

## Clerks Report

Committee	Agenda Item No:	Date of Council meeting	Issue	Log	Current Status - RAG 0-3 mths <b>Green</b> 3-6 mths <b>Amber</b> Over 6 mths <b>Red</b> Over 1 year <b>Dark Red</b>	Time Taken Months
Town Council	18/038	15/05/2018	ARC Bar Lease	<p><b>Aug 19:</b> Contacted Alex - Gas is not mentioned in the services. Alex stated this is an error and can be amended.</p> <p><b>Jan 20:</b> Teething issues regarding the fine detail. Emailed Alex for clarification.</p> <p><b>October 20: From alex reduction in rent will have no impact on lease. Can issue formal letter if required.</b></p>	Partially Complete Schedule of dilipdations to be finalised	
Town Council Finance & Facilities	18/160	16/10/2018	NATC are managing trustees of Stratton Bates Charity	<p>Charity Number 301895</p> <p><b>131020 F20/063 Recommendation 1:</b> That further enquiries are made in respect of the Charity with the Charity Commission.</p> <p><b>031120:</b> Query sent to Charity Commission - It appears that the land was transferred from Town Trust to NATC absolute in 1959 so does this still reman a charity? Requested Articles of Charity from registration in 1962.</p> <p><b>021220: Response from solicitor is that it remains a charity and the land is not a council asset but held in the charity.</b></p>	Ongoing	
Town Council	19/013	22/01/2019	Cllrs attendance record to be on website - Referred to next meeting	<p>Councillors Report includes Attendance/Non-Attendance, projects, training etc is to be displayed on the website.</p> <p><b>260219 - 19/041 :</b> Record will be created and up loaded on to website</p> <p><b>October 2019:</b> Commenced designing template</p> <p><b>October 2020:</b> Ready to upload but subject to Accessibility regs</p>	Ongoing	
Rec & Env	R19/012	29/01/2019	Stratton Bates Car Park	<p><b>Nov 20:</b> Removeable bollard ordered. Awaiting date for installation</p> <p><b>Dec 20:</b> Removeable bollard installed at car park</p> <p><b>Jan 21:</b> Cones ordered and plan for cones sent to Hampshire County Council</p> <p><b>Feb 21:</b> Plan for cones approved by Hampshire County Council</p>	Ongoing	
Rec & Env	R19/015	29/01/2019	New Allotments	<p><b>300321 20/228 RESOLVED:</b> That the draft Heads of Terms regarding the new Allotment site is approved</p> <p><b>250321:</b> AS met with land agent to confirm area for draft lease</p> <p><b>070421 R20/131 RESOLVED:</b> Accept quote from CC Ecology for £720 for reptile survey <b>Reptile survey currently being undertaken</b></p>	Ongoing	
Town Council Planning	19/104 19/115	09/07/2019	Parking strategy for Alresford	<p><b>030320 - P19/196</b> Committee updated on mtg with Councillor Tod. There is a lot of work to be done by WCC before details can be agreed.</p> <p><b>July 20: Trader parking to be merged with parking strategy</b></p> <p><b>070720- P20/023 -RESOLVED:</b> That the Planning Committee budget is increased by £10,000 for the year 2020/21 for the Car Parking Strategy</p> <p><b>201120: Telephone payment to be available in all carpark from Nov 23 2020</b></p>	Ongoing	

