



HYTHE AND DIBDEN PARISH COUNCIL

The Grove, 25 St. John's Street, Hythe, Hampshire SO45 6BZ

Serving the communities of Dibden, Dibden Purlieu and Hythe

To:
All Members of the Council
District and County Councillors for the Parish

16th August , 2018

Members of the Council

You are hereby summoned to attend the Meeting of the Council to be held in The Parish Hall, West Street, Hythe, SO45 6AA on Wednesday 22nd August, 2018 at 7.00 pm.

Yours faithfully

[Stephanie Bennett](#)

Clerk to the Council

AGENDA

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST AND DISPENSATIONS**
 - a. To note any declaration of interest made by Members in connection with an Agenda item. Members to specify the nature of the interest;
 - b. To receive any written requests for dispensations for disclosable pecuniary interests;
 - c. To grant any requests for dispensation as appropriate
3. **MINUTES**

To consider and confirm the Minutes of the Meeting of the Council held on 8th August, 2018.
4. **CHAIRMAN'S ANNOUNCEMENTS**
5. **CRIME AND ANTI-SOCIAL BEHAVIOUR UPDATE**

To receive an update from the police
6. **REPORTS BY COUNTY AND DISTRICT MEMBERS**
 - a. To receive the written information reports from County and District Councillors on matters concerning the Parish.
 - b. To receive verbal updates on information not contained in written reports

7. **REPORTS FROM MEMBERS SERVING ON OUTSIDE BODIES**
To receive verbal updates from Parish Councillors who serve as representatives of the Council on outside bodies.
8. **PUBLIC FORUM**
 - a. Clerk to notify of any written questions submitted by electors attending the meeting
 - b. Elector addresses to the meeting
9. **QUESTIONS**
Councillors to take questions from councillors
10. **PLANNING COMMITTEE**
 - a. To receive and adopt the attached Minutes of the Planning Committee Meeting held on 8th August, 2018. 6 - 10
 - b. Chairman to provide an update on the progress of the Neighbourhood Plan
11. **COUNCIL CHAMBER FLOOR**
To consider the report of the Deputy Clerk. Report to follow
12. **COMMUNICATIONS PLAN**
Council to consider the draft Communications Plan for Valleydene 11 - 13
13. **MODERNGOV**
To consider the report of the Clerk 14 - 19
14. **LAND REGISTRY**
Deputy Clerk to report
15. **FINANCE 2018 – 2019**
 - a. To receive the bank reconciliation of July 2018 20
 - b. To receive the schedule of payments for the period 1 July 2018 to 31st July, 2018 21 - 24

Minutes of the Meeting of Hythe and Dibden Parish Council

Held at The Community Centre, Brinton Lane, Hythe
on Wednesday 8th August 2018 at 6.00 pm

p Maureen McLean (Chairman)
a E Davey (Vice Chairman)

Councillors:

p P Armstrong
p J Binns
a M Clark
p J Fowler
p C Harrison
a T Johnson

Councillors:

p G Parkes
p D Poole
p M Short
a A Wade
p M Wade

p = present
a = apologies
n = no apologies received

Officers in attendance

Mrs S Bennett (Clerk to the Council)
Mr S Spencer (Deputy Clerk to the Council)
Miss C Donnelly (Minute Clerk)

0 Members of the Public

87/18 DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest made and no requests for dispensation received

88/18 MINUTES

Consideration was given to the Minutes of the Parish Council Meeting held on 25th July 2018. Cllr Armstrong requested that the 2nd sentence of paragraph 2 of Minute 72/18 be amended as follows: "Cllr Armstrong said he would do his utmost to work with others".

RESOLVED that subject to the amendment above

the minutes of the Parish Council Meeting held on 25th July 2018 be agreed.

89/18 EXCLUSION OF PRESS AND PUBLIC

RESOLVED that

The press and public be excluded from the Council Meeting for the following items of business on the grounds they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12 of the Local Government Act 1972.

90/18 **VALLEYDENE**

Simon Cramp, Environmental Initiative Manager from Hampshire County Council's Economy, Transport and Environment Department gave an update regarding the scope works commissioned by the County Council in relation to Valleydene. This work includes investigations, surveys, assessments and the development of a concept for solving the issue of the overland flow of the watercourse. Joseph Ozkan Senior Engineer from the Hampshire County Council's Engineering Consultancy answered technical questions from Councillors, the Clerk and Deputy Clerk.

Mr Cramp explained that the role of the County Council was to support the Parish Council as a lead organisation however the County did not believe that remedial works to repair the broken pipeline and remove the blockage would be financially viable or able to be undertaken in readiness for winter 2018/2019. Mr Cramp recommended that the residents at risk of flooding be encouraged to develop a Flood Risk Action Plan and confirmed that he had asked the appropriate officers at HCC to make contact.

The Clerk emphasised the need to support the residents who are living with this issue on their doorsteps every day; especially those for whom the threat of flooding is a serious worry for them.

Councillors considered the risks to the Council, the number of riparian owners identified, the likely complexity of developing the concept to a specification with the number of riparian owners identified, the workload of the officers, and the requirement on the council to work within the cover of the underwriters.

