

ASHMANSWORTH PARISH COUNCIL

Minutes of the Meeting of the Council

Date:	18th January 2016	Time:	7.30 pm
Place:	Ashmansworth Village Hall		
Present:	Cllr Alan Cox (Chairman)	Cllr Andrew Bays	
Councillors:	Cllr Kieron Black	Cllr Sally Burch	
	Cllr Angela Harris		
In Attendance:	Sadie Owen (Clerk)	Mr D Ansell	
Apologies:	Cllr Graham Falconer (Borough)	Cllr Tom Thacker (County)	
	PCSO Damon Hope		

1. Apologies

As above.

2. Minutes of Last Meeting

The minutes of the meetings held on 17th November were unanimously agreed as a true and accurate record. They were duly signed by Cllr Cox.

3. Matters Arising

No additional matters arising.

4. Planning

a) Update on previous applications

No outstanding applications.

b) Further applications received

No new applications.

c) Local Plan Consultation

Cllr Cox had previously circulated a response composed by Cllr Mitchell of Highclere Parish Council. He commented that he was in agreement with the issues proposed and raised by Cllr Mitchell and proposed composing and submitting a similar response. This was supported by the council.

**Cllr Cox
Clerk**

d) Tree Applications Database

The Clerk reported that whilst it was easy to search for planning applications relating to trees protected by TPO's she did not believe that it was possible to search for any applications relating to trees within a conservation area (as for Ashmansworth). The Clerk reported that she had asked BDBC for access to such information, but did not believe that any such database was in existence.

5. Council Business

- a) Clerk's Report – the Clerk reported on a consultation from BDBC to encourage parish councils to introduce voluntary smoking bans within community play areas. The clerk commented that it was a voluntary ban that could not be enforced and that BDBC were offering to provide two signs for installation within the parish. **Clerk**

The council unanimously agreed not to support the voluntary non-smoking policy since it would not be relevant to the parish. Clerk to report accordingly to BDBC.

- b) Local business database – Cllr Cox reported that he had updated the local business database. He commented that he was keen to receive some more feedback or suggested contacts. Cllr Burch commented that she would forward details of a window cleaner and chimney sweep for addition. Cllr Cox agreed to send out the database to the email distribution list once he had updated. **Cllr Burch**
Cllr Cox

- c) Recreation ground grass cutting tender – the Clerk reported that she had received interest from a contractor who wanted to come and view the ground for mowing. Cllr Black agreed to meet the contractor. **Cllr Black**

It was suggested that the Clerk also contact any grounds maintenance contractors from the Parish magazines with the tender details. **Clerk**

- d) Crux Easton phone box - the Clerk reported that the phone box was due to be painted as soon as weather permits.

- e) Lengthsman update - it was agreed that the Clerk should ascertain when the Lengthsman budget ran to, whether it was the end of the financial year, or longer, given that receipt of the monies had been so delayed. **Clerk**
It was suggested that there may be some footpath signs requiring repair.

- f) Emergency Plan update – Cllr Cox reported that the emergency plan had been updated. He commented that there were no significant changes, just general contact detail updates.

- g) Highclere Parish Council minutes – Cllr Cox proposed a note of thanks to Highclere Parish Council for the prompt receipt of draft minutes. **Clerk**

6. Local Roads

- a) Potholes/Road Repairs – Cllr Cox commented that there were no new issues. He reported that he was in correspondence with Zell Farmhouse who, in the absence of council help, were proposing to add a lip to their driveway to tackle persistent flooding. **Cllr Cox**

A parishioner present at the meeting commented that he also suffered frequent flooding to his property due to the state of the road outside his house. Cllr Cox requested that the parishioner forward the details to him to then take up with HCC.

- b) A343 – Access – The Clerk advised that it would not be legal to install independent signs for HGV drivers warning them not to venture up the road at the Yew Tree junction. Action removed from agenda.
- c) Junction sign on A343 – Cllr Cox commented that a junction sign was still in the hedge. He advised that Highclere parish council had allocated the job to the lengthsman. The Clerk agreed to investigate and to report back. **Clerk**
- 7. Telephones/Broadband**
- Cllr Bays commented that he was hoping to have a meeting the following week with a Gigabeam representative in relation to existing infrastructure suitability. **Cllr Bays**
- Cllr Cox commented that there was an alternative called Gigastream being offered to East and West Woodhay but that it relies on laying fibre to the premises and so may be uneconomic for the parish.
- Cllr Bays to provide a further update at the next meeting.
- 8. Village Hall refurbishments**
- Cllr Cox reported that the builder had reviewed the work and was due to commence work on the hall when the weather improves.
- 9. Neighbourhood Watch**
- Apologies had been received from PCSO Damon Hope. It had been proposed and accepted that PCSO Hope include road accidents within the parish within his future neighbourhood planning reports. Cllr Cox commented that it would be a good idea to maintain a list of accidents going forward. **Clerk**
- 10. BDAPTC/HALC**
- There were no issues to report.
- 11. Financial Matters**
- a) Payments Approval – the Clerk presented the financial statement (appendix A). The payments were unanimously agreed. Clerk to process.
- Cllr Cox commented that he would request an invoice for use of the parish hall prior to the next meeting. **Cllr Cox**
- b) 2016/17 Budget – Cllr Bays proposed and Cllr Burch seconded an action to approve the proposed budget (see Appendix B).
- 2016/17 Precept – Cllr Harris proposed and Cllr Bays seconded an action to approve the proposed precept request of £3,000.
- c) Change of bank – the Clerk passed over application forms for completion and signature by the Chairman and Vice Chairman to change bank accounts and to implement online banking. **Cllr Cox**
Cllr Black
- d) Clerk pension – the Clerk reported that the staging date for Ashmansworth Parish Council was May 2017. The Clerk suggested that as a consequence it would be worth paying attention to East Woodhay Parish Council's progress for a little while before commencing work in relation to complying with the auto enrolment requirements. This was agreed. **Cllr Cox**
Clerk

12. Date of next meeting

Clerk to arrange a date for the APM/AGM in May. It was agreed that Wednesdays were generally preferred days in relation to availability.

