



**MINUTES OF MEETING OF EAST WOODHAY PARISH COUNCIL**  
**29 April 2024**  
**19:30 East Woodhay Village Hall**

**Chairman:** Cllr Hurst (Chair)

**Present:** Cllrs G Dick, R Donoghue, M Rand, K Titcomb, S Cooper, C Roots

**Clerk:** Amy White

**In attendance:** Cllr Falconer

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**Item 1: 141/23 Apologies**

Apologies received and accepted from Cllr Blakeway. Simon Bowden has resigned as a parish councillor. A notice of vacancy has been sent to BDBC; there being no requestors for an election, BDBC has informed EWPC that it is able to co-opt. Adverts have been placed on Facebook and Spectrum.

**Item 2: 142/23 Declarations of Interest**

None.

**Item 3: 143/23 To approve Minutes of Meeting held 25 March 2024**

The Minutes of 25 March 2024 were accepted as a true record and signed by the Chairman, Cllr Hurst.

**Item 4: 144/23 Actions arising from Full Council Meeting held on 25 March 2024**

Item	Action	Owner
135/23	Cllr Blakeway to speak to John Angle on the HCC land by the Trade St boardwalk section to ask for clearing advice. <b>Actioned</b> , see Amenities Item.	Cllr Blakeway

**Item 5: 145/23 Public Participation**

No members of the public attended.

**Item 6: 146/23 Borough and County Councillor Reports**

**Cllr Falconer presented his final report as Borough Councillor.**

The judicial review for the Wash Water/Watermill Bridge application is scheduled for 02 July 2024, it is expected to last 1.5 days. A decision is expected approx. one month after the review.

As Cllr Falconer's retirement is imminent, EWPC all expressed grateful thanks for his support with planning over many years and his happy demeanour at parish council meetings.

**Item 7: 147/23 Planning Update**

The Planning Minutes can be found on the website.

Planning Terms of Reference update- there are some minor edits on financial risk management for planning consultants. Subject to these changes the ToR update was approved by the council.

**Action:** Clerk to add updated planning ToR on website.

**Item 8: 148/23 Amenities Update**

The most recent Amenities Minutes of 20 April can be found on the EWPC website.

Footpaths- Cllr Blakeway has met with John Angle and discussed his previous tenancy of the land to the left of the boardwalk from Trade St to the first kissing gate. John has provided advice on how he managed the land previously. Requests for volunteers to help clear the Himalayan Balsam (26/27 May) and brambles (19/20 October) have been put in Spectrum and Facebook. The Clerk encouraged the councillors to participate in the clearing.

CPRE: It was agreed to subscribe to this Hampshire NGO (referred to in Amenities Minutes) for £60 per year.

**Action:** Clerk to subscribe to CPRE.

**Item 9: 149/23 Highways**

The latest Highways report can be found on the EWPC website.

New 20mph 'Risk of Skid' signs have been noted at many entrances and exits to EW hamlets. These do not appear to be legal HCC ones and so Cllr Dick will investigate further.

**Item 10: 150/23 Finance Update**

The next Finance Committee meeting will be held on 30 April 2024.

**Bank reconciliation 01 April 2024:**

**Natwest: £4806.73**

**Redwood: £33251.25**

**TOTAL: £38057.98**

The Clerk confirmed the 1<sup>st</sup> tranche of precept has been received (£20500), Litter Warden Grant (£5948.80) and Grass Cutting Grant (£2072.84). This receipt will show as cashed *after* the first Scribe bank reconciliation at the end of the month.

**a. Accounts for payment:**

The Clerk presented the accounts for payment approval- see end of Minutes for full payments and receipts for April.

**b. CCTV repair**

The Clerk confirmed the CCTV repair cost, approved by the Amenities Committee, will be allocated to the CIL reserve for 2024/25.

**Item 12: 151/23 Annual Parish Meeting**

Format: Cllr Dick has created a rolling PowerPoint presentation; there will be no formal report. Cllrs will feed in information to Cllr Dick and the presentation will be on in the background of the meeting, as well as being available on the website.

**Action:** Cllr Dick to send blank templates to cllrs to fill in for Annual Meeting presentation.

**Item 11 152/23: Feedback from Cllr Hurst on meeting with BDBC Community Safety Patrol Officer**

EWPC was delighted to meet Drew Mechen, new BDBC CSPO. New posters will be put around the parish noticeboards to explain how to contact him and what his areas of responsibility are.

**Item 13: 153/23 Items to carry forward to next meeting**

Annual Meeting- usual formal agenda items.

