

## BRAMDEAN & HINTON AMPNER PARISH COUNCIL

Minutes of the ordinary meeting of Bramdean & Hinton Ampner Parish Council held at the Village Hall, Bramdean at 7.30pm on Wednesday 11<sup>th</sup> January 2023

23/55) Apologies.

Mr C McCrystal	Councillor
Mr M Morton	Councillor
Mr H Lumby	District Councillor
Mr R Humby	County Councillor

Present.

Mrs K Hawkings	Chairman
Mrs A Cox	Councillor
Mrs J Catling	Councillor
Mr A Harding	Councillor
Mr G Rothery	Councillor
Mr N Bolton	District Councillor

Mr B Gibbs	Clerk
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Mr Gordon Gardner and Mr Paul Collins of the National Trust, Hinton Manor House.

23/56) Declarations of Interest.

None recorded.

23/57) To approve the minutes of the ordinary meeting of Bramdean & Hinton Ampner Parish Council held the 26<sup>th</sup> October 2022 (Previously circulated).

It was resolved to approve the minutes of the ordinary meeting held on the 26<sup>th</sup> October 2022. These were then signed by the Chairman as a true record.

Proposed: Cllr Rothery. Seconded Cllr Hawkings.

23/58) Public Session

Mr Gardner began his report by saying that Mr Paul Collins and he are employed by the National Trust (the Trust) at Hinton Ampner House.

He continued by saying that the Trust is keen to improve the estate at Hinton Ampner House as part of a ten-year plan. This will include a major tree replanting scheme. To support this project a number of key appointments have been made including a new countryside manager and biodiversity officer.

Mr Gardner also commented on the recent flooding issues in Cheriton with the water appearing to emerge from their estate. The Trust had worked with Southern Water (SW) in order to reduce the number of leaks in the SW pipes laid across the site.

Mr Gardner produced maps showing the vision for the estate and with the help of Mr Collins explained how the project would increase biodiversity in the estate, will improve the footpath network and will increase tree plantings.

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Working with the farming tenant of the estate, the Trust will be looking to promote greater biodiversity on the site whilst supporting the tenant in his farming activities. Care had to be made to ensure that that there remained a working woodland in place with some timber production continuing onsite.

Mr Gardner commented that there would always be an issue at Hinton Ampner House with visitor numbers and car parking. There was no easy solution to this and it was not the intention to set aside further land to provide for car parking. This means that there would be a limit to promoting the site as a visitor experience.

23/59) Reports by the County and District Councillors.

Cllr Bolton began his report by speaking about the new procedures for polling stations and voter identification.

The forthcoming local elections on the 4th May 2023, will be the first to be impacted by the Elections Act 2022.

Electors will have to show an approved form of photo identification before voting in a polling station. Photographic ID will include passport, driving licence, immigration documents or a PASS ID card. However, this will not include work or student passes and photocopies of ID documents. If they do not possess approved ID, they can apply for a free Voter Authority Certificate that will be available from the Electoral Registration Officer of Winchester City Council.

The presiding officer will refuse an electoral ballot paper if they have reasonable doubt the ID does not look like the elector or suspect that the document is forged. Many of our residents opt for absent voting. Postal voters will need to make a fresh application every three years, instead of the five yearly signature refresh currently.

New postal and proxy applications will require identity verification going forward. The changes to absent vote applications are expected to come into force from December 2023 and the online application service is estimated to be available from August 2023.

The government will be running a campaign starting this month and more detail will be forthcoming shortly.

Road closures for coronation (additional reminder from December report)

Due to the significant number of submissions the council is expecting, applications for the King's Coronation street parties are invited to begin now and they need to be submitted at least 12 weeks in advance so that residents can be confident of getting the legal process completed in time for the event. The final date for submissions is Friday 3rd February 2023.

Applications after this date will be accepted, but no guarantee can be given they will be processed in time.

Cllr Bolton concluded his report by wishing all members of the Parish Council belated New Year greetings.

23/60) Chairman's report.

Cllr Hawkings wished everyone a very Happy New Year. She also commented that the Parish Council has renewed the contract with Wizbit for another year to host the current website for another year. Cllr Hawkings also said that the Parish Council has been asked to provide articles and reports for Church & Village News.