Planning	P19/092	30/07/2019	Design Statement	<p><b>131020 P20/085 RESOLUTION:</b> It was proposed that the Planning Committee accept Troy Planning &amp; Design as consultants to NATC for the New Alresford Design Statement and ask that Full Town Council ratify this decision.</p> <p><b>271020 20/134 RESOLVED:</b> That the Consultants Troy is approved to assist with New Alresford Design Statement at a fee of £9,950.00</p> <p><b>251120:</b> Initial meeting with Troy. Troy will meet with WCC Planning in December to align current policy guidance and begin image gathering.</p> <p>Troy to conduct a self guided tour of Alresford in January. Plan Committee to have meeting with Troy on 1st June 2021 to progress the project.</p> <p><b>Next meeting with Troy Hayes tbc after costs plan for NP has been received.</b></p>	Ongoing	
Town Council Com & Tourism	19/140	17/09/2019	West Street telephone kiosk	<p><b>30.03.21 Floor covering and planter purchased</b></p> <p><b>12.04 21 Quote for painting of the three exterior crests in gold plate agreed at a cost of £96.00 by MRL Contracting. Date TBA</b></p> <p><b>20.04.21 Request for planter (to be erected on nth side of the box) to be planted by Anita Wade with wild strawberries or similar</b></p> <p><b>200521:</b> Floor mat arrived - Caretaker to fit</p> <p><b>May 21:</b> Floor mat fitted</p>	Ongoing	
Finance & Facilities Town Council	F119/102	10/12/2019	NATC Strategy	<p><b>090920 F20/043 RESOLVED:</b> To request £5000.00 funding for NATC Strategy and additional ARC repairs £11,000.00 from Town Council</p> <p><b>210920 20/105 RESOLVED:</b> That the funding for the NATC Strategy development to the cost of £5000.00 is approved.</p> <p>The debate suggested that the Strategy is incorporated into the Design Statement consultation.</p> <p><b>200421: Straegy meeting held with WCC Mark Maitland re moving forward for NATC Chair &amp; Clerk attended. Consider Planning incorporating some questions in the design statement public consultation.</b></p> <p><b>1.What do you love about New Alresford</b></p> <p><b>2.What do you dislike about New Alresford</b></p> <p><b>3.What would you change about New Alresford</b></p> <p><b>4.How would you deliver the change</b></p>	Ongoing	
Town Council Rec & Env	19/227	28/01/2020	Alresford Town Football Club	<p><b>03032021 F20/145 RESOLVED:</b> To recommend to Council that when a new agreement is negotiated with the Football Club, £75 is charged per match for external organisations (not covered by the agreement) using the football pitch and facilities</p> <p><b>03032021 F20/146 Recommendation:</b> To ask Recreation and Environment Committee to develop a plan to ensure the Changing Rooms are left in a satisfactory condition.</p> <p><b>070421 R20/117 RESOLVED:</b> To ask Finance to consider a one off clean of changing rooms and develop a checklist</p>	Ongoing	
Rec & Env	R19/156	03/03/2020	Unauthorised parking at Arlebury Park car park	<p><b>March 2021:</b> Snowdrop bulbs ordered - awaiting delivery</p> <p><b>070421 R20/123 RESOLVED:</b> To appoint South Coast Fencing to install wooden posts at a cost of £670.30</p> <p><b>May 21:</b> Posts installed</p>	Complete	15

Finance & Facilities	F119/140	10/03/2020	New Alresford Bins	The Clerk advised that together with WCC had conducted a review of the all the dog and dual bins in the town. The Clerk is working with WCC to finalise and agree the location, bin collections and invoices <b>231220:</b> Email sent to credit control WCC requesting definitive response to invoices <b>210121:</b> Liaise with WCC credit control and NATC will only be invoiced for 2020/21	Ongoing	
Town Council	19/264 iv	09/04/2020	The Arlebury Limited	<b>271020 20/137 RESOLVED:</b> That rent be charged a reduced rate of 50% and the service charge to be at full charge to be reviewed in three months <b>Nov 20:</b> Second close down, directors request rent freeze <b>241120 20/161 RESOLVED:</b> That if the government regulations deem that the Arlebury Limited must close and is not allowed to open their will be zero rent. <b>300321 20/235 RESOLVED:</b> That the Arlebury Limited is charged a 50% reduction from the when government legislation allows reopening for a period of three months. That NATC are allowed the use of the main hall on Tuesdays from 6pm onwards from now until the end of the of the three month period.	Ongoing	
Town Council	19/264 iii	09/04/2020	COVID-19 Response	<b>RESOLVED:</b> That the single parking space in the Keep Clear area is converted into a Disabled Parking bay. <b>RESOLVED:</b> That 17 made up planters at £75.00 each are placed in the sidings to improve the look of the area. <b>RESOLVED:</b> That a Working Group is created to address the Pop-Up Measures in the town. <b>051020:</b> 2nd stakeholder meetings with WCC and HCC <b>051120:</b> Team Leaders meetng to reactivate Support network, Social media updated	Ongoing	
Finance & Facilities	F20/012	09/06/2020	Ear Marked Reserves	<b>RESOLVED:</b> That all Earmarked Reserve reports are updated and referred to Town Council for approval. <b>270421 20/256 RESOLVED:</b> That the CIL Major Projects Earmarked Reserve funds the increases to the Roof Reserve to be increased to £64,000 and the ARC Refurbishment is increased to £15,000.	Completed	11
Finance & Facilities	F20/046	09/09/2020	Health and Safety Consultants	<b>081220 F20/093 RESOLVED:</b> To defer this item to January 2021 and defer £5000 to next years budget <b>090221 F20/131 RESOLVED:</b> That Saxon Safety are appointed at a cost of £2461 to write and develop a Health and Safety policy and a Covid-19 risk assessment for all Town Council activities. <b>Feb 21:</b> Initial meeting held between KD, the Clerk and Saxon Safety	Ongoing	
Finance & Facilities	F20/047	09/09/2020	Internal Controls - Contractors	That the controls in respect of contractors are enhanced and that specialist are recruited for specific projects. That experts are used for all projects to aid with the creation of the specifications. That all projects include payment breakdown.	Ongoing	

