

PETERSFIELD TOWN COUNCIL

A meeting of the Petersfield Town Council was held at the Town Hall, Petersfield,
on 21st June 2018 at 6.30 pm

PRESENT: Cllr Mrs H Ayer (Town Mayor), Cllr J Deane, Cllr Mrs L Farrow, Cllr A Glendinning, Cllr P Humphries, Cllr J Matthews, Cllr J Palmer, Cllr Ms M Vincent, Cllr G Watkinson and Cllr C Wilton.

Also in attendance: Mr N Hitch (Town Clerk), Mr S Field (Office and Committees Managers), County Cllr R Mocatta and 1 members of the public. There were no members of the press present.

C 0113 CHAIRMAN'S COMMENTS

The Chairman welcomed everyone to the first Council Meeting of the new Civic Year and said that she had enjoyed the recent TPS prize giving. This had been a very well put together evening with excellent music. Tomorrow she would be opening another part of the Millennium Path on the Sussex Road side of the Heath.

The recent consultation for the Festival Hall and Town Hall complex had been well received, and it had been good to see a level of agreement amongst the users of the Festival Hall complex, as well as support for the general concept.

It was noted that there were some travellers on Paddocks Way. The Town Clerk had visited with the Police with an order to evict them by Friday evening. The group seemed to be well behaved and there had been no problems from the last place they had been.

C 0114 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllr Mrs V Morgans, Cllr P Strawbridge, District Councillor B Bentley and District Councillor Mrs J Butler

C 0115 GRANTING OF DISPENSATION UNDER SECTION 33 OF THE LOCALISM ACT (2011)

There were no requests for dispensations.

C 0116 DECLARATIONS OF INTEREST

There were no declarations of interest.

C 0117 APPROVAL OF MINUTES

RESOLVED that the minutes of the Petersfield Town Council meeting held on 24th May 2018 be approved and signed.

C 0118 PUBLIC PARTICIPATION

There was no public participation

C 0119 COUNTY COUNCILLORS' REPORTS

Cllr R Mocatta:

Cllr R Mocatta presented his report, noting that Hampshire County Council struggle with the current budget for next year as there was a shortfall of £140m from government funds. Hampshire County Council would need to consider how this shortfall could be met, either by raising rates, or reducing spend on specific areas. This was on top of previous year cuts on services. Some areas were protected such as care for the elderly, but services will need to be cut somewhere, and some difficult decisions will need to be made.

It was advised that a number of consultations would be undertaken in the next few months to understand people's priorities on where HCC should spend their money

It was noted that there had been a homelessness consultation, and it appeared that Petersfield had very little problem with homelessness. If anyone knew any different, he would be happy to hear from them.

Fire and rescue in Havant, Portsmouth, Southampton and Isle of Wight were looking to amalgamate their services. Full details are on Hampshire County Council website.

It was also announced that there were grants available for grounds equipment, and it would be worth the Town Council investigating these funds.

Automatic verge cutting machines were being introduced in the County, although these had not yet been used in Petersfield.

Members were reminded that today was Clean Air day, and that the Winchester Science Centre had supported this event.

Members also noted that feedback from the transport and lighting forum that had recently taken place was being fed back collectively where it was practical to do so. This would reduce the amount of feedback from individual councils who would share common views.

C 0120 DISTRICT COUNCILLORS' REPORTS

There was no District Councillors' Report

C 0121 TOWN CLERK'S REPORT

Members received and noted the Town Clerk's report dated 11th June 2018. (attached as Appendix A).

C 0122 COMMITTEE REPORTS

(a) Planning Committee

RESOLVED that the Minutes of the Planning Committee held on 5th June be received

(b) Town Development Committee

that the Minutes of the Town Development Committee held on 8th June be received

(c) Public Halls Committee

RESOLVED that the Minutes of the Public Halls Committee held on 11th June be received

(d) Grounds Committee

RESOLVED that the Minutes of the Grounds Committee held on 14th June be received

(e) Finance and General Purposes

RESOLVED that the Minutes of the Finance and General Purposes held on 18th June be received

PH 0071 TOWN MAYOR'S FREE USE OF HALLS POLICY & FREE USE OF HALLS BY OUTSIDE BODIES POLICY

Members asked about the exception for granting the Rose Room to one organisation. It was noted that this was the case due to the nature of the organisation, and it had been agreed in their Memorandum of Understanding.

