town Hall, Petersfield on 9 January 2012.

PRESENT: Cllr G Watkinson (Town Mayor), Cllr G Budden, Cllr V Clarke, Cllr J Dickinson, Cllr Mrs L Farrow, Cllr Mrs S Harwood, Cllr P Marshall, Cllr C Mills, Cllr W Organ and Cllr Ms M Vincent.

ALSO IN ATTENDANCE: Mr N Hitch (Town Clerk), Mrs S McMorrان (Deputy Town Clerk), Cllr J West (HCC and EHDC Councillor), Petersfield Herald, Petersfield Post and 3 members of the public.

C 0460 TOWN MAYOR'S REMARKS

The Town Mayor wished everyone present a very Happy New Year and looked forward to working with everyone in the aim to help Petersfield and provide the best possible facilities that funding would permit.

As those present were aware the resignation of Cllr Ayer had resulted in a vacancy on the Town Council. There had been no response to the advertisement regarding the call for an election so the vacancy would be filled by co-option. The vacancy would be advertised and the post filled at the February Town Council meeting.

The Town Mayor, Cllr Mills and the Town Clerk attended the Forum meeting the previous week which the Town Mayor found a little rushed due to the size of the agenda. Very few items actually affected Petersfield apart from 2 presentations, one regarding availability of free loft and other insulation and the other by EHDC officers outlining policies they have followed in preparation of this year's budget. EHDC have allocated funding to improve businesses in the district but in response to a question stated that their main aim was to bring new business into the district. Existing businesses would have to contact officers to discuss possible funding of schemes to help business already in place.

The Town Mayor reminded those present that he was holding a Quiz Night in aid of his Charity, The Rosemary Foundation, on Friday 24 February 2012. He hoped all would support him by either booking a table and bringing a 6 person team or offering services as a helper for the evening.

Finally the Town Mayor advised that he was investigating two items which he hoped to bring to fruition soon; an electronic advertising unit facing The Square with a very inexpensive rate for a weekly advertisement appearing for a minute every hour. The income to go to whichever fund the Mayor decides. Discussions have taken place with Sir Ray Tindall regarding an annual presentation of a 'Mayor's Thank You Award' for services to Petersfield.

C 0461 APOLOGIES FOR ABSENCE

An apology for absence was received from Cllr Mrs S Farrow.

C 0462 DECLARATIONS OF INTEREST

Cllr Clarke declared a personal and prejudicial interest as he was Chairman of the Diamond Jubilee committee, minute number C 0468 refers.

C 0463 **APPROVAL OF MINUTES**

RESOLVED that the minutes of the meeting of the Petersfield Town Council held on 5 December 2011 be approved.

C 0464 **PLANNING COMMITTEE REPORT**

RESOLVED that the minutes of the Planning Committee meetings held on 13 December 2011 and 3 January 2012 be received.

C 0465 **PUBLIC REPRESENTATION**

No requests to speak had been received.

C 0466 **COUNTY COUNCILLOR'S REPORT**

Cllr West wished everyone present a Happy New Year.

He was pleased to report that he had been successful in obtaining funding for the footway scheme at Bell Hill. The first stage of the project which entailed a white line effectively narrowing the road would take place this year. It was hoped that the second stage which would include a kerb and a footway would be carried out in the next financial year.

Cllr West also advised that it was likely that decriminalised parking enforcement would start on 15 April 2012.

Cllr West took questions regarding parking and the Bell scheme. He was also asked to investigate traffic calming in Pulens Lane. Cllr Clarke advised that this was part of his ward and he would investigate.

Cllr Clarke reported that the new batch of grit bins should now be in place and filled, awaiting the next freeze. Parish Councils should now try to remember where the snow shovels, supplied last year, are stored!

Alan Todd from Highways retired just before Christmas. He was held in high regard throughout this end of the County and there were over 100 guests at his leaving presentation at the Old College. His replacement as Principal Engineer is Richard Peach. Chris White is the contact for Petersfield. The Engineer's Department would be moving to the Amey Highways Depot sometime in 2012.

With regard to the delay in the implementation of Solar PV Panels on Hampshire buildings, caused by the sudden change in the PV tariff, the matter was still under review. At the present time there were still 18 installations in the County, consisting of 436 panels and covering an area of 700m². On top of this there were another 20 installations, almost all of them schools, that were in the process of being installed.