Finance & Facilities	F20/050 iv	09/09/2020	Other improvements - ARC	<p><b>030321 F20/147 Recommendation:</b> To investigate whether there is an appetite for additional storage or meeting rooms at Arlebury Park and the feasibility of altering the use of Changing Rooms 5 and 6 at the rear of the building.</p> <p><b>13042021 F20/149 RESOLVED:</b> To approve the quote from Flintstone Restoration to undertake repairs to the flint wall at Arlebury Park, at a cost of £708</p> <p><b>130421 F20/174 RESOLVED:</b> To recommend to Council that a number of changing rooms at Arlebury Park are repurposed as storage/ meeting rooms</p> <p><b>May 2021</b> - Repairs to flint wall undertaken, due diligence to be completed.</p>	Ongoing	
Rec & Env	R20/044	07/10/2020	Tree Survey	<p><b>RESOLVED:</b> Approve quote from Hampshire County Council's 201020 Survey commissioned for June 2021 when ash dieback is obvious</p> <p><b>Survey commenced 8th June</b></p>	Ongoing	
Planning	P20/092	03/11/2020	West Street Project Phase 2 - Pavement widening	<p><b>031120 RESOLVED:</b> The clerk will contact the relevant hampshire highways engineer to instigate a survey to ensure that the current plans are still feasible. This will also reveal what stages are necessary and how to progress the project as quickly as possible with the least disruption to the town.</p> <p><b>Nov 20:</b> HCC confirm they will undertake survey at cost of £5000.00</p> <p><b>011220 P20/111 RESOLVED:</b> To accept a cost of £5,000 for a structural survey of West Street. This will be an agenda item in January for full town council approval. HCC will undertake survey which will run from March-May 2021.</p> <p><b>260121 20/187 RESOLVED:</b> That the West Street Widening Project is approved in principle.</p> <p><b>260121 20/188 RESOLVED:</b> That the necessary survey work is approved to the value of £5000.00</p> <p><b>040521:-survey completed awaiting final check from HCC. Ben Brooks Martin will be contacting NATC soon. 7/6/21 Still awaiting report.</b></p>	Ongoing	
Town Council Planning	20/159	24/11/2020	The Sidings	<p><b>230221:</b> No response, email sent to WCC and licensing requesting update from WCC and possible extension to licence. 30/3/21 WCC has a highway officer working on a scheme for Broad St pedestrian area.</p> <p><b>150421:</b> Email received from HCC outlining difficulties with TRO and collapsable bollards - To be reconsidered with the possibility of re-applying for another temporary licence before current one expires 16th August. NB Tables &amp; Chairs licence expires 3/7/21</p> <p><b>160621: HCC intend to revoke all licences at the conclusion of the restrictions</b></p>	Ongoing	
Com & Tourism	CT20/66	15/12/2020	Promotion of Town	<p><b>RESOLVED:</b> That JJ and SJC meet with Think Creative Consultants about social media ideas for promoting Alresford and then feedback to the Committee</p> <p>JJ met with Think Creative Consultants who will come up with ideas to promote Alresford digitally to attract visitors</p> <p><b>230321 Progress stalled due to COVID. JJ hopeful he will have a response soon.</b></p>	Ongoing	
Com & Tourism	CT20/68	15/12/2020	Remembrance Day 2021	<p><b>Recommendation 1:</b> That Councillors are to explore these and other ideas and report back to the Committee.</p> <p><b>190121 CT20/79 RESOLVED: That the spend of up to £750 for the creation of a river of knitted poppies be approved (Spent - £40.18, £9.35, £17.09)</b></p>	Ongoing	

