

# PARISH COUNCIL OF DENMEAD



MINUTES OF A MEETING OF THE **FINANCE, ADMINISTRATION and PERSONNEL COMMITTEE HELD ON WEDNESDAY 29 APRIL 2015** IN THE FURZELEY ROOM, OLD SCHOOL, DENMEAD commencing at 7.30 pm

Members: Cllr N Lander-Brinkley (Chairman) (P)  
Cllr K Andreoli (P)  
Cllr R Hallett (P)  
Cllr P Langford-Smith (P)  
Cllr K Scholey (P)

Also present: Two members of the public and Tony Daniells, Clerk to the Council.

**090/15FAP** **Apologies for Absence:** There were no apologies for absence. As this was his last meeting as a Councillor, the Chairman thanked Cllr Hallett on behalf of the Council, for his contribution over the past 12 years.

**091/15FAP** **Declarations of Interest:** Cllr Hallett declared a personal interest in agenda item 8(a), Orders for Payment, as he was listed as a payee in payments being considered for approval. There were no other Declarations of Interest made at this time.

**092/15FAP** **Minutes of the Previous Meeting:**  
The Minutes of the Meeting held on the 18 March 2015 were submitted for approval. **It was RESOLVED that the Minutes be accepted as an accurate record and were duly signed by the Chairman.**

**093/15FAP** **Public Participation (SO.1 (c)):** The meeting was adjourned at 7.33pm to allow a member of the public to address the Committee. The meeting reconvened at 8.02pm.

**094/15FAP** **Correspondence**  
**(a)** Letter from C Caine: Having discussed the incidents referred to in the letter during the Public Session, the Chairman asked for comments. Councillors considered that the fence should not have been marked albeit for the reasons previously given, and that an apology should be made. A site visit should be held with the householder present, to confirm the correct position of the boundary fence. Available documents would be brought to the meeting. **It was AGREED that an apology would be made to Ms Caine and that a site meeting would be held with her on 21 May at 10.00am.**

**(b)** Denmead FC Twinning Visit: An email dated 21 April 2015 had been received regarding a grant request for a twinning visit to France by a Youth Football Club team. The request was for £250. **It was unanimously RESOLVED that an unclaimed grant of £200 from the 2014/15 allocations be made to the Youth Football Club with a request to submit an article related to the visit for the Denmead Scene.**

**095/15FAP** **Parish Council's Website**  
**(a)** Councillors were happy with the website look and content. Cllr Andreoli asked if the upgrade to the broadband had been ordered. He also questioned the infrequent use of Twitter to promote Council business, and the missing reports from the website for this meeting. **It was AGREED that the Clerk would follow through on these points.**

**096/15FAP** **The Barn**  
**(a)** The Clerk confirmed that the sale of The Barn had now completed. A means to recover the VAT was still being explored. A reply from the SLCC National VAT Adviser had been received. The Clerk would discuss this with the RFO. Cllr Scholey may also be able to offer advice **NOTED**

**097/15FAP****Finance**

- (a) **It was unanimously RESOLVED that the payments detailed on the Orders for Payment (list 01) should be APPROVED in the sum of £6,669.93 including VAT and the receipts of £177,115.26. Further payments of £1,642.88 (including VAT) made since the last orders of payment were RATIFIED.**
- (b) Accounts: The accounts for March 2015 had been published. **NOTED.**
- (c) 2014/2015 Accounts
- i. The Internal Auditor would carry out a review of the year end accounts during her visit on 28 May 2015. **NOTED**
  - ii. A draft of the year end accounts for 2014/2015 were **RECEIVED.**
  - iii. **It was AGREED to release the year end accounts to the Internal Auditor for her visit in May.**
- (d) Maturing Term Deposit: A term deposit matures on 14 May 2015. **It was unanimously RESOLVED that the full sum should be reinvested with the same financial institution for a further 12 month period.**