Clerk

The meeting closed at 8.50pm The next meeting will be on Tuesday 22nd March at 7.30pm.

Appendix A – Finance

Financial statement : Ashmansworth Parish Council
Meeting date : 18/01/2016

Balances:

Statement No: 370 (28/12/2015) Balance	Balance after reconciliation - 18/01/16
£2,873.25	2,410.61

Payments since last meeting date :

Cheque No	Payee	Details	TOTAL COST
100612	A A Wolfenden	Grass cutting	144.00
100616	Village Hall Committee	Village Hall donation	500.00
TOTAL			644.00

New Items for payment

Cheque No	Payee	Details	TOTAL COST
100617	A A Wolfenden	Grass cutting - June	144.00
100618	A A Wolfenden	Grass cutting - Sept	96.00
100619	Mrs S Owen	Clerk Salary - Dec/Jan	222.64
TOTAL			462.64

Receipts since last meeting date :

Receipt Date	Payer	Details	TOTAL AMOUNT
TOTAL			0.00

Payments not yet presented

Cheque No	Payee	Details	TOTAL COST
TOTAL			0.00

Appendix B Proposed Budget 2016/17

Ashmansworth Parish Council 2016-17 Budget

2014/15	2015/16	2015/16	2015/16		2016/17	
Actual (31/03/15)	Budgeted	Actual (31/12/15)	Predicted year end		Budgeted	
£	£	£	£	£	£	£
				Income		
1,100.00	1,100.00	1,100.00	1,100.00	Grant	1,100.00	Likely to remain at 15/16 levels
15.00	15.00	10.00	10.00	Council Tax Grant	23.00	Based on figures received from BDBC
3,000.00	3,000.00	3,000.00	3,000.00	Precept	3,000.00	
240.00	240.00	270.00	270.00	Grant from BDBC - Grass Cutting	273.00	Based on figures received from BDBC
0.00	0.00	0.00	0.00	Sale of Website advertising space	0.00	
178.00	160.00	305.54	305.54	VAT recovery	160.00	
793.00	0.00	0.00	0.00	Goalposts Grant	0.00	
5,326.00	4,515.00	4,685.54	4,685.54	Total Income	4,556.00	
				Expenditure		
155.00	180.00	155.00	155.00	Auditors	0.00	No fee expected under new legislation. Transparency code
1,461.00	1,518.00	872.55	1,318.00	Clerk's Salary	1,518.00	
165.00	200.00	95.58	140.00	Clerk's Expenses	100.00	Reduced expenses due to closeness of clerk
224.00	144.00	0.00	144.00	Hire of meeting room	144.00	
0.00	120.00	0.00	0.00	Training	120.00	
0.00	20.00	0.00	0.00	Books	20.00	
35.00	100.00	0.00	100.00	Stationery	100.00	
273.00	280.00	278.95	278.95	Insurance	280.00	
105.00	128.00	132.00	132.00	Subscriptions HALC	135.00	To allow for proposed increase in fees
13.00	30.00	0.00	0.00	SLCC Membership	30.00	
0.00	0.00	120.00	120.00	HALC HR subscription service	120.00	
248.00	250.00	231.60	231.60	Website	250.00	
520.00	900.00	808.00	848.00	Grass Cutting etc	1,000.00	Allowing for an increase due to re-tender
0.00	35.00	0.00	35.00	Parish Calendar	35.00	
0.00	100.00	35.00	35.00	Trees/Hedging	0.00	Walnut tree K Black
0.00	30.00	0.00	30.00	Subscriptions CPRE	30.00	
0.00	100.00	20.00	100.00	Donations CPRE (section 137)	100.00	
15.00	15.00	15.00	15.00	Subscription GLEAM	15.00	
520.00	550.00	500.00	550.00	Other Section 137 donations	550.00	Discretionary grants towards wellbeing of village
0.00	35.00	0.00	35.00	Information Commissioners Office	35.00	
798.00	0.00	0.00	0.00	Goalposts for recreation ground	0.00	
140.00	0.00	0.00	0.00	Village Projects	0.00	
4,670.00	4,731.00	3,063.66	4,267.55	Total Expenditure	4,580.00	
				Net result		
£656.00	-£216.00	£1,621.88	£417.99		-£24.00	

Actual Balance at 31/03/2015	£1,320.10
Actual Balance at 31/12/2015	£2,873.25
Target Balance for 31/03/2016	£2,043.80 **
Target Balance for 31/03/2017	£2,038.80

** This figure is estimated based on realistic predicted expenditure of £445.45 (4 x months clerk's salary) and estimated hall hire of £144. It also takes into account two unpaid grass cutting invoices from A Wolfenden totalling £240. It does not take into account any unforeseen expenditure. It also doesn't take into account the predicted expenditure such as donations etc. If all of these are utilized and expenditure totals £4,267.55 then the predicted balance for 31/03/2016 will reduce to £1,669.36, and consequently the 2017 figure to £1,645.36.