C 0467 **DISTRICT COUNCILLORS REPORT**

No reports given.

C 0468 COMMITTEE REPORTS

(a) Grounds Committee

No meeting held in December.

(b) Public Halls Committee

No meeting held in December.

(c) Finance and General Purposes Committee

RESOLVED that the minutes of the meeting held 15 December 2011 be received

Prior to a vote Cllr Clarke left the meeting.

F 0447 Diamond Jubilee Working Party Cash Flow

RESOLVED that

- the estimated projects from the Diamond Jubilee Working Party with the following amendments be accepted and agreed:
Expenditure on the Band in June to be £1550, on prizes for schools to be £150 in June, income on Stamp covers to be £750 in July. A4 Booklets in July to be £750 A5 booklets in June to be £300, A5 booklets to be £500 in May and Hog Roast to be £200 in May
- there be an advance from the contingency fund up to £3,000 to cover expenditure for this event with profits covering at least this sum. If there was any shortfall from the income then this sum would be covered from the contingency fund.

Cllr Clarke re-joined the meeting

C 0469 TOWN CLERK'S REPORT

Members received and noted the Town Clerk's report, a copy of which is attached to these minutes at Appendix A.

C 0470 REPRESENTATIONS ON OUTSIDE BODIES

Members were asked to appoint a representative to the East Hampshire Road Safety Council. The Town Clerk reported that he had been advised that this group no longer required a Parish Council representative. It was agreed that this matter be left in abeyance until a need appeared.

C 0471 **SCHEDULE OF PAYMENTS MADE IN DECEMBER 2011**

Following questions regarding expenditure on dishwasher liquid and the mystery shopper it was

RESOLVED that the schedule of payments made in December 2011 be approved, copy attached to these minutes at Appendix B.

C 0472 **SHEET GOVERNANCE REVIEW WORKING GROUP**

Members were asked to appoint a Councillor to sit on the Sheet Governance Review Working Group. The next meeting was due to take place on January 11 2012 at 5.45 pm at Penns Place.

Cllr Marshall was proposed and seconded as was Cllr Mrs Harwood. Cllr Marshall declined the appointment and it was therefore

RESOLVED that Cllr Mrs Harwood be appointed as the Town Council representative on the Sheet Governance Review Working Group.

As Cllr West needed to leave the meeting for another appointment it was

RESOLVED that the order of business be altered. The date for the Annual Town Meeting would be discussed prior to the Budget/Estimates for 2012/2013

C 0473 **ANNUAL MEETING OF THE TOWN**

Members were asked to give consideration to the date for the Annual Meeting of The Town. The following dates were free in the Rose Room, 3, 10 and 30 April 2012.

RESOLVED that the Annual Meeting of the Town be held on 30 April 2012 at 7pm in The Rose Room. Finance and General Purposes committee to look at the format of the meeting with the view of attracting more parishioners to attend the meeting.

C 0474 **BUDGET/ESTIMATES 2012/2013**

Members gave further consideration to the budget/estimates for 2012/2013 following the EHDC decision to approve the forming of a separate Sheet Parish Council.

The Town Mayor advised that the necessary four signatures had been obtained to enable the budget to be re-considered.

The Chairman of Finance and General Purposes committee, Cllr Marshall, made the following statement:

"You will be aware that, as this year was my first as Chairman of the Finance and General Purposes Committee I spent a lot of time analysing the expenditure items and sources of Revenue available to the Council.

I was particularly surprised at the number of important projects for maintaining the public assets of the Council that were being put back sometimes year after year. I also felt that the Council could do more to generate additional income from some of those assets, particularly the Festival Hall and the Heath.

Over 90% of the expenditure items are fixed or semi fixed costs such as grounds maintenance and litter collection contracts, staff and office costs, building related costs and plant maintenance contracts. Most of these costs have seen a significant level of inflationary increases during the past year. In addition to the inflationary increase a further £30K was included in the budget for investments in the Festival Hall to give us an opportunity to sell additional services to the Community and would therefore be ultimately self funding.

The precept that was recommended by the Finance Committee following its November meeting, was an increase of £49K in total or £8 pa for a Band D property.

At that time no allowance was made for the effect of a new Sheet Parish. The cost implications to Petersfield could not be assessed at that time. Now we have a much better idea and the net cost, loss of income less the cost of maintaining the assets to be transferred to Sheet is about £24,000 pa.

