



NEIL HITCH
Town Clerk

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*The Town Hall
Heath Road
Petersfield
Hampshire
GU31 4EA*

10th December 2020

Dear Councillor,

I hereby summon you to attend a meeting of the Petersfield Town Council to be held in the Council Chamber at the Town Hall, Petersfield, on **Thursday 17th December at 6.30 p.m.** and via Zoom teleconference/video-conference facility as permitted by UK Government legislation during the current Covid-19 pandemic. The log in details to join via Zoom are as follows: <https://zoom.us/> with meeting ID: 894 9557 9387 (members of the public are asked to email committee.admin@petersfield-tc.gov.uk in advance, and by no later than 5pm on the day of the meeting, for the password).

Yours sincerely,

Neil Hitch
Town Clerk

AGENDA

1. Town Mayor's comments.
2. To receive and record apologies for absence.
3. To consider the granting of a dispensation under Section 33 of the Localism Act (2011) to enable members to participate in, and vote on, an item of business on the agenda where they would otherwise have a Disclosable Pecuniary Interest and to confirm how long this dispensation may have effect.
4. To receive and record Declarations of Interest. Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, members may not participate in any discussion of, or vote on, or discharge any function related to any matter in which they have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. Councillors must



withdraw from the Chamber when the meeting discusses and votes on the matter.

5. To approve as a correct record and authorise the signing of the minutes of the meeting of the Petersfield Town Council held on 19th November 2020 (*previously distributed*).
6. Public Representation - Councillors to receive representation (including agenda items) from members of the public provided they (public) have given due notice of their intention to the Town Clerk no later than 10.30 a.m on the day of the meeting. The maximum time limit allowed per person is 3 minutes although this may be reduced if a large number of people express their wish to address councillors.
7. To receive County Councillor's Report for December 2020 (*attached*).
8. To receive District Councillor's Report (*to follow*).
9. To receive Town Clerk's report (*attached*).
10. To receive the reports of the meetings of the following committees and approve any recommendations contained therein:

Planning Committee held on 8th December (*previously distributed*)

Finance & General Purposes Committee held 14th December (*to follow*)

11. To set a provisional date for the Annual Meeting of the Town.
12. To receive and consider a report from the Grants Panel regarding an application from the In-Between Club for exceptional grant funding (*attached*).
13. To approve emergency spending approved by the Town Clerk of £1175 to take down 3 trees at the allotments suffering from ash dieback (*attached*).
14. To receive and consider a report from Officers regarding the future of tourism provision (*to follow*).
15. To receive and consider the proposed Terms of Reference for the Working Party to review the Sir Daniel Day Lewis Annual Award (*attached*).
16. To receive and approve the Schedule of Payments for November 2020 (*attached*).

CONFIDENTIAL

17. To consider any staff or other confidential matters.

~ End ~



COUNTY COUNCILLOR REPORT TO ALL PARISH COUNCILS IN PETERSFIELD HANGERS

1 DECEMBER 2020

1. Extra funding from Government to support vulnerable families with meals

I mentioned last month that Hampshire County Council had moved early to ensure that free school meals would be available to vulnerable families throughout the half term and holidays. On 9 November, the Government then announced a £170 million winter funding package. £2.89 million of this funding will come to Hampshire. The funding will provide further support to the most vulnerable children and families - including providing free meals to disadvantaged children during the Christmas holidays. The funding package comprises three schemes:

- The Covid Winter Grant Scheme funding will support children, families and the most vulnerable over the season.
- The Holiday Activities and Food programme will be extended to cover the Easter, summer and Christmas breaks in 2021.
- Healthy Start payments will increase from April 2021 to help expectant mothers and those with young children on low incomes and in receipt of benefits to buy fresh fruit and vegetables.

2. Training for Lengthsmen to work on the Highway

Both the County Council and Parish Councils greatly value the role of the Parish Lengthsmen. The scheme allows quick response to localised issues. HCC is keen to extend some of the work which Lengthsmen can do on the highway and are offering **Traffic Management Training** which will enable Lengthsmen to work under the appropriate safety requirements.

The training will allow the Lengthsman to erect basic traffic management signage and then work within the live carriageway on low speed roads. Currently the Lengthsman are not permitted to work within the live carriageway, only on footways and verges. The funding for all Lengthsmen for next year was confirmed on 19 November by Executive Member Cllr Rob Humby.

3. HCC Tree Strategy

Hampshire County Council has published a Tree Strategy. It is a very readable document and, for those interested in trees, I would say that it is worth a read. To accompany this new strategy, Hampshire County Council has made a commitment to plant 1 million trees by 2050. There is a commitment to working with partners and residents in the Strategy. Here is a link:

<https://documents.hants.gov.uk/environment/tree-strategy.pdf>

4. Verge cutting in 2021

I would like to clarify the HCC approach to verge-cutting. I have recently had a long conversation with the HCC Officer responsible for these matters.