RESOLVED: that Outside Bodies where a Councillor is appointed, with the exception of the current Outside Body who have been given special dispensation should be encouraged to use the Rose Room for their Annual General Meetings

and other large events by offering a discount of 25% off the hire cost

RESOLVED: that the revised Town Mayor's free use of Halls Policy & Free use of Halls by Outside Bodies Policy be approved

G 0089 **GREEN SPACE SIGNAGE PHASE 3**

The Town Clerk explained how this was part of a larger project, where it had been agreed that the work would be carried out by the named contractor.

RESOLVED: that section 106 developers contributions be applied for to support phase 3 of the Green Space Signage of the project at a cost of £5739.00 + VAT with contractor Alpha Graphics.

G 0091 **PURCHASE OF RIDE ON MOWER**

Members were given some background to the needs of an additional ride on mower, jet washer and chainsaw. It was:

RESOLVED: that the ride on Mower be purchased at a cost of £15801.97 + VAT from Capital Earmarked Reserves from Winchester Garden Machinery, along with the reduction in specification and cost of a pressure washer at £2,100 with remaining funds being used to purchase a chainsaw from Grounds Revenue Budget as discussed in May's Committee meeting.

G 0092 **PLAY AREA AT WOODS MEADOW**

Members received background regarding the tendering process that had been carried out to arrive at the decision. It was:

RESOLVED: that the Woods Meadow play equipment be replaced by Hags SMP at a cost of £82,974.90 (of which £69,955.33 would be from developers contributions and £13,019.57 from Capital Earmarked Reserves). Work should commence as soon as possible, with consideration to the security of the contractors equipment whilst on site.

G 0093 **MAINTENANCE OF MERRITS MEADOW (NORTH)**

Members were provided with the background on how the Town Council had been negotiating the purchase of Merritts Meadow (North), when it was confirmed by the Residents Association that they had purchased the land,

and now wanted to transfer the land to the Town Council for maintenance. Members asked for clarity on the amount of maintenance. It was :

RESOLVED: that the Town Council seeks to take on the Maintenance of Merritts Meadow North, without the Railway Embankment and Bridge.

G 0097 ACD SURVEY - PENNS FIELD B

RESOLVED: that a sub-group of the Town Clerk, Cllr J Matthews, and Cllr Mrs L Farrow arrange a meeting with the planning authority to discuss the process of obtaining planning permission to convert Penns Field B into part of the sports hub.

G 0098 ROTA RIDER ROUNDABOUT ON HEATH

Members asked how long the section 106 process would take, as they were concerned that this replacement was made as quickly as possible. The Town Clerk informed members that he would be meeting South Downs National Park Authority to discuss section 106 developers contributions in 2 weeks time, and would know then. It was

RESOLVED: that the Town Council seek Section 106 Developers Contributions to replace or repair the Rota Rider Roundabout on the Heath, from Wicksteed Leisure at a cost of £9069.95 + VAT subject to the section 106 developers contributions being available within a reasonable time after the meeting.

F 0108 SUB GROUP COMMITTEE - INVESTMENTS

The town clerk pointed out that additional notes had been attached to the finance report which were from the meeting of the sub-group who met to discuss Town Council investments.

RESOLVED: that the notes from the sub committee meeting confirming the investment decision to appoint Rathbones Investment Management be approved

C 0123 REPRESENTATION OF OUTSIDE BODIES

There were no reports from outside bodies

C 0124 SCHEDULE OF PAYMENTS - MAY 2018

Members received the schedule of payment for May 2018 (*attached as appendix B*).