Over the last few weeks we have looked again at the expenditure items, the staff costs and the potential for raising additional revenue, but things don't change much in just a few weeks.

I have three recommendations to make to the Council. The first is that the Council does not, once again, reduce the programme of asset refurbishment and therefore keeps the expenditure programme intact. The second recommendation is that the Staff Panel reviews in detail the potential for a reduced workload of Town Council employees in the light of the new Sheet Parish and the effect this may have on staff numbers and working hours. It may be that Sheet will ask us to carry out work on their behalf, and this will also have to be taken into account, but we can't assume that now because it is too soon to say.

The Third is that the Town Council Precept be increased by a further £24K overall to £568,935 or to a total of £12 pa for a Band D property. This will bring us back to the financial position we had when the budget was approved.

This is not an action that I welcome but I believe that the Finance committee has a duty to ensure that the Council can meet its financial obligations, can continue to ensure that its assets are properly maintained and at the same time make investments which will in time generate additional funds for the Council".

The Town Mayor thanked Cllr Marshall for his work on this matter.

It was pointed out that there may be consequent savings from items such as grants. Cllr Marshall advised that it was too early to tell at this stage. The Town Clerk advised that when the new Parish was formed EHDC would set

their first budget/precept. Cllr Clarke advised that it would not necessarily mean that the new Parish would be £24,000 in credit. A Clerk, grants etc would be required by Sheet Parish.

RESOLVED that

- the Council does not, once again, reduce the programme of asset refurbishment and therefore keeps the expenditure programme intact.
- the Staff Panel reviews in detail the potential for a reduced workload of Town Council employees in the light of the new Sheet Parish and the effect this may have on staff numbers and working hours.
- That the Town Council Precept be increased by a further £24K overall to £568,935 or to a total of £12 pa for a Band D property.

There being no further business the meeting closed at 7.10 pm



CLERKS REPORT

Members are reminded that the items within this report are provided for information only and are not available for debate. If it is considered that an item listed within the report should be debated fully by members, then it will be placed on the next appropriate Committee or Council agenda. Any member wanting clarification or further information on any aspect of items within the report, please contact me in advance of the meeting.

General Reading and Information

The following publications have been received and are available for members to read:

- * Direct Information Service Extra from the National Association of Local Councils
- * Action News Update from Community Action Hampshire
- * Local Council Review winter magazine
- * South Downs Park Life December 2011 newsletter from the South Downs National Park Authority
- * Phoslock Europe Newsletter December 2011
- * Minutes of the East Hampshire District Council Planning Committee of 1st December 2011
- * PANWA News issued by the Petersfield Area Neighbourhood Watch Association
- * Minutes of the East Hampshire District Council meeting of 7th December 2011
- * News Update from Chichester District Council on their revised Core Strategy timetable
- * Fieldwork winter 2011 newsletter from the Campaign to Protect Rural England
- * Action News Update from Community Action Hampshire
- * Direct Information Service issue number 774

Other Information

- 1 The next Community Forum will be held on Tuesday 3rd January 2012 at East Hampshire District Council's Chamber in Penns Place from 6.30 p.m. Future meeting dates so far arranged are 3rd April 2012 at Penns Place.
- 2 I have been advised by David Richardson, Principal Engineer – Highway Management that the grit bin requested for Selborne Close has been ordered and should be installed by Christmas. Similarly the bins requested for Reservoir Lane and the junction of Love Lane/Pulens Lane should be in place early in the New Year.
- 3 The Campaign to Protect Rural England and the National Association of Local Councils have combined to produce a new guide entitled '*Planning Explained*'. I have requested sufficient copies for all members to have one of these guides which also provides an introduction to Neighbourhood Plans that could be very useful if we are successful in obtaining funding under the Government's 'Front-runner' scheme. There is also an online course that is free and available to all to assist in putting this guide into practice and this can

be accessed via www.ntselearning.co.uk. A further guide on the topic of Neighbourhood Plans will follow in the New Year.

- 4 Hampshire Association of Local Councils has produced a brochure detailing the services it provides to member councils and giving an outline introduction to how the organisation fits in to the local government structure nationally. A copy has been circulated to all members through their pigeon holes.