There are two types of verge cut: the annual 1m cut and the biennial 3m deep cut (every other year).

Annual Cut

The Annual Cut is primarily aimed at maintaining pedestrian refuge points and visibility. Parish Councillors will recall that HCC undertook the annual verge cut early in 2020 as an experiment (around April). There was not universal approval for this, and I did pass on the feedback I received from Parishes. However the consensus seems to be that the early cut experiment was successful; Plantlife and County Botanist Nicky Court have been involved in the assessment process and they are apparently satisfied that the biodiversity of the verges did benefit from the early cut. A final decision on whether to undertake the cut early again next year will be taken in January but at this time it does seem that this is likely.

Biennial Deep Cut

The Deep Cut is aimed at preventing the formation of scrub which could negatively impact the Highway network, pedestrian safety and wildflower growth. The 3m Deep Cut used to take place every three years. In 2020 the frequency changed to every two years on the advice of Plantlife. The 3m Deep Cut will always take place at the end of the season, around October. **This means that every other year, all Parishes will get two cuts.**

I hope that is helpful clarification.

5. Hampshire chosen for innovative pilot offering regular testing to family members for safer care home visits

A number of care homes across the Hampshire County Council area will be taking part in an innovative new national scheme to support family visitors to have regular Covid-19 tests in order to visit loved ones more safely. Hampshire is one of only three areas in England chosen to take part in the pilot ahead of a wider roll-out nationally.

Regular testing will be offered to one family member or friend per resident, which – when combined with other infection-control measures such as PPE – will support more meaningful visits. The aim is to enable, where possible, indoor visits without a screen to take place while reducing the risk to care home residents, staff and visitors.

For more information visit: <https://www.gov.uk/government/news/pilot-for-family-members-to-get-regular-testing-for-safer-care-home-visits>

RUSSELL OPPENHEIMER
County Councillor for Petersfield Hangers



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:

- ✱ Petersfield Museum News
- ✱ Petersfield Matters issued by The Petersfield Society
- ✱ Fieldwork Winter 2020 issued by the Campaign to Protect Rural England
- ✱ Countryside Voices magazine issued by the Campaign to Protect Rural England
- ✱ Reaching Out magazine issued by Rowans Hospice
- ✱ Clerks & Councils Direct
- ✱ Enewsletter from Community First
- ✱ Monthly Newsletter November 2020 issued by the Campaign to Protect Rural England Hampshire
- ✱ Councillor Newsletter issued by East Hampshire District Council
- ✱ South Downs News issued by the South Downs National Park Authority
- ✱ Crime Prevention Bulletin November 2020 issued by the Hampshire Constabulary Crime Prevention Team
- ✱ Community Rail News issued by the East Hampshire Community Rail Partnership
- ✱ Countryside Access Services Newsletter issued by the Hampshire County Council Rights of Way team

Other Information

- 1 All members need to be aware of their Disclosable Pecuniary 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.
- 2 Members may wish to be aware that the House of Lords is seeking to put pressure on the Government to deal with the lack of finance reaching parish and town councils who have suffered losses as a result of the Covid-19 pandemic due to the principal authorities not passing on the funding they have received for this purpose. A response from the Minister is awaited.

- 3 Information has been received from East Hampshire District Council regarding the new Covid-19 Youth Fund that is now available. The fund is open to youth clubs, uniformed organisations and national youth groups and is aimed at mitigating the loss of income to these organisations as a result of the pandemic. Details are available at <https://www.gov.uk/government/news/government-announces-165-million-youth-covid-19-support-fund>
- 4 I have received communication from Mark Hopwood, Managing Director of South West Railways advising that they are now in discussions with the Department of Transport to negotiate a longer term management contract that will see the current arrangement extended beyond 31st March 2021. It is expected that the new contract will be for a 2 year period with the option to extend for a further 2 years.

Neil Hitch
Town Clerk
10th December 2020

Committee Admin

From: John D Lees <john.lees@petersfield-tc.gov.uk>
Sent: 04 December 2020 16:36
To: Sophie Fisher
Cc: James Deane; Steve Dewey
Subject: Covid-19 Grants Fund

Hi Sophie,

Following our Grants Panel meeting today we have unanimously proposed an exceptional grant payment to the In-Between Club of £1,000 with a proviso that this is increased to £1,500 if approved by the Full Council on Thursday 17th December. The club requested £5,000 but as our rules specify such grants should not “normally exceed £1,000” Mr Peter Stocker their Chairman fully understood our limitations and have thanked us for our financial support.

The panel fully sympathised with the current dilemma faced by this vital Petersfield organisation: because of Covid-19 their regular numbers have dropped from an average of 50 per day to 20 to ensure adequate Covid distancing.