23/61) Finance and Administration.

a) Orders for Payment

Expenditure November 2022 to January 2023.

Chq	Supplier	Description	Amount
666	Information Commissioner	ICO Annual Registration	40.00
667	D.J. Scott Garden Ltd	Toro Tractor re-fit	195.55
668	Cllr A Harding	Rec Ground Expenses	23.99
669	B.V. Gibbs	Nov 22 Salary	297.40

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670	B.V. Gibbs	Dec 22 Salary	297.40
671	B&HA Village Hall	Hall hire Jan-July 22	46.50
672	DM Payroll Services	Payroll provision annual fee	80.00
673	Premier Grounds Ltd	Nov 22 Lengthsman visit	225.00
674	HMRC	2022-23 Month 5 payment	74.98
675	HMRC	2022-23 Month 8 payment	74.20
676	Wizbit	Domain Name Registration	204.00

The Parish Council resolved to approve these orders for payment.

Proposed: Cllr Hawkings. Seconded Cllr Harding.

Income Oct-Dec 2022

Date	Cash/Cheque/Bank Transfer	Description	Amount
13/10/22	Cheque	Defibrillator donation	100.00
13/10/22	Cash	Defibrillator donation	120.00
20/10/22	Bank Transfer	CIL Receipts	3,449.08

b) To note the bank statements and current account figures.

The Clerk present the bank statements from November to December 2022

Oct 2022	£24,666.13
Nov 2022	£24,112.65
Dec 2022	£23,626.60

The December 2022 figure includes £12,383.95 of CIL money.

The Parish Council resolved to note these figures and authorise Cllr Hawkings to sign the bank statements.

Proposed: Cllr Rothery. Seconded Cllr Harding.

c) Lloyds Bank Online for Business.

The Clerk reported that the Online for Business requests have now been completed. This means that the Clerk is now a full signatory on the Treasurer's Account. In time, it is hoped that there will be a process set up whereby the Clerk sets up payments on the account with either one or two councillors authorising those payments. Meanwhile, the method of payment will be for the Clerk to seek written authority to make payments online or for cheques to be used for regular payments.

d) Bramdean & Hinton Ampner Budget 2023-24

The Clerk presented a second draft of the 2023-24 budget for discussion.

He began by saying that the Clerk's salary budget was £4,800 in 2022-23 with the salary costs being calculated at a rate of £14.30 per hour (SCP 22 1<sup>st</sup> April 2021) with up to 6 hours work each week. The Parish Council follows the NJC agreement each year and up to now there had been a pay agreement outstanding from 1<sup>st</sup> April 2022.

This agreement has now been published and has resulted in the following changes.

From 1<sup>st</sup> April 2022 the pay scales changed from a rate of £14.30 per hour to that of £15.30 per hour. The Clerk asked the Parish Council to meet between meetings in order to discuss how this pay agreement is applied. Cllr Rothery proposed the budget limit for the Clerk's salary should rise from £4,800 per annum to a figure of £5,000 per annum.

It was agreed to allocate a budget of £195 to cover the cost of the Parish Council's Internal Audit in 2022-23. This will not be paid until after March 31<sup>st</sup> 2023.

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Each year the Parish Council aims to provide grants to the Bramdean PCC (Saint Simon & St Jude and the Church in the Wood) and Hinton Ampner PCC. In 2023-24 these will total £250 to Bramdean PCC, £150 to Hinton Ampner and £100 to The Church in the Woods as long as budget allows at the end of the financial year.

Other expenses that would normally to be considered are the room hire costs for each meeting, the fees relating to membership of the Hampshire Association of Local Councils (HALC) and the Information Commissioner's Office (ICO) annual registration fee. Consequently, the figures £270 for the HALC fee and £40 for the ICO fee were allocated to each of these items for 2023-24.

It was agreed that the Recreation Ground improvements budget (£200) and the Recreation Ground repairs budget (£500) remained the same for 2023-24.

It was agreed to allocate a budget of £700 to cover the cost of the Parish Council's insurance policy in 2023-24.

The Chairman's Fund is used to cover the costs of refreshments at the Annual Parish Assembly and other sundry items. It was agreed that this figure would remain at a level of £100 for 2023-24.