Neil Hitch
Town Clerk
3rd January 2012

Petersfield Town Council

Schedule of Payments for December 2011

Appendix B

Cheque Number		Net	VAT	Gross
13364	ACAS	235.00	47.00	282.00
13365	Farnham Castle Newspapers	11.40	2.28	13.68
13366	Novatech	45.82	9.16	54.98
13367	Southern Fire Protection Ltd	480.00	96.00	576.00
13368	Time Capsules UK Ltd	140.00	28.00	168.00
13369	Sue McMorran	89.40	0.00	89.40
13370	Danny Fulvi	150.00	0.00	150.00
13371	Petersfield Theatre Group	250.00	0.00	250.00
13372	Graham Joyce	150.00	0.00	150.00
13373	The Petersfield School	426.73	0.00	426.73
13374	Sheet & Tilmore Allotment Assoc.	100.00	0.00	100.00
13375	The Petersfield School	250.00	0.00	250.00
13376	HM Revenue & Customs	5033.72	0.00	5033.72
13377	Assoc. of British Theatre Technicians	250.00	0.00	250.00
13378	Ampella Ltd	156.90	31.38	188.28
		95.00	19.00	114.00
		95.00	19.00	114.00
13379	G Burlley & Sons	534.15	106.83	640.98
13380	Hooper Services Ltd	71.85	14.37	86.22
13381	MCM Roofing	350.00	0.00	350.00
13382	SD Playground Services	640.00	128.00	768.00
		960.00	192.00	1152.00
		270.00	54.00	324.00
13383	Southern Fire Protection Ltd	165.00	33.00	198.00
13384	Stage Electrics	1845.00	369.00	2214.00
13385	Tampen & Tampen	188.93	37.78	226.71
13386	Petersfield Orchestra	250.00	0.00	250.00
13387	Argonaut Community Enterprises	250.00	0.00	250.00

Petersfield Town Council

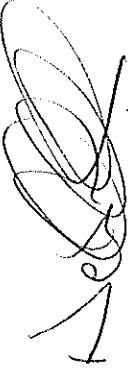
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13388	Clements Fairs	Return of deposit	250.00	0.00	250.00
13389	Home Start Butser	Return of deposit	250.00	0.00	250.00
13390	Joanna Martin	Return of deposit	150.00	0.00	150.00
13391	Hilary Ayer	Float money paid for cinema	15.00	0.00	15.00
13392	H Montared (Builders) Ltd	Boarding up of damaged window broken by burglars and checking of shutters and other windows for any damage	330.00	66.00	396.00
13393	Hampshire Pension Fund	Pension contributions for employees	3816.80	0.00	3816.80
13394	Aluminium Access Products Ltd	Annual Service and certificate for telescope	250.00	50.00	300.00
13395	Acorn Office Supplies	Stationery order for Town Hall offices	218.61	43.74	262.35
13396	Audifiel	Services for reduction in Town Hall gas bill and BT telephone bill and electricity bill for Town Hall	197.55	39.51	237.06
13397	A W Clear	Millennium Field, Sheet. Chain harrowing, cutting grass and hedges, strimming, removing fallen tree branches	800.00	0.00	800.00
13398	Beaver Tool Hire	Hire of angle grinder & purchase of metal slitting disc	13.06	2.61	15.67
13399	Cape Classic South	Wine & soft drinks for cinema	57.00	11.40	68.40
13400	City Explorer	50% deposit for supply of Petersfield City Explorer map & installation of sign posts and map display board at Swan Street car park	468.50	0.00	468.50
13401	Earth Anchors	3 Big Ben Litter bins with anchorage kit, 2 for Love Lane and 1 for AP plus delivery charge	971.95	194.39	1166.34
13402	G Burley & Sons	Man & van service - November 2011	3921.10	784.22	4705.32
		Grounds maintenance various sites, November 2011	5262.51	1052.50	6315.01
		Grounds maintenance, The Heath, November 2011	1350.41	270.08	1620.49
		Grounds maintenance, High Meadow	250.00	50.00	300.00
13403	Lowes Guarding Service	Lockups at FH & static security officer for cinema	141.75	28.35	170.10
		Lockups at FH & static security officer for cinema	175.58	35.12	210.70
13404	Longmeadows	Replace 2 manhole covers and frames in shrub beds of AP car park	285.00	57.00	342.00
		Reduce 2 tree stumps beneath the level of existing shrub beds at AP	448.00	89.60	537.60
13405	Meon Cleaning Services	Cleaning of bus shelters, Town Square, Causeway, Borough Road, Dragon Street & Ramshill	188.00	37.60	225.60
13406	MacDonald Oates Solicitors	Advice given and services in setting up lease for Suite 3 offices, Curves	2000.00	400.00	2400.00
13407	Moviola Ltd	Percentage of ticket sales for cinema in November 2011	500.00	100.00	600.00
13408	Petaprint Ltd	Printing of Town Council newsletters	1595.00	0.00	1595.00
13409	Radian	Buffet and refreshments for Remembrance Day celebrations	2000.00	400.00	2400.00
13410	Regal Environmental Systems Ltd	Annual service and maintenance of air conditioning systems	200.00	40.00	240.00
113411	SD Playground Services	The Heath, repair to log world unit wet pour and also rocking horse wet pour	240.00	48.00	288.00