RESOLVED: that the Schedule of Payments for May 2018 were approved

C 0125 **MEMBERSHIP CHANGES TO GROUNDS**

Members received an update from the Town Clerk that due to being elected as Halls Committee Chairman, Cllr Arun Glendinning wished to step down from the Grounds Committee. Cllr C Wilton had agreed to accept the proposal of him becoming part of the Grounds Committee. This left one position vacant. Cllr Mrs L Farrow nominated Cllr J Deane, and seconded by Cllr J Matthews. As there were no other nominations, it was:

RESOLVED: that Cllr Arun Glendinning step down from the Grounds Committee, and Cllr C Wilton and Cllr J Deane be appointed to the Grounds Committee.

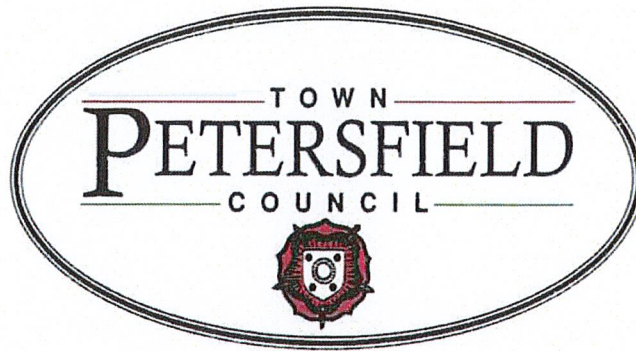
RESOLVED: that in view of the confidential nature of the business to be transacted during the remainder of the meeting, pursuant to the Public Bodies (Admission to Meetings) Act 1960 etc. any members of the press or public present be excluded and instructed to withdraw.

CONFIDENTIAL

C 0126 **LITTLE SCHOOL LEASE**

RESOLVED: that the Town Clerk sign and seal the new lease to the Little School.

There being no further business the meeting closed at 7.25 p.m.



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:

- ✳ Enewsletter from South East Water
- ✳ War Memorials News from Civic Voice

Other Information

- 1 The next Community Forum due to be held on 9th October 2018 at East Hampshire District Council's Chamber in Penns Place from 6.30 p.m.
- 2 All members need to be aware of their Register of Interest Forms and consider whether there have been any changes since it was last written. If there is a need for any change to be made please contact me and I will supply a fresh document for completion.
- 3 Letters of thank have been received from Petersfield Open Air Swimming Pool for the first half of their perennial grant (££3,500) and from Winton House Centre for their perennial grant of £500. Winton House Centre has also enclosed their unaudited Annual Accounts for the year ending 30th September 2017 revealing net income for the year at £35,185 and total funds (including fixed assets) of £1.25million

