

# Steventon Parish Council Annual General Meeting - Minutes

Monday 11<sup>th</sup> May, at 8pm via Zoom Virtual Meeting Platform

Contact: Amanda Robb, [steventonpc@hotmail.com](mailto:steventonpc@hotmail.com)

1. **Present**

Councillors Present: Mike Everton Browne (MEB), Tony Carter (TC), Harriet Aldridge (HA), Peter Lees (PL) and Amanda Robb (AR)  
Apologies for Absence: N/A  
Public Present: Anita Bown

2. **Declaration of Interests:** None

3. **Election of Chairman 2020-2021:**

Peter Lees. Proposed by Mike Everton-Bowne, Seconded by Tony Carter.

4. **Election of Key Appointments in Absence of a Clerk:**

The following assignments were agreed according to the document 'Steventon Parish Council Roles and Responsibilities' found on the website at

<https://parishcouncil.steventonvillage.co.uk/documents/> :

Peter Lees: Proper Officer

Harriet Aldridge: Responsible Financial Officer

Tony Carter: Planning Officer

Mike Everton-Browne: Highways, footpaths and village appearance

Amanda Robb: Secretary

Data Controller: Steventon Parish Council

Data Protection Officer: Harriet Aldridge

Data Processor: Amanda Robb

5. **Meeting Open to The Public (10 minutes):**

6. **Minutes:**

The minutes for the last Parish Council Meeting 2<sup>nd</sup> March 2020 were approved.

7. **Matters Arising from Minutes:** None

8. **Parish Council Chairman's Annual Report**

Peter Lees gave the Annual Report for 2019 -2020. A copy of this report is attached as Appendix A.

9. **Current Planning Applications:**

<https://parishcouncil.steventonvillage.co.uk/planning/>

**20/00856/FUL** Proposed demolition of existing detached residential 3 bedroom bungalow style dwelling to be replaced with 1.5 storey 4 bedroom detached house. Tudor Place Ashe Park Lane Steventon RG25 3AY *Determination deadline 25<sup>th</sup> May 2020.*

**20/00385/FUL** Removal of existing office building (B1a) at Folly Farm and erection of a detached dwelling with associated parking, turning, landscaping, private amenity space, modified access from the highway and associated change of use land opposite Crawly Copse. *Application withdrawn*

**19/03156/FUL** Change of use from Agricultural livestock building to Storage (B8) to include installation of 2 no. roller shutter doors and 4 no. personnel doors, creation of new access and additional parking Building At Warren Farm Steventon Hampshire. *Application withdrawn*

**19/03290/AGPD** Erection of agricultural building at land adjacent to Dean Gate Cottage Cheesedown Farm Steventon Basingstoke Hampshire RG25 3AY *No objection.*

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**20/01059/HSE** Demolition of existing detached garage and erection of a single storey side extension to create an annexe for the occupancy of family member. Flintstone 1 - 2 Pond Cottages Steventon Basingstoke Hampshire RG25 3BH. This planning application was received after the publication of the agenda for this meeting and was discussed by the parish council.

**10. Planning Compliance Issues:** None

**11. Finance:** Annual Finance Report for the year ending 31<sup>st</sup> March 2020

Harriet Aldridge drew attention to the Annual Finance Report for year ending 31<sup>st</sup> March 2020. There is a current balance of £2597. The Annual Finance Report was reviewed and approved by the parish council. A copy of the report can be found in Appendix B.

**12. Annual Review of Governance Documents**

The following documents were reviewed and agreed in principle. They can be found on the Steventon Parish Council Website <https://parishcouncil.steventonvillage.co.uk/documents/> Freedom of Information, Specimen Job Description (Chair), Specimen Job Description (Clerk), Steventon Parish Council Roles and Responsibilities and the Steventon Parish Council GDPR Policy.

**13. Highways and Village Appearance**

The parish council discussed correspondence received from a parishioner about potholes.

**14. Notices, Correspondence and Circulars:** None

**15. Councillors Announcements:** None

**16. Questions to the Chairman:** None

**17. Next Meeting Dates:** Monday 6<sup>th</sup> July 2020  
Monday 7<sup>th</sup> September 2020  
Monday 14<sup>th</sup> December 2020

**Meeting End – 20:45**

Signed \_\_\_\_\_ Date: \_\_\_\_\_

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## Appendix A – Parish Council Chairman’s Report – Peter Lees

Good evening Ladies and Gentlemen,

Thank you for coming.