Petersfield Town Council
Schedule of Payments for December 2011

13412	Stafford Rhodes Ltd	Undertaking of mystery shop to all retailers in Lavant Street and reporting back	1500.00	300.00	1800.00
13413	Spirit Solar Ltd	Design, installation and testing of solar system for FH roof	6582.00	1317.00	7899.00
13414	Staples Retail Ltd	Stationery order for Town Hall offices	88.58	17.71	106.29
13415	Steelway Fencecare	Self closing gate for Heath playground	740.34	148.07	888.41
13416	UK Office systems	Quarterly service charge for rental of photocopier	500.55	100.11	600.66
13417	Peter Marshall	Travel expenses for participatory budgeting seminar and First Friday Group lunch	39.50	0.00	39.50
13418	Jeremy Holmes	Return of deposit	250.00	0.00	250.00
13419	Cluson Engineering Ltd	Padlocks, broom and rake for various grounds use			
13420	Bob Weaver Roofing Ltd	Interim stage 1 payment, supply and erect scaffolding and hoisting for work on FH roof	22500.00	4500.00	27000.00
13421	Greenspan Landscape Management	Payment for installation of Heath Pond play area	31035.00	6207.00	37242.00
13422	Longmeadows	AP landscaping project	6940.00	1388.00	8328.00
13423	Cash	Trip hazards at AP	1772.00	354.40	2126.40
Direct Debit	Eden Springs	Petty Cash	108.82	0.00	108.82
Direct Debit	BT	Water for Town Hall offices	17.95	3.59	21.54
Direct Debit	BT	Telephone bill for Festival Hall broadband	93.75	18.75	112.50
Direct Debit	BT	Telephone bill for Festival Hall broadband phone line	49.50	9.90	59.40
Direct Debit	BT	Telephone bill for Festival Hall broadband - mobiles	75.00	15.00	90.00
Direct Debit	BT	Telephone bill for Office broadband	105.00	21.00	126.00
Direct Debit	BT	Telephone bill for office broadband phone line	49.50	9.90	59.40
Direct Debit	BT	Telephone bill for alarm system for Festival Hall	46.60	9.32	55.92
Direct Debit	BT	Telephone bill for Town Council office	336.53	67.31	403.84
Direct Debit	Southern Electric	Electricity bill for Festival Hall	1073.61	214.72	1288.33
Direct Debit	Veolia ES	Container exchange for AP & Town Hall	224.72	44.94	269.66
Direct Debit	Business Gas (British Gas)	Gas bill for Festival Hall	673.32	134.66	807.98
Direct Debit	Business Gas (British Gas)	Gas bill for The Avenue Pavilion	205.41	10.27	215.68
Direct Debit	Computershare Voucher Services	Childcare vouchers for staff	21.70	0.34	22.04
Direct Debit	Eon	Electricity bill for Avenue Pavilion	62.50	12.50	75.00
Direct Debit	Eon	Electricity bill for Heath Toilets	35.83	7.17	43.00
Direct Debit	Eon	Electricity bill for Sheet Village Hall	22.50	4.50	27.00
Direct Debit	Databaracks	Backup service for period 15 Oct to 14 Nov	84.00	16.80	100.80
Direct Debit	Wages & Salaries	Wages for month of December 2011	13927.57	0.00	13927.57
		TOTAL PAYMENTS DECEMBER 2011	128991.50	19919.88	148521.40

Sharon McWhorter
3/11/12


3/11/12