Neil Hitch
Town Clerk
11th June 2018

List of Payments made between 01/05/2018 and 31/05/2018

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|-------------------|--------------------|-----------------------|--------------------------------|
| 01/05/2018 | Petersfield Musical Festival | 017104 | 1,000.00 | | PMF Community Grant April 2018 |
| 01/05/2018 | Headway Portsmouth & EastHants | 017105 | 1,500.00 | | Headway Community Grant Ap2018 |
| 01/05/2018 | WPS Insurance Brokers & Risk S | DDMay | 1,530.51 | | data breach |
| 01/05/2018 | Petersfield Youth Theatre | 017099 | 500.00 | | PYT Community Grant Apr 2018 |
| 01/05/2018 | Victim support Community Grant | 017102 | 200.00 | | Victim support Community Grant |
| 01/05/2018 | NEOPOST LTD | 017107 | 500.00 | | Purchase Ledger Payment |
| 01/05/2018 | Revitalise Community Grant | 017100 | 708.00 | | Revitalise Community Grant |
| 04/05/2018 | Ian Clarke dep rtn S16209 | ICLARKE | 75.00 | | Ian Clarke dep rtn S16209 |
| 04/05/2018 | CS Stenning dep rtn S16212 | CSSTENNING | 75.00 | | CS Stenning dep rtn S16212 |
| 04/05/2018 | KC Northcroft dep rtn S16208 | NORTHCROFT | 75.00 | | KC Northcroft dep rtn S16208 |
| 04/05/2018 | Save the Child dep rtn S16117 | SACHILDREN | 250.00 | | Save the Child dep rtn S16117 |
| 04/05/2018 | Ampella Maintenance Ltd | Bacs1 | 783.96 | | replace programmer & heat exch |
| 04/05/2018 | Petaprint Ltd | Bacs10 | 1,815.00 | | cinema leaflets |
| 04/05/2018 | Petersfield Post | Bacs11 | 216.00 | | Tender advert |
| 04/05/2018 | Society of Local Council Clerk | Bacs12 | 147.00 | | Michelle Snow - Membership |
| 04/05/2018 | Travis Perkins Trading Company | Bacs13 | 10.16 | | outside brass tap |
| 04/05/2018 | Winchester Garden Machinery | Bacs14 | 154.55 | | service & repair |
| 04/05/2018 | TDG Marketing Ltd | Bacs2 | 360.00 | | leaflet distribution |
| 04/05/2018 | Do The Numbers Ltd | Bacs3 | 1,550.00 | | internal audit |
| 04/05/2018 | Hampshire Assoc. of Local Coun | Bacs4 | 90.00 | | training |
| 04/05/2018 | Josh Gook | Bacs5 | 89.99 | | Handing out tennis flyers |
| 04/05/2018 | C. Kates & Son | Bacs6 | 36.00 | | turning on water supplies |
| 04/05/2018 | LaddersFree Ltd | Bacs7 | 279.41 | | window cleaning |
| 04/05/2018 | Mr P Tarmigan - Milk & More | Bacs8 | 38.86 | | milk |
| 04/05/2018 | National Association of Local | Bacs9 | 17.00 | | subscription |
| 04/05/2018 | Grenke Leasing Ltd | DDMAY | 156.00 | | Grenke -Defib rental 2018 |
| 08/05/2018 | TOURISM SOUTH EAST | Bacs1 | 13,000.00 | | fee for P'field visito centre |
| 08/05/2018 | Wex Europe Services (uk) Ltd | DDMAY | 196.11 | | diesel & unleaded |
| 09/05/2018 | TOURISM SOUTH EAST | Bacs2 | 13,366.40 | | fee for P'field visito centre |
| 10/05/2018 | Citizens Advice EastHants Gra | 017109 | 5,000.00 | | Citizens Advice Perennial Gran |
| 10/05/2018 | The Kings Arms Perennial Grant | 017110 | 2,500.00 | | The Kings Arms Perennial Grant |
| 10/05/2018 | P'Field Open Air Pool P Grant | 017111 | 3,500.00 | | P'Field Open Air Pool P Grant |
| 10/05/2018 | Winton House Centre P Grant | 017112 | 500.00 | | Winton House Centre P Grant |
| 11/05/2018 | EAST HANTS DISTRICT COUNCIL | BACS1 | 792.00 | | rates |
| 11/05/2018 | EAST HANTS DISTRICT COUNCIL | BACS2 | 8,520.00 | | rates |
| 11/05/2018 | TM Clothing Ltd/Bibby Factors | BACS3 | 206.16 | | work utility gloves |
| 11/05/2018 | Travis Perkins Trading Company | BACS4 | 143.32 | | Topsoil bulk bag |
| 11/05/2018 | BN & LE Harris S16274 dep rtn | BNHARRIS | 150.00 | | BN & LE Harris S16274 dep rtn |
| 11/05/2018 | Winton Players S16223 dep rtn | WINTON PL | 250.00 | | Winton Players S16223 dep rtn |
| 11/05/2018 | Petty Cash | 017108 | 163.90 | | Restore petty cash April 2018 |
| 11/05/2018 | Bank Acc Fees & Charges | DDMAY18 | 13.10 | | Bank Acc Fees & Charges |
| 11/05/2018 | Network | DDMay | 358.62 | | montly rentalToyota Hilux |
| 14/05/2018 | Wex Europe Services (uk) Ltd | DDMay | 18.92 | | unleaded |
| 14/05/2018 | HMRC PAYE/NI April 2018 | APRPAYE/NI | 4,649.97 | | HMRC PAYE/NI April 2018 |
| 15/05/2018 | Petersfield Museum P Grant | 017114 | 1,250.00 | | Petersfield Museum P Grant |
| 15/05/2018 | Dual Energy Direct Ltd - Avenu | DDMAY | 45.00 | | electricity charges |
| 15/05/2018 | Dual Energy Direct Ltd - Heath | DDMAY | 100.00 | | electricity charges |

