

## **Minutes of the Meeting of Beech Parish Council held in the Village Hall on Monday 25<sup>th</sup> March 2019**

PRESENT: Councillor David Woodroffe (Chairman)  
Councillor Ruth Duffin  
Councillor Graham Webb  
Councillor Daniel Gordon  
Mrs Louisa Thomson – Clerk to the Council

Neighbourhood Plan Working Party members

19.35 APOLOGIES FOR ABSENCE – Apologies were received and accepted from Ian Hardy and David Fazakerley.

19.36 CONFIRMATION OF MINUTES – **UNANIMOUSLY RESOLVED**  
The Minutes of the Council meeting held on 4<sup>th</sup> March 2019, copies previously circulated. **Proposed as a true record by Daniel Gordon, Seconded by Graham Webb and signed by Chairman David Woodroffe.**

19.37 DECLARATION OF INTEREST – There were no declarations of interest.

19.38 PUBLIC PARTICIPATION

Members of Neame Sutton Chartered Town Planners presented planning proposals to Council for demolition of the existing house and erection of two houses at 59 Wellhouse Road. Having heard the proposals Council informed them that they could only comment on formal planning applications received via East Hampshire District Council.

**Proposed Daniel Gordon, Seconded Graham Webb and Unanimously Resolved to suspend Standing Orders so members of the Neighbourhood Plan Working Party could speak.**

19.39 NEIGHBOURHOOD DEVELOPMENT PLAN

- i) The working party reported 38 responses had been received for the Regulation 14 Public Consultation. The working party's next meeting is on the 5<sup>th</sup> April when they will begin to go through the responses.
- ii) The unused amount of the existing grant will need to be repaid by the end of April and a new grant application made.

**Proposed Ruth Duffin, Seconded Graham Webb and Unanimously Resolved to reinstate Standing Orders.**

- iii) **Proposed Daniel Gordon, Seconded Graham Webb and Unanimously Resolved** that the remaining grant monies should be repaid and a new grant application should be made.

19.40 HAMPSHIRE HIGHWAYS SPRING WORKSHOP FOR PARISH & TOWN COUNCILS – 13<sup>th</sup> March 2019.  
Report from Graham Webb.

The purpose of the meeting was to give an update on what Hampshire Highways are up to, plus some information on waste management initiatives. Presentations:

- Highway asset management (i.e. maintenance programme), including prioritisation of repair jobs.
- Potholes: how they occur and how they fix them.
- The Hampshire Highways Charter – partnership between HCC and Skanska (contractor).
- Update on waste strategy: current Government consultations.

Interesting nuggets of information gleaned:

- There is a website [www.roadworks.org](http://www.roadworks.org) which can be used to find out about all current and planned roadworks in a particular area, using a map. All roadworks by HCC and utility companies are shown on this map.

- HCC has a “pothole reporting” website [www.hants.gov.uk/transport/roadmaintenance/roadproblems/potholes](http://www.hants.gov.uk/transport/roadmaintenance/roadproblems/potholes)
- In the future, Skanska wish to integrate with local “lengthsman” schemes, so that the lengthsman can take advantage of temporary traffic lights, unused equipment and spare materials when a highway repair is taking place. (Beech currently doesn’t have a lengthsman).

Other matters:

- Your representative praised the efficiency of the road “surface dressing” process, which we saw in Medstead Road/Kings Hill in late 2018. But asked that Hants Highways include, as part of their process, liaising with utilities to rectify any resulting “potholes” caused by deeply recessed utility manhole covers. (As the utility companies ignore the complaints of parish councils.)
- Your representative asked to be sent an update on when the Hampshire Infrastructure Plan 2017 is to be updated (i.e. concerning any plans for an Alton Western Bypass routed through Beech parish).

Clerk to ask Beech Newsletter to include the roadworks and potholes links.

19.41 HAMPSHIRE ASSOCIATION OF LOCAL COUNCILS ANNUAL CONFERENCE – 13<sup>th</sup> March 2019.  
Report from David Woodroffe.

**Cyber Security & Insurance** – Michelle South & Brian Brookes of BHIB Council’s Insurance

- Fraud & Cybercrime most common crime in UK
- Don’t pay if attacked otherwise you will be added to a soft targets list which is sold on the dark web
- Report crime to Action Fraud on 0300 123 2040
- Types of attack
  - a. Random phishing emails
  - b. Spear phishing targeted attacks based on research
  - c. CEO Fraud – false emails changing supplier’s bank details – call supplier to confirm they have changed their bank details.
  - d. DDOS
  - e. Rogue employees – employer responsible for data breaches
  - f. Negligent employees
  - g. Telephone scams
- Protect by:
  - a. User education
  - b. Information risk management
  - c. Secure configuration of systems
  - d. Manage user privileges
  - e. Monitoring systems
  - f. Control of removable media e.g. USB sticks
  - g. Home & mobile working policy
  - h. Consider insurance - £299.99 per year, reductions if 3 or 4 councils group together
  - i. Secure passwords

**Digital Mapping** – Tristram Carey & Chris Mews of Geosphere

- Parish Online web portal
  1. Access up to date national and district information

2. Manage parish data, upload information e.g. council buildings, trees, ditches any assets the council owns or manages
  3. Applications
    - Asset management
    - Emergency resilience
    - Public communications
    - Event planning
    - Planning applications
    - Contract management
  4. Analyse and print data into planning applications, Neighbour Plans and council's own website
- 1100 users, typically costs the average parish council £65 to £75 per year, cost based on population

**New Councillors** – Jon Brown of Hampshire ALC

Workshop to consider and compare procedures for the induction of new councillors.

Majority of parish councils don't seem to have a written procedure, those that do have included the following information:

- Council structure – sub-committees etc
- Council employees and functions
- Council office working hours
- Contact details of councillors
- A copy of Good Councillor Guide
- Role of Clerk
- Meeting procedures

Most attendees were Clerks and issues raised by them:

- Managing expectations of new councillors
- Councillors not understanding the limit of their authority e.g. try instruct staff
- Councillors failing to attend basic or appropriate training.  
Many councils require councillors to undertake specific training before they can sit on sub-committees e.g. planning

19.42 DEFIBRILLATOR TRAINING

Training dates and advertising to be decided at the April Parish Council meeting.

19.43 GDPR

Graham Webb reported that the Privacy Notices had been updated and distributed and the Data Protection Procedures will be updated shortly.

19.44 ACCOUNTS 2018/2019

**Proposed Daniel Gordon, Seconded Graham Webb and Unanimously Resolved to approve the following payments:**

a)	Clerk's Salary (March 2019)	£803.63
b)	Clerk's Expenses (March 2019)	£28.52
c)	Hampshire Pension Fund (Clerk's pension – March 2019)	£175.89
d)	HM Revenue & Customs	£42.15
e)	Citizens Advice East Hampshire – Grant	£250.00
f)	Beech Village Hall – Parish Council meetings April - June	£49.14
g)	Mr A Ransley – Neighbourhood Plan website	£143.88
h)	DCK Accounting Solutions Ltd – Payroll processing	£30.00
i)	OCS Group UK Ltd – Speed Limit Reminder Sign deployment	£74.94

19.45 Confirmed the date of the next Council meeting as Monday 15<sup>th</sup> April 2019 at 7.30pm with Public Question Time at 7.15pm.

**CLOSURE OF MEETING**

Chairman thanked all present for their attendance and closed the meeting at 9.05 pm.

Signed: .....  
Chairman Beech Parish Council  
date: 15<sup>th</sup> April 2019