Due to the rather strange circumstances in which we meet, I will keep this reasonably short.

The ancient Chinese curse of “may you live in interesting times” has rarely seemed so apt! These are indeed extraordinary times.

In such challenging circumstances, it is truly wonderful to see our special community rallying around, to once again remind us all what a special place Steventon is.

Whether it is via the Steventon Volunteers - Rachel Cheesman, Amanda Robb, Tamsin Raymond, Rosina Forde - to name but a few, no-one has been forgotten or feeling lonely.

Food and medicines are delivered to those in self-isolation and cakes are baked and scrub bags created to send a special thank you to hospital staff.

The “Thursday Applause” has become a regular feature and it was fabulous to see so many people gathered around the village green on Friday at 3pm to toast VE Day and a big thank you to Laurence for playing his bagpipes so beautifully.

I also understand that Paul and Marilyn Wright led a very jolly Vera Lynn inspired sing-a-long later that evening.

Sadly, under the strict lockdown restrictions imposed from Central Government to combat this ghastly pandemic, there have been some notable casualties to the Steventon social calendar and in particular some significant fund raising events have had to be cancelled.

A big early disappointment was the announcement that the curtain would not rise for the eagerly anticipated performances of “Steventon Entertains”. Hopefully, it will be resurrected at some future date.

The “Fun Run” organised by Kit and Suse Harrison never came under the starters pistol and it was a real shame that no-one ventured into Julian Pilcher’s garden and then into his glorious bluebell woods. However, this event, like this meeting, went virtual!

Thanks to a magnificent village team effort and a wonderful scripted commentary written and delivered “Attenboroughesque” style (!) by Julian, a film appeared on YouTube and a magnificent £2000+ has so far been raised for St. Michael’s Hospice. Brilliant!

Another crucial fund raiser, the Hampshire famous Steventon Village Fete, has also tragically been called off. Once again, thanks to a combination of technological know-how and people willing to give up their precious time and kindness, a Virtual Village Raffle will occur.

This is being created and run by Emma Stephenson and Harriet Cleverly. Since the raffle has always been the main money raiser at the fete, I urge everyone to fully support this enterprising initiative.

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With luck we will not have to wait too long for village Film Nights and Breakfast mornings, signalling a return to whatever the “new normal” turns out to be. In the meantime there are a number of things to look forward to; some form of celebration to mark VJ Day has been proposed and hopefully the Harvest and Rolling Suppers are far enough in the future that they will be able to go ahead as planned.

On the actual Parish Council front, we have continued with our routine of quarterly meetings.

Cara Booth sadly left the village in late November last year creating a vacancy for the Secretary to the council. I am delighted to say that Amanda Robb has taken up the challenge with great professionalism and friendliness. We welcome and thank her.

The agenda at our meetings has more often than not, been dominated by the 2 P’s; Planning and Potholes.

For such a small village, there seems to be an endless pipeline of planning requests and I must thank Tony Carter for his stewardship and patience concerning all the various proposals. There is always a list of outstanding planning requests readily available to the public on the village website.

Chris “Mr Pothole” Brown deserves our gratitude as he wages his ongoing Herculean campaign with Hampshire Highways; his frustration is evident but the progress has been significant over the last twelve months. However, that our ex-Chairman and current Footpath Warden, John Smith, ended up in A&E due to a pothole incident, illustrates that the perils of these pesky potholes remains a live and real issue for Steventon. I assure you we are trying all we can to keep Steventon as high up the Basingstoke & Deane pothole maintenance list as possible.

The winter of 2019/2020 will be remembered for the non-stop rain, the endless gales and as a result, the frequent occasions that trees fell over around the lanes and gardens of the village. A significant percentage of these were on Church Lane and I want to put on public record our gratitude to Mat Raymond and his team who cleared the lane on multiple occasions, free of charge.

The combination of the frequency of trees falling over and the increasing complaints from Jane Austen enthusiasts wanting to visit the Church but were nervous of damaging their coaches due to overgrown vegetation, meant action had to be taken. As you all know a significant felling operation has taken place. This was thanks mainly to Tony Carter and Mat, with some help from a local tree surgeon who, no doubt, could not believe his luck!

It is not cheap employing tree surgeons. With Ash dieback and other prevalent tree diseases, woodland management will be an ongoing theme.