At : 10:54

Current/Savings Bank A/c

List of Payments made between 01/05/2018 and 31/05/2018

| Date Paid | Payee Name | Cheque Ref | Amount Paid | Authorized Ref | Transaction Detail |
|------------|--------------------------------|------------|-------------|----------------|---------------------------------|
| 15/05/2018 | Cardnet fees | DDMAY2018 | 20.00 | | Cardnet fees |
| 15/05/2018 | Cash for Marks & Spencers Food | 017115 | 500.00 | | Cash for Marks & Spencers Food |
| 16/05/2018 | Southern Fire Protection Ltd | bacs1 | 10,644.00 | | alteration of fire alarm syste |
| 17/05/2018 | Elite Playground Inspections | bacs10 | 289.80 | | inspections - Penns |
| 17/05/2018 | G Burley and Sons Ltd | bacs11 | 4,243.48 | | grounds maint - Penns Fm |
| 17/05/2018 | Maxwell Amenity Ltd | bacs12 | 398.50 | | fuel & chemical storage box |
| 17/05/2018 | Meon Cleaning Services | bacs13 | 225.60 | | bus shelter cleaning |
| 17/05/2018 | Microshade Business Consultant | bacs14 | 687.72 | | server support & use |
| 17/05/2018 | ACORN OFFICE SUPPLIES | bacs2 | 235.33 | | office stationary |
| 17/05/2018 | Alpha Graphics | bacs3 | 334.80 | | sign panels |
| 17/05/2018 | Andersons wholesale | bacs4 | 91.39 | | party bags |
| 17/05/2018 | Banana Ink | bacs5 | 174.93 | | embroidery of clothing |
| 17/05/2018 | Beaver Tool Hire | bacs6 | 43.09 | | post hole auger stihl |
| 17/05/2018 | TM Clothing Ltd/Bibby Factors | bacs7 | 30.80 | | gloves & bomber jacket |
| 17/05/2018 | C. Kates & Son | bacs8 | 177.60 | | turn off & on water -allotments |
| 17/05/2018 | Cluson Engineering Ltd | bacs9 | 60.00 | | amblers safety boots |
| 17/05/2018 | Regal Environmental Systems Lt | bacs15 | 504.00 | | maintenance of AC systems |
| 17/05/2018 | TDG Marketing Ltd | bacs16 | 360.00 | | newsletter distribution |
| 17/05/2018 | TROY HAYES PLANNING LTD | bacs17 | 450.00 | | update to guide |
| 17/05/2018 | VoxIT Limited | bacs18 | 120.00 | | support & maintenance |
| 18/05/2018 | E Richards S16273 Deposit Rtn | ERICHARDS | 75.00 | | E Richards S16273 Deposit Rtn |
| 18/05/2018 | Gaynor Oakes | 017116 | 150.00 | | Gaynor Oakes - dep rtn S12977 |
| 18/05/2018 | Staff wages May 2018 | STAFFPAY 2 | 19,465.84 | | Staff wages May 2018 |
| 18/05/2018 | First Data | DDMay | 25.60 | | Fisrt Data Card Machine lease |
| 21/05/2018 | Andrew Simmons | 017117 | 250.00 | | Andrew Simmons Dep Rtn S16218 |
| 21/05/2018 | LGPS Hampshire Pension May | PENSION2 | 6,611.59 | | LGPS Hampshire Pension May |
| 21/05/2018 | Wex Europe Services (uk) Ltd | DDMAY | 177.59 | | unleaded & diesel |
| 21/05/2018 | SSE Scot Hydro-Southern Electr | DDMay | 475.36 | | Gas supply - Festi Hall April |
| 21/05/2018 | CNG LTD Avenue Pavilion | DDMay | 77.60 | | Purchase Ledger Payment |
| 22/05/2018 | SIEMENS FINANCIAL SERVICES | DDMay | 509.04 | | Siemens photocopier rental |
| 24/05/2018 | Cavendish Communications | DdMay | 103.90 | | mobile chgs |
| 24/05/2018 | TPS Appeal Trust Comm Grant | 017121 | 1,600.00 | | TPS Appeal Trust Comm Grant |
| 25/05/2018 | A Humphrey Carpentry | Bacs1 | 102.00 | | replace damaged timber slats |
| 25/05/2018 | Blackburne and Haynes | Bacs2 | 27.00 | | icecreams |
| 25/05/2018 | HAMPSHIRE COUNTY COUNCIL | Bacs3 | 649.65 | | cleaning equip |
| 25/05/2018 | Moviola Ltd | Bacs4 | 400.25 | | Film Stars don't die in Liverp |
| 25/05/2018 | Robin Burleigh | Bacs5 | 150.00 | | removal of dangerous willow |
| 25/05/2018 | Stage a Show Ltd | Bacs6 | 141.00 | | hire of blackcloth |
| 25/05/2018 | Travis Perkins Trading Company | Bacs7 | 73.03 | | sleeper & post |
| 25/05/2018 | Focus Group | DDMAY | 113.95 | | additional services |
| 25/05/2018 | Cricket Club Perennial Grant | BACSCRICKE | 5,000.00 | | Cricket Club Perennial Grant |
| 25/05/2018 | A Harling Dep Return S16275 | AHARLING | 75.00 | | A Harling Dep Return S16275 |
| 25/05/2018 | N Quinney Dep return S15949 | NQUINNEY | 150.00 | | N Quinney Dep return S15949 |
| 29/05/2018 | Eden Springs UK Ltd | DdMay | 158.11 | | water |
| 29/05/2018 | Haven Power Ltd | DDMaY | 1,242.86 | | electricity - Festival Hall |
| 29/05/2018 | Veolia ES (UK) Ltd | DdMAY | 252.77 | | waste collection - Ave Pav |
| 29/05/2018 | Wex Europe Services (uk) Ltd | DDMay | 67.82 | | unleaded & lube oil |