In addition we have provided the club with addition names of local organisations they could approach for grants, including EHDC and AWT and I encouraged them to contact these organisations.

Could you forward this grant application for inclusion in the upcoming Full Council meeting.

Thank you,

John

Tel: 01703 251111

Date: 8 Dec 2020 at 15:05

To: grounds <grounds@petersfield-tc.gov.uk>

Subject: Quote Ash removal kimber's allotments.

Hi Dugg

Hope you are well, please see below a brief description and price for the trees discussed at the allotments

Site:

Allotment and boundary of 8 Kimbers Road

Description of works to be carried out:

At assessing all 3 trees it is clear there are signs of dramatic ash die back, all trees have multiple stem inclusive leaders which bare large amounts of unwanted and dangerous weight at the unions.

Conclusion:

All trees need to be removed and is recommended that this is completed this winter season as the trees are in dormant stage and the weight due to limited amount of foliage and sap are at its lowest.

Description of works:

All trees must be dealt with by means of a large cherry picker as new regulations state that no Ash trees with die back are to be manually climbed by rope and harness. All trees to be section felled using appropriate rigging and lowering methods. All brash wood to be chipped and piled for the use around the allotments, large timber to be cut into manageable lengths and stacked.

Price to include all labour and machinery hire.

Hope to hear from you soon

All the best.

Regards

Joe

£2350



Terms of Reference

Review of the Sir Daniel Day Lewis Annual Award – 2020

1. Purpose

1.1 The WG is to review the way in which the Sir Daniel Day Lewis (DDL) Award is promulgated to organisations that are invited or wish to take part by providing the necessary framework for implementing the DDL Award Scheme up to and including 2023.

1.2 Recommendations for post 2023 can be included.

2. Principal Responsibilities

2.1 The principal responsibilities of the Working Group (WG) will be to:

- Establish exactly what the DDL award is aimed at.
- Develop proposals relating to the scope and content of the DDL Award Scheme,
- Draw up proposals for short term governance
- Invite comments from Schools and Performing Arts Organisations within the Petersfield area if considered appropriate.
- Take into account the points made in the previous WG report presented at Full Council on 22 Oct 20.
- Review and propose amendments to the current PTC website DDL page
- Review and propose amendments to the current Nomination Form (also on the PTC Website).

3. Membership

3.1 PTC welcomes and is most grateful to Philip Young for his input to date and his offer to assist with the WG. Membership is as follows:-

- Cllr Lesley Farrow
- Mr Philip Young (Co-option)

- Cllr James Deane
- Cllr John Lees

3.2 WG reports are to be collated by Cllr James Deane.

3.3 The Membership of the WG can, if needed, consult with any such person or organisation which is considered to add value to the review. However this should not lead to any general Public Consultation.

4. Meetings

4.1 Given the nature of the Review and the current national health situation meetings in person may not be necessary. If necessary a Zoom Meeting can be arranged for Members of the WG by the Town Clerk.

4.2 Work can be undertaken by exchange of e-mails at will. Should circumstances allow during this study then the WG can agree to a round table meeting in the Town Hall.

5. Reading Material

5.1 Some evidence which may be of value to be read and digested before making any recommendations:-

- Previous WG Report which includes a detailed history of the Award
- Current Website Page and Nomination Form
- An example of a current Cllr DDL Award Recommendation based on current guidelines submitted in January 2020 for 2019

6. Duration of the WG

The Working Group will continue to exist until the work is handed over to a new or existing body or subject to a majority resolution at Full Council or simply closed down by consent or other formal action.