Rec & Env	R20/072	02/12/2020	Yellow Rattle	<b>RESOLVED:</b> Up to £1000 is approved to spend on scarifying grass edge at Arlebury Park and yellow rattle seed Dec 20 - Following discussion with experts, the best time for scarification is September	Ongoing	
Finance & Facilities Town Council	F20/069	13/10/2020	External Auditors	<b>131020 Recommendation 1:</b> That the response to External Auditors re 2017/18 and 2018/19 accounts is referred to Town Council for approval. <b>271020 20/138 RESOLVED:</b> That the response to the external auditor PKF Littlejohn in respect of 2017/18 and 2018/19 accounts is approved. <b>070121:</b> Outstanding query request from PKF re 2017/18 accounts, TC, DC and KD to compile response <b>090221:</b> Further queries form PKF re 2019/20 accounts <b>160221:</b> Responded to additional enquiry <b>270421: Accounts signed off by PKF for years 17/18, 18/19 and 19/20</b>	Completed	7
Rec & Env	R20/097	03/02/2021	Water fountain Stratton Bates	<b>RESOLVED:</b> That quotes are obtained for removal of the water fountain at Stratton Bates, an appeal is undertaken for information about Newton Dickenson through The Forum and Council website and New Alresford Town Trust is contacted with regard to the memorial plaque being kept at the Alresford Museum <b>Feb 21:</b> Article will be in March's Forum. NATT contacted regarding archiving the plaque <b>March 21:</b> NATT will hold plaque in Museum. Quotes being sought for removal of fountain <b>R20/124 RESOLVED:</b> To appoint Busby Builders to remove the water fountain at a cost of £361.45 <b>May 2021 Fountain removed</b>	Completed	3
Finance & Facilities	F20/166	13/04/2021	Electrician ARC	<b>RESOLVED:</b> To approve expenditure of £697.75 for electrician at Arlebury Park <b>May 21:</b> Electrical work in respect of First floor undertaken	Completed	2
Finance & Facilities	F20/171	13/04/2021	Virements	<b>RESOLVED:</b> To approve virements: New allotments - £4,400 from 20/21 reforecast to 21/22 budget Car Fest - £5000 from 21/22 budget to 22/23 budget Town Survey - £2500 from 21/22 budget to 22/23 budget	Completed	2
Town Council	20/209	23/02/2021	PIGS - Plant sale	<b>RESOLVED:</b> That the Alresford PIGS host a plant sale during the Spring/Summer 2021 at Spring Gardens Allotments to assist with fund raising. For the Chair of the Allotment Association be informed <b>100321 Chair of the allotment society informed of plant sale</b>	Completed	1
Town Council	21/015	04/05/2021	Better Broadband	<b>RESOLVED:</b> That the council supports the concept of better broadband by communicating the opportunity to residents. <b>May 21:</b> Letter drafted <b>170521:</b> Final letter Page 3 and 4 of letter printed and delivered to Mr Whyman	Completed	1
Town Council	20/230	30/03/2021	Land at Arlebury Park	<b>RESOLVED:</b> That the repairs to Arlebury Park is approved to the value of £860 excluding VAT. That vehicle drivers have due regard to the weather and ground conditions. <b>March 21:</b> Staff advised not to drive vehicles down on to land <b>200421:</b> The repairs to the land are completed	Completed	1

Rec & Env	R20/122	07/04/2021	Alresford litterpick 2021	<b>R20/122 RESOLVED:</b> To approve Saturday 22nd May as the date for the Alresford community litter pick <b>220521:</b> Litterpick undertaken and completed. Idverde to collect litter.	Completed	2
Town Council	20/255	27/04/2021	Internal Auditors Report	<b>RESOLVED:</b> That the Internal Auditor is advised of that NATC is not happy with the comments regarding the budget and setting process NATC did have due consideration and of the error referring to Standing Orders <b>120521:</b> Notified IA of NATC comments. Revised IA report received.	Completed	2
Finance and Facilities	F20/165	13/04/2021	Plastering First Floor	<b>RESOLVED: To approve expenditure of £980 for plastering ceilings at Arlebury Park</b>	Completed	2
Town Council	21/014	04/05/2021	Virtual Meetings	<b>RESOLVED:</b> That it is approved to lobby ministers for the extension of virtual council meetings <b>May 21:</b> Letter drafted <b>170621:</b> Signed letter sent to Mr Brine, Jenrick and Luke Hall <b>200621:</b> Response from Mr Brine that he has written to Ministry of Housing, Communities and Local Government on our behalf.	Completed	2