At : 10:54

Current/Savings Bank A/c

List of Payments made between 01/05/2018 and 31/05/2018

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|--------------------------------|-------------------|--------------------|-----------------------|-------------------------------|
| 30/05/2018 | Network | ddmAY | 377.98 | | monthly rental |
| 31/05/2018 | Alan J. Harland FCA | BACS1 | 1,650.00 | | year end accounting |
| 31/05/2018 | CPC | BACS2 | 112.81 | | fuses |
| 31/05/2018 | Herts Traffic Managment System | BACS3 | 126.00 | | 2 hour response for breakdown |
| 31/05/2018 | Local Authority Publishing Ltd | BACS4 | 150.00 | | town guide advert |
| 31/05/2018 | Petaprint Ltd | BACS5 | 1,595.00 | | PTC news leaflets |
| 31/05/2018 | Petersfield Post | BACS6 | 60.00 | | Advert |
| 31/05/2018 | Robin Burleigh | BACS7 | 1,170.00 | | Oak tree branches cut back |
| 31/05/2018 | U.K. OFFICE SYSTEMS LTD | BACS8 | 767.47 | | photocopier |
| 31/05/2018 | Winchester Garden Machinery | BACS9 | 95.75 | | replacement of drive belt |
| 31/05/2018 | R Bowles Dep Return S16213 | RBOWLES | 75.00 | | R Bowles Dep Return S16213 |
| 31/05/2018 | SUEZ Recycling and Recovery UK | ddMaY | 747.82 | | recycling & rubbish |
| Total Payments | | | <u>131,524.77</u> | | |