**098/15FAP****Year End Position and Recommendations**

- (a) A memo was received from the RFO giving the Year End positions and proposing allocation of unspent funds. This was considered together with a recommendation from the Amenities Committee on unspent funds from that Committee's budget from the financial year 2014/15. In the discussions on this item, Councillors considered that

- i. The last West of Waterlooville Advisory Group meeting had been cancelled so available grant funds for 2014/15 were unable to be allocated by that Group.
- ii. The Footpaths Sub-Committee had been progressing remedial works to footpath 26. Funds from its own budget were insufficient to complete the works and a small allocation would be needed from elsewhere. Cllr Langford-Smith offered funds up to £1000 from underspend in the H&GP budget from 2014/15.
- iii. The Amenities Committee had a number of projects to complete, and the RFO had recommended that funds to allow these to complete were earmarked. Projects identified were trees and replanting, the link to the jogging track path and the completion of the pavilion roof replacement.
- iv. The car park proposed for Goodman Fields could be part funded from S106 monies. Funds to allow completion of this proposal should be taken from any underspend in the Amenities budget from 2014/15

**It was unanimously RESOLVED**

- i. **To release grant funding of £500 from 2014/15 to the Denmead Youth Circus Project which would run in the West of Waterlooville in June and to request an article for the Denmead Scene.**
- ii. **Funds already held in SAGE 3011 for remedial works to footpath 26 were supplemented with the underspend in the Footpath budget from 2014/15. Together with funds of up to £1000 from underspend in the H&GP budget from 2014/15, would allow the first two stages of the project to complete.**
- iii. **Existing specific allocations in SAGE code 3011 for election expenses and youth provision were retained and remaining funds from 2014/15 for election expenses and audit fees were also earmarked in SAGE code 3011.**
- iv. **Unspent funds for trees and replanting, jogging track and sports pitches were earmarked in SAGE code 3011.**
- v. **funds to complete the Pavilion roof replacement were taken from unspent funds in SAGE code 6071 – Vandalism**
- vi. **remaining unspent funds from the 2014/15 Amenities budget were earmarked in SAGE code 3011- Special Projects to allow these to be drawn upon, with the approval of the Amenities Committee to complete a car park at Goodman Fields.**
- vii. **Funds remaining in the Administration budget were earmarked into SAGE code 3016 – Community Shared Services.**

**099/15FAP****West of Waterlooville**

- (a) The Chairman did not propose to discuss this matter but asked that the financial implications of establishing a new Parish at the West of Waterlooville be factored into future budget

considerations. Both the cost to establish a new Parish and the effect of removing households from being included in the Precept calculations for Denmead Parish should be factored in when preparing a budget and setting the Precept, especially in the financial years 2016/17 and 2017/18.

**100/15FAP**  
**(a)**

**Any other report which the Chairman deems urgent – NO DECISIONS can be made.**  
There were no items raised.

**101/15FAP**

**Exempt Business**

**It was RESOLVED that in accordance with the Public Bodies (admission to meetings) Act 1960 to exclude the public and press for discussions regarding personnel matters where publicity might be prejudicial to the special nature of the business.**

The meeting closed at 9.35pm. The next scheduled meeting is Wednesday 10 June 2015

## **PUBLIC SESSION**

### **2 members of the public present**

Ms Caine, a resident of Ashling Gardens addressed the Committee regarding a written complaint she had made relating to

- a) The way she felt she had been treated by the Council in its communications with her over the position of her boundary fence
- b) The marking of her fence to show where the boundary was believed to be.

Ms Caine considered that she had been bullied and intimidated by the Council and did not expect them to treat a resident in this way. She asked for details relating to the incident of when her fence was marked.

The Chairman explained the purpose of the visit and that there was no intent to bully or cause offence. The visit was made in good faith simply to establish the facts. He expressed disappointment at the outcome of the visit. A site visit was offered so that this matter could be resolved. This was agreed for Thursday 21 May at 10.00am.