

# OLD BASING & LYCHPIT PARISH COUNCIL MINUTES

**Meeting:** FINANCE & RESOURCES COMMITTEE  
**Date:** 28 June 2022  
**Location:** Meeting held in the Pavilion Meeting Room, Old Basing  
**Time:** 7.30 pm  
**Members Present:** Cllrs P Bloyce (Chairman), M Campbell, D Whiter, A Renwick, S Brown, S Grassi  
**Members Absent:**  
**In Attendance:** Mrs S Tuck (Clerk), L Orvis (Finance Officer), Cllr F Maritan (observing), 1 member of the public representing Basing Royals Football Team

Item No	Item	Action
1.	<b>APOLOGIES FOR ABSENCE</b> No apologies had been received.	
2.	<b>REVIEW TERMS OF REFERENCE</b> The Terms of Reference were reviewed and Councillors <b>agreed the addition of two additional points relating to CIL Funding and Confidential Staff Matters.</b> The Clerk will update details on the Meetings page of the website.	Clerk
3.	<b>CONFIRMATION OF MINUTES</b> The Minutes of the Finance & Resources Committee held on Tuesday 15 February 2022 were <b>agreed as an accurate record of the business conducted.</b>	
4.	<b>DECLARATIONS OF INTEREST</b> Cllrs Campbell and Bloyce declared an interest as members of SOLVE which is mentioned under Item 8.2.	
5.	<b>PUBLIC PARTICIPATION SESSION</b> At the invitation of the Chairman the Basing Royals representative handed out information supporting a request for CIL funding towards work needed to provide football facilities on the area of Basing Common adjacent to the RBL that has been leased to the team. He outlined the achievements of the club that currently plays elsewhere and explained the plans for the site. A quote of £10,800 has been obtained from a local company that has carried out similar work locally and he explained the need to start work in September to prepare the pitch in time for the following season. Queries regarding additional facilities (i.e. changing facilities/toilets/storage of equipment) were answered satisfactorily. The Club has two options - the RBL and possibly the cadet hut. He is aware of the history of the site and work will not encroach on the Canal docks and work will be start above the slope to prevent run-off into the road and noise to residents. Ongoing maintenance will be covered by savings in pitch hire fees which they currently pay for Sherfield School. Wildlife preservation will be part of due diligence.	

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	<p>Use of the recreation grounds is not an option due to overlap with the cricket season.</p> <p>The Club currently has £3500.00 and is trying to raise additional funds through sponsorship.</p> <p>There are just 40 junior members and the intention is to reinvest funds into the team. It is unlikely the pitch will be available for other teams due to the number of matches. Another team would need permission from OB Royals.</p> <p>He confirmed support from the RBL and Commons Trustees.</p> <p>The Chairman pointed out that a discussion regarding CIL funding is scheduled later on the Agenda and that, if a decision were made to offer grants from CIL funds to community groups, completion of a grant application form will be necessary.</p> <p>The representative was invited to stay for the remainder of the meeting.</p>	
<b>6.</b>	<b>CHAIRMAN'S COMMUNICATIONS</b>	
	There were no Chairman's communications.	
<b>7.</b>	<b>MANAGEMENT ACCOUNTS &amp; BUDGET</b>	
<b>7.1.</b>	<p>The Finance Officer reported on the first 3 months of the budget for 2021/22, stating that currently the outcome was more favourable than had been expected. He does not propose any changes in light of current inflation increases which are mainly related to energy costs which are on fixed contracts but can vary. He will review the situation in a further 3 months.</p> <p>Lychpit Hall is the main utilities expense but if booking levels continue these should cover costs.</p> <p>Cllr Renwick raised the question of contractors costs which are fixed for this year and suggested the PC consider whether, in fairness to the contractor these should be reviewed due to inflation increases and the increased cost of Red Diesel. This will be kept under review and considered if an approach is made by the contractor.</p> <p>Details of the current allocation of Earmarked Reserves were circulated and explained.</p> <p>Cllr Renwick wished to increase the budget for Environmental Contingency by £10k either by transferring from another reserve or CIL funding as in the longer term more funds will be required to fight development proposals and proposed transferring £10,000 from Lychpit Hall reserves. Cllr Grassi expressed concern and said she would be happier with £5,000. <b>Cllr Renwick's proposal was seconded by Cllr Brown and passed by a majority of votes. Cllr Grassi voted against the proposal which will go to full Parish Council for ratification.</b></p>	Clerk
<b>7.2.</b>	<p>Councillors were then asked to consider whether the current level of subsidy to the Clubs (40%) at a cost to the Council of just over £9,000 should continue. Cllr Renwick indicated his support for the subsidy remaining at 40% stating that it is important to the Council to know that the clubs are solvent. The recent increase in ground charges and the current economic climate was noted and a vote</p>	