It was resolved to accept the budget for 2023-24 with a total planned expenditure of £10,545.

Proposed: Cllr Rothery. Seconded Cllr Hawkings.

#### e) Bramdean & Hinton Ampner Parish Precept 2023-24

The Clerk reminded members that the Parish Council had received a total sum of £8,240 from Winchester City Council in 2022-23 as its parish precept.

For information, a spreadsheet was circulated that showed the tax base for Bramdean & Hinton Ampner in 2022-23 had been 222.05 and the Band D rate had been £37.11. The spreadsheet also calculated this year's figures.

It was resolved that Bramdean & Hinton Ampner Parish Council would increase the Band D rate of 2.9 % from 1<sup>st</sup> April 2023.

Proposed: Cllr Hawkings. Seconded Cllr Rothery.

This would result in a Band D rate of £38.18 for 2023-24 and would lead to a precept figure of £8,550 being received.

#### f) Community Infrastructure Levy (CIL) receipts.

The Clerk presented a further report to remind everyone about the current position with the Community Infrastructure Levy (CIL).

Planning application SDNP/17/04172/FUL: Wolfhanger Farm, Woodlands, Bramdean, Alresford, Hampshire, SO24 0JJ. A CIL payment of £20,100.00 was received by the SDNPA in October 2018 and further £1,472.15 in April 2019. This money was passed to the Parish Council in July 2019.

Of the £21,572.15 that was received by the Parish Council at that time £12,637.28 has now been spent. Expenditure includes £2,875 on a defibrillator in a former telephone box. £7,592.28 spent on speed indicator devices (SIDs) with their associated mounting poles cost a further £2,100.

The Clerk commented that £8,934.87 is still available in the Parish Council's bank account from the original sum received (£21,572.15).

The timescale for spending the remaining funds from this CIL payment is as follows:

£7,462.72 by 30th September 2023

£1,472.15 by 31st March 2024

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Planning application SDNP/18/00639/FUL provided a conversion and alterations of a coach house, stables and squash court to residential at Woodcote Manor in Petersfield Road.

Two CIL payments each of £1,724.54 were received by the SDNPA in April 2022. The Parish Council received these payments on the 20th October 2022.

The Clerk told the meeting that the timescale for spending the figure of £4,339.08 is 30th September 2027.

Taken together, the Parish Council currently holds a CIL figure of £12,383.95 as of the time of the meeting.

#### 23/62) Planning.

The Clerk advised the Parish Council that the Boomtown Fair company had withdrawn their application SDNP/21/00290/FUL. This was an application for permanent change of use of land from agriculture to mixed agriculture and holding of one music festival event. The Clerk also reported that an application to provide an outdoor swimming pool at Dean Cottage (SDNP/22/03873/HOUS ) had been approved.

#### 23/63) Environment, Highways & Transport.

##### a) Parish Lengthsman Scheme.

Cllr Hawkings said the next visit of the Lengthsman would be in late February and that she would issue the work sheet before then.

##### b) Flooding issues and concerns.

Cllr Harding said that there were no flooding issues at this time although the water table appears to be very high at this moment in time.

#### 23/64) Village matters.

##### a) King's Coronation 6<sup>th</sup> May 2023.

Cllr Hawkings suggested that the Parish Council provides a Coronation mug for all children in the village. A quote had been received from Running Imp Ltd to the value of £418.19 (Exc VAT).

It was resolved to accept this quote.

Proposed: Cllr Hawkings. Seconded Cllr Cox.

##### b) Annual Parish Assembly 29<sup>th</sup> March 2023.

Cllr Hawkings spoke about the Annual Parish Assembly. She outlined that the National Trust would be the main speaker. Councillors also agreed that the CIL spending would also be an item for discussion.

#### 23/65) Correspondence.

##### a) There was no other correspondence to receive.

As there was no further business the meeting closed at 9.10pm.

The Annual Council Meeting of the Parish Council will take place on 10<sup>th</sup> May 2023 at the Village Hall in Bramdean.

Brendan Gibbs,  
Clerk to Bramdean & Hinton Ampner Parish Council.

Chairman's signature .....

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