

Steventon Parish Council Annual General Meeting – Minutes

Monday 12th April 2021, at 8pm via Zoom Virtual Meeting Platform

Contact: Amanda Robb, 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 and Chris Brown

Apologies from public: Paul and Marilyn Wright

2. Declaration of Interests: None

3. Election of Chairman 2021-2022:

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

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):

Anita Bown thanked the parish council on behalf of herself and the village for all of their hard work over the past year. Anita raised the point that the village hall will be open for bookings from 6th May and sent out a plea to parishioners to use the hall again and hire the hall if it is required. The next parish council meeting on 7th June will be in the village hall.

Chris Brown seconded Anita's sentiments regarding thanks to the parish council and also raised the following:

- Chris has carried out repair work to the village triangle and will continue to do so.
- Some of the local access points to footpaths are in a state of disrepair. PL has met with John Smith to discuss this issue. John is going to liaise with B.D.B.C and there will be another assessment of the parish footpaths in or after June. **PL**
- Chris will start to pursue the pothole problem at Cheesedown Farm once the construction work on the site is complete.
- The 30 mph speed limit sign is missing from the village triangle. MEB and PL to discuss. **MEB/PL**

PL thanked Chris on behalf of the parish council and the village for his hard work with the pot-hole situation.

Steventon Parish Council Annual General Meeting – Minutes

6. Minutes:

The minutes for the last Parish Council Meeting 14th December 2020 were approved.

7. Matters Arising from Minutes: None

8. Parish Council Chairman's Annual Report

Peter Lees gave the Annual Report for 2020-21. A copy of this report is attached as Appendix A.

9. Current Planning Applications:

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

21/00156/HSE Erection of a single storey side extension, conversion and re-roof of existing store and installation of rooflight. Demolition of existing conservatory. Patience House, Steventon, Hampshire. RG25 3BD. *No objection*

20/01927/FUL Change of use from Agricultural livestock building to Commercial Storage (B8) with access via existing farm entrance. Installation of new cladding, rooflights, 4 no. roller shutter doors and personnel fire doors and additional parking with turning area. Building at Warren Farm, Steventon, Hampshire. *Application withdrawn*

T/00552/20/TCA 7 fruit trees 1 is a big apple nearest maple reduce by 1.5m in height bringing it down to 4m and width reduced by 1m bringing width to 4m Other 6 fruit trees are small reduce height by 1m and reduce width by .5m leaving them 2m high 3m wide The silver birch is 9m high will be reduced by 2m to 7m and width reduced by .5m to 4m The maple needs reducing by 1.5m down to 5.5m from 7m and reducing the width by 1.5m to 4m wide Flintstone 1 - 2 Pond Cottages Steventon Basingstoke Hampshire RG25 3BH *No objection*

20/01586/OUT Outline planning application for the development of a Continuing Care Retirement Community (Use Class C2) of up to 150 units of accommodation and associated community facilities (including spa/pool/gym and associated changing areas, treatment rooms, salon area, hobbies room, shop/coffee lounge, bar/cafe/dining area, kitchen, meeting rooms, reception/waiting area, offices, laundry and other associated ancillary space), access (including new vehicular and pedestrian access to the adjacent Oak Lodge Nursing Home), open space, landscaping, drainage measures and foul pumping station (all matters reserved except for the access into the site) Land at Oakley Hall, Oakley, Basingstoke, Hampshire. *Determination Deadline Wed 16 Sep 2020 Appeal Status Unknown*

PL raised the point that although much of the village will be unaffected by this development, there may be some impact on properties in the north-eastern part of Steventon, closer to the development. If parishioners would like to object to the development then please contact steventonpc@hotmail.com for an example of an objection letter written by Christopher Fagan. AR

20/01497/ENS Request for EIA Scoping opinion for the erection of commercial and industrial units including mezzanine floorspace and ancillary office accommodation | Oakdown Farm Winchester Road Dummer Basingstoke Hampshire RG23 7LR *Enquiry Completed Status Unknown*

Steventon Parish Council Annual General Meeting – Minutes

10. **Planning Compliance Issues:** None

11. **Finance:** Annual Finance Report for the year ending 31st March 2021.

Harriet Aldridge drew attention to the Annual Finance Report for year ending 31st March 2021. There is a current balance of £2289. The Annual Finance Report was reviewed and approved by the parish council. A copy of the report can be found in Appendix B. HA drew attention to the fact that the parish council would welcome ideas from parishioners of sporting events that could be funded by the cricket club money (current balance = £1060.53)

12. **Annual Review of Governance Documents**

The following documents will be circulated and reviewed by members of the parish council before the next meeting on Monday 7th June 2021. They can be found on the Steventon Parish Council Website <http://steventonvillage.co.uk/about-2/> Freedom of Information, Specimen Job Description (Chair), Specimen Job Description (Clerk), Steventon Parish Council Roles and Responsibilities and the Steventon Parish Council GDPR Policy. AR

13. **Highways and Village Appearance**

a. *Excessive speed of vehicles travelling through the village (T.C)*

Tony Carter expressed concern at the excessive speed of vehicles travelling through the village. PL suggested a 20mph speed limit, TC suggested a speed detection system. PL suggested a Cassandra poll to assess village opinion of a speed detection system. HA suggested that a speed detection system could be part-funded by the parish council. PL to approach BDBC about the possibility of a speed detection system. PL

b. *Waltham Lane Crossroads (raised by Anita Bown SPC meeting 14/12/20) (T.C.)*

PL to liaise with BDBC. PL

c. *Pot holes in the lane; St. Nicolas Church and Cheesedown Farm (T.C)*

Chris Brown is investigating their repair.