<Ends>

List of Payments made between 01/11/2020 and 30/11/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/11/2020	Wex Europe Services (uk) Ltd	WEC	54.31		Fuel - equipment
02/11/2020	Lex Autolease Limited	LXL001	355.50		Grounds truck rental
02/11/2020	Petty Cash	017233	13.14		Restore Petty Cash Imprest Nov
03/11/2020	WPS Insurance Brokers & Risk S	WPS	1,111.82		Purchase Ledger DDR Payment
06/11/2020	Clear Round Pest Services	CRPS	595.00		Add. 10 bait boxes & maint.
06/11/2020	Hampshire Media Group Ltd	DIRECT	468.00		Leaflet distribution
06/11/2020	Jenny Edbrooke	JED	607.50		Map supervision & zoom meeting
06/11/2020	Travis Perkins Trading Company	TP	548.13		Postcrete
06/11/2020	Winchester Garden Machinery	WGM	39.04		Chainsaw chain & spanner
06/11/2020	Trade UK	SFD	139.75		Tape & trade case
06/11/2020	Petaprint Ltd	PP	1,595.00		PTC News x 8000
09/11/2020	Wex Europe Services (uk) Ltd	WEC	359.71		Fuel - grounds trucks & equipm
11/11/2020	LeasePlan UK Ltd	NET	358.62		Grounds truck rental - HX67RZO
12/11/2020	HMRC PAYE/NI October	PAYE/NI 7	6,504.59		HMRC PAYE/NI October
13/11/2020	Boorer Lock & Safe Co Ltd	BLS	75.00		Cylinder & mortice keys
13/11/2020	CPC	CPC	401.72		Spur, USB drives, LED bulkhead
13/11/2020	Earth Anchors Ltd	EAL	302.34		Lifbuoy station
13/11/2020	Southern Electric Power Distri	SEPD001	350.92		Cable damage repair
13/11/2020	Lloyds fees & charges Nov	CHARGES 8	12.66		Lloyds fees & charges Nov
16/11/2020	Yu Energy Retail Limited	YERL001	6.88		Electric - Ave Pav
16/11/2020	SmartestEnergy Business Ltd -	DEHT	118.28		Electric - Heath toilet
16/11/2020	Wex Europe Services (uk) Ltd	WEC_	189.59		Purchase Ledger DDR Payment
16/11/2020	Crown Oil Ltd t/a Crown Gas &	CGP001	683.68		Gas - T Hall & F Hall
16/11/2020	Lloyds Credit Card	C/Card DD	255.31		Credit card direct debit Nov
17/11/2020	First Data	FD/Nov	25.60		Credit card processing equipme
17/11/2020	Business Stream Ltd	BSL	4,157.97		Waste water
18/11/2020	Castle Water Ltd	CWL001	647.22		Water bill - T & F Halls
19/11/2020	Cluson Engineering Ltd	CEL	67.85		Bungee cords & hat
19/11/2020	EAST HANTS DISTRICT COUNCIL	EHDC	180.00		Premises licence annual fee
19/11/2020	HAMPSHIRE COUNTY COUNCIL	HCC	361.09		Disinfectant wipes
19/11/2020	Milk & More	MILK	17.31		Office milk
19/11/2020	Rake Garden Centre	RGC001	143.53		Plants for planters
19/11/2020	Regeneration Services Ltd	RSL	197.88		Green waste haulage
19/11/2020	VoxIT Limited	VOX	120.00		Server support & maintenance
19/11/2020	Wicksteed Leisure Ltd	WIC	1,083.26		Universal joint assembly
19/11/2020	Castle Water Ltd	CWL/BH	10.99		Water bill Bell Hill rec
20/11/2020	Staff Wages November 2020	STAFFWAGE	22,577.10		Staff Wages November 2020
23/11/2020	Rake Garden Centre	On Acc	219.85		Plants for planters
23/11/2020	LGPS Hants Pension Nov	PENSION 8	7,108.56		LGPS Hants Pension Nov
23/11/2020	Haven Power Ltd	HP	707.04		Electric - T & F Halls
23/11/2020	SIEMENS FINANCIAL SERVICES	SIEM/Nov	569.04		Equipment rental
24/11/2020	Wex Europe Services (uk) Ltd	WEC	129.33		Fuel - truck & equipment
25/11/2020	Focus Group	FOC	296.86		Calls and charges
26/11/2020	Cavendish Communications	CC	519.98		Mobile phone charges
27/11/2020	ACORN OFFICE SUPPLIES	AOS	473.94		Stationery supplies
27/11/2020	AEM Contractors Ltd	AEMCL	2,900.40		Pitch marking & rugby posts
27/11/2020	Cluson Engineering Ltd	CEL	51.19		Workwear & wire

List of Payments made between 01/11/2020 and 30/11/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/11/2020	Hampshire Media Group Ltd	DIRECT	624.00		Leaflet distribution
27/11/2020	HAMPSHIRE COUNTY COUNCIL	HCC	10.92		Hand soap
27/11/2020	LaddersFree Ltd	LAD	296.42		Window cleaning
27/11/2020	Microshade Business Consultant	MICRO	995.76		Software support etc
27/11/2020	Quadient UK Ltd	NP	50.00		Postage recredit
27/11/2020	Elite Playground Inspections	SASP	310.00		Playground inspections
27/11/2020	Tudor (UK) Ltd t/a Tudor Envir	TE01	317.44		Grounds supplies
27/11/2020	Regal Environmental Systems Lt	RES	588.00		AC maintenance
30/11/2020	Eden Springs UK Ltd	ESUKL	24.19		Office water
30/11/2020	Wex Europe Services (uk) Ltd	WEC_	127.24		Purchase Ledger DDR Payment
30/11/2020	Veolia ES (UK) Ltd	OUKL	297.89		Waste removal
30/11/2020	SUEZ Recycling and Recovery UK	SITA	1,426.51		Waste removal
30/11/2020	Ms N Jordan	017235	85.00		Allotment dep rtn Plot 21a
Total Payments			<u>62,865.85</u>		