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	taken resulting in a <b>unanimous vote to maintain the 40% subsidy and to review this again in 12 months.</b>	
<b>8.</b>	<b>CIL FUNDING</b>	
<b>8.1</b>	Receipt of the first CIL funding covering the period 1/10/2021-31/03/2022 totaling £93,056.01 was noted together with information from the Borough Council detailing how this could be used. The Finance Officer explained how he proposed recording this funding in the accounting system.	
<b>8.2</b>	<p>A spreadsheet with suggestions regarding possible allocation of CIL funding had been circulated in advance of the meeting. Cllr Whiter pointed out that, at the February meeting, 3 priorities were agreed as follows:</p> <ul style="list-style-type: none"> <li><b>(1)</b> Milkingpen Lane Footpath</li> <li><b>(2)</b> Climate Emergency measures</li> <li><b>(3)</b> Tree and hedgerow planting</li> </ul> <p>Para 25 in CIL information covers allocation. He said that Milkingpen Lane may take some time due to the need to deal with Hampshire Highways and stressed the need for care.</p> <p>Cllr Campbell said it was difficult to make any decision due to the lack of estimated costs for most items.</p> <p>Cllr White said the amounts agreed for Milkingpen Lane was £200,000, Climate Emergency £120,000 (provision of carbon neutral and reducing gas costs on PC properties) and £5,000 on hedge &amp; tree planting as part of climate challenge. He said it looks as if the Council will get £350k – a confirmed £325,000 from the Redrow Development and £25,000 from Five-Ways Interchange – possibly within next 2 years.</p> <p>Various proposals allocating funds for each item were put forward and doubt was expressed about Milkingpen Lane with the suggestion it might be better to put pressure on HCC/the developer to fund this if the east of Basingstoke development goes ahead.</p> <p>Cllr Brown said that improving Parish Council buildings and the Village Hall to as part of the climate emergency strategy would be expensive and suggested setting aside £15,000 for a formal survey by specialist consultants on ways of saving energy/money.</p> <p>Cllr Brown also suggested an allocation of £5,000 for tree &amp; hedge planting to each of the Churchyard &amp; Millfield Conservation Groups and Commons Trustees to enable them to carry out the work.</p> <p>The Clerk suggested a sum is set aside for grant funding with specific amounts being agreed once an application has been made.</p> <p>The Chairman’s proposal to put this suggestion forward to full Council was agreed and the Clerk will prepare a suitable Grant Application form to send to those applicants on the CIL schedule. It was also agreed that Cllr Whiter liaise with the Clerk to update the CIL schedule for submission to full Council on 5 July.</p> <p><b>Cllr Doust had jointed the meeting as an observer at some point during these discussions.</b></p>	

DW/Clerk

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8.3	<p>Councillors had been reminded of the Investment Policy in advance of the meeting. The Finance Officer said he was looking into the following fixed term accounts with a view to setting aside approximately £150,000 for 1 year:</p> <ul style="list-style-type: none"><li>(1) Santander</li><li>(2) Unity Bank</li><li>(3) Nationwide</li></ul>	
9.	<p><b>CONFIDENTIAL MATTERS</b></p> <p>The Chairman resolved to exclude members of the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960 to consider the following confidential contractual and staffing matters which meet the criteria of Schedule 12A of the Local Government Act 1972 Part 1.</p> <p>There were no members of the press present and the member of the public present left the meeting.</p>	
9.1	<p>Members were advised that the Finance Officer's contract expires at the end of June and <b>unanimously agreed the renewal for a further year at the same rate with the option to extend for a further 6 or 12 months depending on the Finance Officer's circumstances at that time.</b> The Chairman thanked the Finance Officer for his ongoing support and work for the Parish Council.</p>	
9.2	<p>A brief report by the Clerk recommending changes to how payroll is managed following the reduction in staffing levels had been circulated in advance of the meeting. The Finance Officer is considering an alternative outsourcing option in addition to using the HMRC system to be administered in-house. Cllr Renwick pointed out that there needs to be oversight by someone other than those paying themselves if the HMRC system were agreed. The Clerk suggested this could be managed with input from the Chairman/Vice-Chairman.</p>	
9.3	<p>The Clerk's report regarding changes to the Deputy Clerk's salary had been circulated in advance. The Chairman proposed increasing the SCP level suggested by the Clerk by a further 2 points to suitably recognise the Deputy Clerk's recent CILCA qualification and considerable contribution to the management of the Parish Office. <b>This recommendation was seconded and unanimously agreed with the change implemented with immediate effect and reflected in the July payroll.</b></p>	
<p>There were no further items for discussion and the meeting closed at 20.52 hrs.</p>		

SIGNED:.....

DATED:.....