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

15. **Councillors Announcements:** None

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

17. **Next Meeting Dates:** Monday 7th June 2021
Monday 6th September 2021
Monday 6th December 2021

Meeting End – 21:00

Signed _____ Date: _____

Steventon Parish Council Annual General Meeting – Minutes

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

What a surreal year it has been. I doubt if any one of us thought we would just be coming out of lockdown now, when we had the last AGM in May 2020!

At that meeting we were encouraging people to participate in the raffle, even though the fete had been cancelled. It appeared that everyone did their bit and the amount raised was an all-time record! This really benefits the village hall and the church.

Your Parish Council Team continued their quarterly meetings (via Zoom) and as always Planning and Potholes dominated the agenda. A big thank you to Tony Carter for keeping on top of all the planning issues whilst maintaining his sense of humour. For a village of our size, it does seem remarkable how many applications there are! Perhaps due to covid everyone was at home and therefore home improvements have come to the forefront of everyones thinking.

The two main planning cases this year have been the grain store at Cheesedown Farm and the request for storage units at Warren Farm. All planning details are on the website.

Beyond the village boundaries, planning is becoming a significant issue in the borough of Basingstoke & Deane.

1. A huge warehouse and distribution centre at Junction 7 of the M3
2. The proposal of over 100 dwellings at Oakley Hall
3. Popham airfield being turned into a housing estate and practically merging with Micheldever New Town
4. Hospital and “in-fill” development from The Wheatsheaf all the way to Basingstoke Golf Club

Although some of these are at a very early stage, they all need serious consideration. We need to drum up support both within Steventon and the neighbouring villages, to register our strong opposition and fight to maintain our precious landscape. This will be an on-going situation.

As far as potholes are concerned, they continue to be a major headache. When some are “fixed”, the job is so poorly executed, that within months they need to be fixed again. Church Lane is a case in point.

I would like to put on record our thanks to Chris Brown and his determined efforts on badgering the council so that Steventon gets above its share of pot- holing maintenance.

Other Issues

The precept has been well received which has meant that our finances are in robust health. A big thank you to Harriet Aldridge who brings her significant professional knowledge and a very human touch to all things financial. Steventon is very lucky to have her services.

Steventon Parish Council Annual General Meeting – Minutes

Village appearances have been dominated by tree-felling.

A combination of a series of violent storms and the dreaded “Ash die-back” has created a negative impact on the Steventon landscape. Looking ahead, the large bank of trees running from the village hall up to the Waltham Lane cross-roads, is likely to see some significant pruning this Autumn.

What is good to see, is the number of new trees being planted and hedgerows replaced by the respective landowners. Such stewardship means the character of the village will be maintained for generations to come.

There is still a lot of tidying up to be done.

It is good to see that the verges have had an initial cut and all the roadside hedges have been pruned.

Painted lines and signs of various types will be discussed later in the meeting. Any issue concerning village appearance should be addressed to Mike Everton-Browne. Thank you Mike.

Footpaths

John Smith is our resident expert here and I thank him for his work. This covid year has been particularly busy as there has been a significant increase in the numbers of people enjoying our extensive network of footpaths. When things calm down, there will be some maintenance work required on various gates.

Finally, but by no means least, may I say a very big thank you to Amanda Robb for keeping us all organised and informed. She arranges all the meetings, and keeps us all up-to-date with all the developments and news originating out of Basingstoke Council. It is a full-on job and her expertise, kindness and patience is very much appreciated.

Steventon is a tremendous village. Even in this year of Covid, the village has continued to rally round and prove what a fabulous community it is that we all belong to.

Highlights include a very moving outdoor Remembrance Sunday Service and VE Day celebrations all carried out with the social distancing rules being applied. The Village Quiz carried out over Zoom created an evening full of laughter and banter.

None of this would be possible of course without people giving freely of their time, talents and kindness. We are so fortunate to live in such a giving community.

Here's hoping that the Fete will happen and all the other astonishing range of activities will be up and running again in 2021. When we will learn what the “new normal” is, which will mean that we can all once again enjoy a full Steventon social calendar.

Steventon Parish Council Annual General Meeting – Minutes

Appendix B – Parish Council Finance Report – Harriet Aldridge

Steventon Parish Council - Finance Report for the financial year ending 31 March 2021

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 2020	Opening balance			£2,597
1 April 2020	Basingstoke & Deane Borough Council – 50% of precept	£600		
27 April 2020	Insurance		(£347)	
20 July 2020	Parish Hall Committee – 50% instalment: COVID-19 loss of earnings grant		(£500)	
1 September 2020	Basingstoke & Deane Borough Council – 50% of precept	£600		
23 January 2021	Paul Wright – Christmas lights for Parish Hall		(£63)	
23 January 2021	PKF Littlejohn – Audit charges relating to 2019/20		(£48)	
23 January 2021	Parish Hall Committee – 50% instalment: COVID-19 loss of earnings grant		(£500)	
23 January 2021	Parochial Church Committee - churchyard donation		(£50)	
Sub totals		£1,200	(£1,508)	(£308)
31 March 2021	Closing Balance			£2,289

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 third year of the three year arrangement which was agreed by councillors on the basis of best 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: due to COVID-19 restrictions, meetings during the year were held virtually and therefore no hire charges were incurred.

Steventon Parish Council Annual General Meeting – Minutes

- The Parish Council awarded a grant of £1,000 to the Parish Hall Committee to help alleviate the Hall's loss of earnings due to COVID-19 restrictions. This grant was paid in two equal instalments.

Cricket club account

		Receipt	Payment	Balance
1 April 2020	Opening balance			£1,060.09
	Interest arising during the year	£0.44		
31 March 2021	Closing Balance			£1,060.53

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 2021/22 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.

Steventon Parish Council Annual General Meeting – Minutes

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. The financial statements will be published on the village website in due course.

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, 12 April 2021