



BLACKWATER AND HAWLEY TOWN COUNCIL

Minutes of the Meeting of the Town Council held on Monday 21st June 2021 at 7.15pm The Council Chamber, Memorial Hall, Hawley Green GU17 9BW

Present – Councillors:

Adrian Collett	Dave Lister (from 7.30pm)
Bob Harward	Trish Monks
Terry Hunt	Andy Tarbet

In attendance:

Jo Shaw (Town Clerk)

C4846 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Sara Usher and Brian Blewett.

C4847 DECLARATIONS OF INTEREST

There were no declarations of interest.

C4848 COUNCILLORS QUESTIONS

Caretakers Cottage – Cllr Trish Monks asked whether the Caretakers Cottage would be occupied in the near future. The Town Clerk reported that renovation work was on-going.

Blackwater Offices lease – Cllr Trish Monks asked when this would be in place. The Town Clerk reported that the matter was on-going.

Cllr Dave Lister arrived at 7.28pm

C4849 DEMOCRATIC FIFTEEN MINUTES

No questions or comments were received from members of the public.

C4850 MINUTES OF THE LAST MEETING

a) To Approve the Minutes of the Last Meeting

The minutes of the meeting held on 17th May 2021 were confirmed as a true record and duly signed.

b) Matters Arising

C4831 b) Pecuniary Interest Forms – Cllr Trish Monks reminded those Councillors who had not returned their annual pecuniary interest forms to send them to the Town Clerk.

C4833 - Lidl Pothole – Cllr Andy Tarbet confirmed that signs left following the A30 resurfacing works were still in place and Cllr Adrian Collett agreed to follow this up with Hampshire Highways.

C4851 REPORT OF THE CHAIR OF THE COUNCIL

Councillor Trish Monks reported that following her period of self-isolation she was well and glad that Cllr Terry Hunt was also well. Cllr Monks reported the benefits of lateral flow tests and advised that all Cllrs take a test prior to future meetings.

C4852 REPORTS FROM REPRESENTATIVES ON OUTSIDE AND OTHER BODIES

HADAPT – Cllr Adrian Collett reported that the positions of Chair, Treasurer and Secretary of HADAPT were currently available for nomination.

C4853 TO RECEIVE AND CONSIDER REPORTS AND MINUTES OF COMMITTEES AND SUB-COMMITTEES

- The Minutes of the Planning & Payments Committee Meeting held on 17th May 2021 were received.
- The Minutes of the Planning & Payments Committee Meeting held on 7th June 2021 were received.

C4854 FINANCE

1. Unaudited Income and Expenditure Reports 31/03/20

Councillors noted the contents of the unaudited financial report for the year ended 31st March 2021 (previously attached).

2. Internal Auditor’s Report

Councillors noted the contents of the internal auditors written report. This included

- confirmation of compliance with the Transparency Code Regulations 2015 with the addition of the Website Accessibility Statement on the Council website
- confirmation that the Risk Assessment 2020/21 was updated on 31st March 2021 to comply with the requirements of the Governance and Accountability for Smaller Authorities in England (March 2020)
- the Asset Register at 31st March 2021 was reviewed and additions and disposals agreed
- information on cyber insurance provided by Came & Co together with premium and contact details

Councillors also noted the contents of the Annual Internal Audit Report to be submitted to the External Auditor which was completed and signed.

3. AGAR 2020/21 – Section 1 - Annual Governance Statement 2020/21

Members reviewed ‘Section 1 - Annual Governance Statement 2020/21’ and

RESOLVED that ‘Section 1 – Annual Governance Statement 2020/21’ be signed.

4. AGAR 2020/21 – Accounting Statements 2020/21

Members reviewed ‘Section 2 – Accounting Statements 2020/21’ and

RESOLVED that ‘Section 2 – Accounting Statements 2020/21’ be signed

Signed Chair

C4855 AMENDMENTS TO COUNCIL MEETING SCHEDULE, TEMPORARY WORKING PARTY FOR THE PLANNING & PAYMENTS COMMITTEE AND DELEGATED POWERS

- a) Members reviewed the proposed amendments to the Council meeting schedule due to ongoing COVID-19 risk. Cllrs discussed the temporary conversion of the Planning & Payments Committee to a working party with delegated powers to the Chair of the Planning & Payments Committee and Town Clerk, so that virtual meetings could still take place.

RESOLVED

1. Create a Planning & Payments Working Party to review planning applications for the meetings to be held on 5th July and 16th August 2021. Following this, the Planning & Payments working party will be automatically dissolved and the Planning & Payments Committee will resume its usual duties. The Chair, Vice Chair and membership for the working party will be the same Members as agreed in item C4583 a) i).
 2. To approve delegated powers to Chair of the Planning & Payments Committee (as agreed in item C4583 a) i)) and the Town Clerk to agree and submit planning, licensing and appeal comments, discussed by the Planning & Payments Working Party, on behalf of the Planning & Payments Working Party for the meetings on 5th July and 16th August 2021.
 3. To postpone the Council Meeting scheduled for 19th July 2021 until 16th August 2021 immediately following the Planning & Payments Working Party virtual meeting.
- b) Members discussed the proposal for the authorization of payments until the next meeting of the Council and it was

RESOLVED to delegate authorization of Council payments to the Town Clerk until the next Planning & Payments Committee meeting on the basis that the schedule of payments is issued in advance to the whole Council for review and confirmation by email and that the signatures of two Councillors be obtained prior to payments being made. The schedule of payments made in this way to be reported to the next relevant council meeting.

C4856 ESTATES REPORT

Coffee Shop on the Green

The Town Clerk reported that whilst attendance at the Coffee Shop had been had been steady over the last month, lockdown levels of sales had not been regained. A core of regular customers remained and new custom had been gained from Leisure Centre users following the resumption of some group activities.