**Actions from Meeting of 29 April 2024**

<b>Item</b>	<b>Action</b>	<b>Owner</b>
<b>147/23</b>	Clerk to add updated planning ToR on website.	<b>Clerk</b>
<b>148/23</b>	Clerk to subscribe to CPRE.	<b>Clerk</b>
<b>151/23</b>	Cllr Dick to send blank templates to cllrs to fill in for Annual Meeting presentation.	<b>All Cllrs</b>

## East Woodhay Parish Council

## PAYMENTS &amp; RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1 Precept	02/04/2024		Natwest		Receipt - Precept	Basingstoke and Deane Boi	E	20,250.00		20,250.00
1 Accounting Software	02/04/2024		Natwest		Payment - Accounting Software	Starboard Systems Limited	S	-34.00	-6.80	20,250.00
1 Accounting Software	02/04/2024		Natwest		Payment - Accounting Software	Starboard Systems Limited	X	3.60		-40.80
5 Website Admin	03/04/2024		Natwest		Payment - Website	Hugo Fox	S	-9.99	-2.00	3.60
3 Subscriptions & Memberships	17/04/2024		Natwest		Payment - HALC affiliation fee	Hampshire Association of L	E	-790.00		-37.20
4 Training	17/04/2024		Natwest		Payment - Councillor Training	Hampshire Association of L	S	-10.00	-2.00	-11.99
2 Playground Maintenance	17/04/2024		Natwest		Payment - Play area inspection	Basingstoke and Deane Boi	S	-884.08	-176.82	-11.99
6 Annual Maintenance Agreements	17/04/2024		Natwest		Payment - Annual Maintenance	Scofell	S	-615.91	-123.18	-790.00
8 Staff Costs	25/04/2024		Natwest		Payment - Clerk Salary	Amy White	X	-764.69		-790.00
9 Staff Costs	25/04/2024		Natwest		Payment - Litter Warden Salary	Patricia Barnes	X	-495.73		-764.69
11 Staff Costs	25/04/2024		Natwest		Payment - PAYE	HMRC	X	-207.41		-495.73
10 Litter Warden Expenses	25/04/2024		Natwest		Payment - Litter Warden Exper	Patricia Barnes	X	-35.00		-207.41
12 CCTV Maintenance	25/04/2024		Natwest		Payment - CCTV repairs	Cybertronix	S	-560.00	-112.00	-35.00
2 Litter Warden Grant	29/04/2024		Natwest		Receipt - Litter Warden Grant	Basingstoke and Deane Boi	X	5,948.80		-672.00
3 Grass Cutting Grant BDBC	29/04/2024		Natwest		Receipt - Grass Cutting Grant	Basingstoke and Deane Boi	X	2,072.84		-672.00
13 Payroll Admin	29/04/2024		Natwest		Payment - Payroll	Red76 Payroll	S	-16.00	-3.20	5,948.80
14 Admin- General	29/04/2024		Natwest		Payment - Hall Hire	Woolton Hill Church Hall	Z	-12.00		2,072.84
7 Staff Costs	30/04/2024		Natwest		Payment - Pension- nest	Nest Pensions	X	-77.75		2,072.84
<b>Total</b>									<b>-426.00</b>	<b>23,336.68</b>

## East Woodhay Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
2 Playground Maintenance	17/04/2024		Natwest		Play area inspection	Basingstoke and Deane Boi	S	884.08	176.82	1,060.90
4 Training	17/04/2024		Natwest		Councillor Training	Hampshire Association of L	S	10.00	2.00	12.00
6 Annual Maintenance Agreements	17/04/2024		Natwest		Annual Maintenance	Scofell	S	615.91	123.18	739.09
3 Subscriptions & Memberships	17/04/2024		Natwest		HALC affiliation fee and NALC li	Hampshire Association of L	E	790.00		790.00
12 CCTV Maintenance	25/04/2024		Natwest		CCTV repairs	Cybertronix	S	560.00	112.00	672.00
8 Staff Costs	25/04/2024		Natwest		Clerk Salary	Amy White	X	764.69		764.69
9 Staff Costs	25/04/2024		Natwest		Litter Warden Salary	Patricia Barnes	X	495.73		495.73
10 Litter Warden Expenses	25/04/2024		Natwest		Litter Warden Expenses	Patricia Barnes	X	35.00		35.00
11 Staff Costs	25/04/2024		Natwest		PAYE	HMRC	X	207.41		207.41
13 Payroll Admin	29/04/2024		Natwest		Payroll	Red76 Payroll	S	16.00	3.20	19.20
14 Admin- General	29/04/2024		Natwest		Hall Hire	Woolton Hill Church Hall	Z	12.00		12.00
<b>Total</b>								<b>4,390.82</b>	<b>417.20</b>	<b>4,808.02</b>

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

*Name and Role*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

*Name and Role*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

*Name and Role*