This brings me to finances. Thanks to prudent management and the success of the raising of the precept, your council is in financial robust health. So, if indeed a tree surgeon bill or some other left field expense did occur, then we are in a good position to pay for it.

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Thank you to Harriet Aldridge for her diligence and professionalism in keeping our books in order and to Julian for auditing them. We are most fortunate that we have a top accountant like Harriet, who is willing to work for us.

On a rather boring note, incidences of fly tipping have again increased. Basingstoke & Deane Council have been very helpful on this issue.

May I ask all of us to be vigilant on this issue. If anyone comes across fly tipping please A) photo it and B) contact any of us with the evidence or go direct to Gary Brown, the Environmental Enforcement Officer at Basingstoke & Deane Council. I stress this not a police issue.

Gary can be contacted on 01256 845674 or Mobile 07827283790 or email

[GaryBrown@basingstoke.gov.uk](mailto:GaryBrown@basingstoke.gov.uk).

If this meeting was taking place in the village hall I would point out the recent improvements; namely the disabled access to both the hall and the lavatories and indeed the distinct upgrade of the latter! Thank you to the Village Hall Committee.

Steventon is so fortunate, that in such a small community, there are so many exceptionally talented people who freely give of their skills and time over an impressively wide range of activities, for the benefit of all. I would like to thank every one of our fellow Parishioners for their all-round good neighbourliness that has been so evident in recent weeks during this uncertain time. We genuinely live in a beautiful place. Your Parish Council will endeavour to keep it so.

Thank you for listening.

Peter Lees

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## Appendix B – Parish Council Finance Report – Harriet Aldridge

### Steventon Parish Council

#### Finance Report for the financial year ending 31 March 2020

The Parish Council has responsibility for two bank accounts: the Council's own current account and a deposit account relating to the former Steventon Cricket Club. The transactions arising in these two accounts during the year are shown below. We hold no petty cash and have no credit cards or borrowing facilities.

#### Parish Council current account

		Receipt	Payment	Balance
1 April 2019	Opening balance			£1,835
24 April 2019	Basingstoke & Deane Borough Council – 50% of precept	£600		
15 June 2019	Insurance		£338	
19 Sept 2020	Basingstoke & Deane Borough Council – 50% of precept	£600		
2 March 2020	Parish Hall Committee - hall hire 2019/20		£50	
2 March 2020	Parochial Church Committee - churchyard donation		£50	
<b>Sub totals</b>		<b>£1,200</b>	<b>£438</b>	£762
31 March 2020	Closing balance			<b>£2,597</b>

#### Commentary

- We raised a parish precept of £1,200 in the year, collected on our behalf by BDBC and received in two equal instalments in April and September; this follows the phasing out of the annual parish grant by BDBC over the three years to 2018/19.
- We are required to have parish council insurance: this year was the second year of the three year arrangement which was agreed by councillors on the basis of value for money.
- The Parish Council makes an annual donation to the PCC churchyard fund in respect of its function as the Parish Burial Ground (non-denominational). The amount donated this year was consistent with the amount donated last year.
- We are required to hold formal meetings in public: as in previous years we hired the village hall for this purpose.

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## Cricket club account

		Receipt	Payment	Balance
1 April 2019	Opening balance			£1,057.78
	Interest arising during the year	£2.31		
31 March 2020	Closing balance			£1,060.09

## Commentary

There have been no transactions in relation to the Cricket Club this year which is consistent with last year. The Cricket Club balance is restricted to the development of sport for the residents of Steventon and is not available for the Parish Council to spend on other activities.

## Future financial transactions

In 2020/21 we will again raise a precept of £1,200 as reported at Parish Council meetings earlier this year. We have no future financial commitments beyond our normal running costs.

## Annual Governance Statement

The Parish Council is required to review and approve the following statement as part of the year-end financial accounts process:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
7. We took appropriate action on all matters raised in reports from internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

## Other matters

The information in this report is unaudited: the Parish Council's financial records are subject to review by the appointed local authority auditors which takes place in the summer (NB this year the timetable has been deferred due to the coronavirus and we await further details). The financial statements will be published on the village website in due course.

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The Parish Council also reports the bus shelter and tree seat in its financial statements. The insured value of these assets is £7,420 (cost £6,538) and is unchanged from last year.

*Harriet Aldridge, Responsible Financial Officer, Steventon Parish Council, 10 May 2020*