Inn on the Green

Trade continued to be steady but weather dependent. It is unclear how the delayed lockdown easing will affect customer confidence in returning to pre-lockdown behaviour. The recently purchased picnic benches looked very smart outside the bar.

The Bar Manager had recently taken Personal Licence qualifications and the Council will apply update the premises licences for the Memorial Hall and Leisure Centre in due course.

Signed Chair

Leisure Centre / Memorial Hall

Squash

A gradual increase in the number of bookings was evident since the opening of the courts on 17th May. Covid guidance was in place for those using the facilities.

Groups

Several group activities had resumed since the facilities opened on 17th May. This has proved popular with those attending, some of whom have commented that they are pleased to return from both a social and fitness perspective.

Sports Pitch Work

Work to the pitches over spring has proved successful and the appearance of the surface is now lush and green. Cricket matches successfully returned to the site on the weekend of 12/13th June and a number of training sessions for youngsters has taken place.

S106 Application

The Town Clerk reported that, in line with the resolutions taken at the last Council meeting, an application for the developer contributions from the 17/0771/FUL planning application for the land at Sun Park Phase 2 had been lodged with Hart District Council. As part of the application, a slightly altered Blackwater and Hawley Town Council Leisure Improvement Strategy was included and Councillors were requested to approve this version:

RESOLVED that the updated version of the Leisure Improvement Strategy be approved.

Hawley Primary School Maintenance Contract

The Town Clerk stated that the grounds work at the school continued with regular grass mowing and sports pitch marking having taken place.

Town Centre Planters

The Town Clerk updated Councillors on the status of the town centre planters and reported that the second hand planters had arrived and work had started on the planting. The planters should be in-situ around Blackwater in the next few weeks.

Site

The Town Clerk thanked the council facilities team for their work on the site as it was looking great.

C4857 BLACKWATER BUZZ

Councillors noted the contents of the article submitted by the Town Clerk for the May 2021 edition of the Blackwater Buzz (previously attached).

C4858 RIALTAS BOOKING PACKAGE

Councillors discussed the contents of a written report previously circulated by the Town Clerk on the purchase of the Rialtas booking package.

The Town Clerk explained that the existing doubly entry ledger-based Omega Accounting system offered Facilities Booking Management as a bolt-on package and that this would provide:

Signed Chair

- An easy method of logging bookings via a day-to-a-page diary system
- Could be set up to include multiple bookable facilities and that each facility could be split into bookable resources
- An easy reporting system
- Integration with the website which was updated in real-time

The Town Clerk suggested that this would benefit the Council offering:

- The availability of real-time information
- Booking information and invoicing in a single location
- Improvement in budget management and analysis of usage
- Residents with accessible information and contact information for independent groups

The Town Clerk clarified that this system was unable to offer on-line booking at this time and suggested that this be explored in more detail in the future.

RESOLVED that the Council purchase the Rialtas Facilities Booking package at an initial cost of £1,242 (plus VAT) to include training, and ongoing annual costs of £371 (plus VAT).

C4859 FRIMLEY PHOENIX CRICKET CLUB

Councillors reviewed the proposed legal agreement with Frimley Phoenix Cricket Club previously circulated by the Town Clerk. The legal agreement set out a framework to allow the cricket club to be given 'home club' status for preferential use of the facilities for a period of three years. The legal agreement was in place to allow the cricket club to access funding opportunities from various organisations to benefit both the Council and the cricket club.

Councillors also reviewed a schedule of charges put forward by the Town Clerk as follows:

Adult Match - Weekend	£75	Changing Rooms/showers	£30
Adult Match - Midweek	£45	Changing Rooms/showers	£30
Youth Match	£30		
VICC (Visually Impaired Cricket Club) match	£0		
Cricket Nets	£0	Bookings must be made	
Training - Adults	£10/hour		
Training - Youth	£5/hour		

Councillors considered the costs in comparison with other local facilities and also in view of the improved condition of the pitches.

RESOLVED

1. that the legal agreement with Frimley Phoenix Cricket Club be signed by the Town Clerk on behalf of the Council.
2. That the schedule of prices put forward by the Town Clerk be adopted by the Council.

C4860 OTHER BUSINESS – NOT FOR DECISION

Kingsway Flooding – 19th & 20th June

Cllrs Andy Tarbet, Brian Blewett and Adrian Collett had been contacted by residents following extensive flooding at Kingsway, Blackwater which had affected several households. Councillors expressed their disappointment in Thames Water, who had been extremely difficult to contact and had not

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attended to assist homeowners until early hours in the morning of 21st June 2021, after flooding had subsided.

Homeowners made a number of allegations including:

- The intermittent nature of the pumping stations
- The ditch alongside the railway line filling with water and flooding gardens
- Water coming up through the floor of properties on Kingsway

Cllr Collett discussed the issues with Alex Jones, Flood Risk Infrastructure Engineer at Hart District Council who explained that the incident should be recorded and reported to Thames Water.

RESOLVED that Councillors, together with a representative of Hart District Council, should arrange to knock on doors of properties in Kingway to speak to them about their experiences over the weekend of 19th and 20th June 2021 and report their findings to Thames Water. Cllr Adrian Collett agreed to arrange a date with Alex Jones, Flood Risk Infrastructure Engineer at Hart District council for this to take place.

C4861 EXCLUSION OF THE PUBLIC & PRESS

RESOLVED that, in view of the confidential nature of the business to be transacted, it was advisable that the public and press were temporarily excluded and asked to withdraw for remaining items on the Agenda.

C4862 CONFIDENTIAL MINUTES

C4863 MATTERS ARISING

C4864 WORK EXPERIENCE

The meeting ended at 9.22pm

Signed Chair