RESOLVED that

- a) A Communication and Engagement Strategy in relation to Valleydene be developed, considered and adopted by the Council as soon as possible;
- b) A drop in briefing session be arranged in September, hosted by the Parish Council with Hampshire County Council providing information on their findings and their concept for resolving the issue of the overland flow. The drop in session is to be open to all;
- c) Hythe and Dibden Parish Council to write to all riparian owners and those at risk of flooding to inform them of the recommendations and planned work of Hampshire County Council;

- d) Hythe and Dibden Parish Council to facilitate the residents at risk of flooding in their consideration, development and implementation of a flood risk action plan;

The meeting closed at 7.15pm

Chairman

Date

mncou237

Minutes of the Planning Meeting of Hythe and Dibden Parish Council

Held at The Community Centre, Brinton Lane, Hythe
Wednesday 8th August 2018 at 7.20 p.m.

p Cllr. G Parkes (Chairman)
p Cllr. M Short (Vice Chairman)

Councillors:

p J Binns
a E Davey
p J Fowler
p C Harrison

Councillors:

p M McLean
a A Wade
p M Wade

Officers in attendance

S Spencer (Deputy Clerk to the Council)
C Donnelly (Minute Clerk)

p = present
a = apologies

3 Members of the Public

The Chairman apologised to the Committee and the members of the public who were in attendance for the late start to the meeting. This was due to a meeting of the Council overrunning.

91/18 DECLARATIONS OF INTEREST

There were no declarations of interest.

92/18 PUBLIC PARTICIPATION PERIOD

Mr Slipper informed the Committee about the changes to Permitted Development Status proposed by the Government relating to onshore shale gas resources. The Energy Policy Written Statement is the subject of a consultation running until 25th October. Mr Slipper said that he would email the link to relevant information and briefings to all Parish councillors. He requested that this consultation be considered at a future meeting.

Mr Cox congratulated the Committee for recognising that the Marsh Parade has been identified in the Brownfield Land Register. He also reminded the Committee about Condition 22 attached to planning application 15/1057 – “Before development commences details of the means of the future maintenance of the approved surface water drainage arrangements shall be submitted to and approved in writing by the Local Planning Authority. The drainage arrangements shall

thereafter be maintained in accordance with the approved details.” Mr Cox noted that the District Council has not taken any action in relation to enforcement.

93/18 **NOTIFICATION OF ANY OTHER URGENT BUSINESS TO BE RAISED AT THE END OF THE MEETING**

There were no matters raised.

94/18 **TO SIGN THE MINUTES OF THE MEETING HELD ON 11 JULY 2018**

RESOLVED

That the minutes of the meeting of the committee held on 11 July 2018, having been circulated, were taken as read and signed by the Chairman.

95/18 **PLANNING LISTS**

RESOLVED

- a) That the comments made on the Planning Applications received up to 1 August 2018 and contained in the attached schedule be forwarded to the District Council.
- b) That the comments made on the Tree Applications received up to 1 August 2018 and contained in the attached schedule be forwarded to the National Park Authority.

96/18 **NEIGHBOURHOOD PLANNING NOTES**

RESOLVED

The notes of the Neighbourhood Planning Group meeting held on 23rd July 2018, having previously been circulated, were agreed.

97/18 **ANY OTHER BUSINESS**

There were no matters mentioned.

The meeting closed at 8.10pm

Chairman

Date

mnpln488

**PARISH APPLICATIONS FOR HYTHE AND DIBDEN:
12 JULY 2018 - 1 AUGUST 2018**

- 1 App No: 18/10915 Full Planning Permission 02/07/2018**
 Applicant(s): Mr & Mrs Wheeler-Osman
 Agent: Sanders Design Services Ltd
 Proposal: Replacement roof with roof light
Site: 6 SOLENT DRIVE, HYTHE SO45 5FN
Comment: PAR 3: Recommend PERMISSION.

- 2 App No: 18/10938 Full Planning Permission 06/07/2018**
 Applicant(s): Mr Canton
 Agent:
 Proposal: Outbuilding
Site: 39 WOODLANDS CLOSE, DIBDEN PURLIEU, SO45 4JG
Comment: PAR 4: Recommend REFUSAL. The Committee objects to the application because it would be overdevelopment of the plot. The proposal is for a second dwelling rather than a 'granny annexe'. The rear elevation is out of keeping with the street scene. The Committee recognises that the depth of the foundations could have an adverse effect on the root structure of the adjacent Beech tree.

- 3 App No: 18/10944 Full Planning Permission 09/07/2018**
 Applicant(s): Mr & Mrs Chalk
 Agent: Sanders Design Services Ltd
 Proposal: Two-storey side and rear extension; single-storey rear extension
Site: SOHAM, ROMAN ROAD, DIBDEN PURLIEU, SO45 4PR
Comment: PAR 3: Recommend PERMISSION.

- 4 App No: 18/10949 Full Planning Permission 10/07/2018**
 Applicant(s): Mr & Mrs Anderson
 Agent: Sanders Design Services Ltd
 Proposal: Two storey detached outbuilding
Site: CLOUDS, ROMAN ROAD, DIBDEN PURLIEU, SO45 4QJ
Comment: PAR 3: Recommend PERMISSION.

- 5 App No: 17/11770 Variation / Removal of Condition RECONSULTATION**
 Applicant(s): Mr Ling - Vivid Build
 Agent:
 Proposal: Variation of condition 21 of Planning Permission 15/10751 to allow revised drainage proposal (retrospective)
 (ADDITIONAL INFORMATION)
Site: LAND ADJACENT TO FOREST LODGE FARM, FAWLEY ROAD, HYTHE, SO45 3NJ

Comment: PAR 4: Recommend REFUSAL. There is insufficient evidence at present to demonstrate that the new scheme solves the issues that have been raised, however we are aware that NFDC is seeking independent professional advice. The Committee recognises that the work undertaken has materially affected subsoil drainage from the site which is adversely affecting neighbouring properties and this needs to be rectified.

6 App No: 18/10975 Full Planning Permission 27/07/2018

Applicant(s): Mr Kellett

Agent:

Proposal: 1.2 metre high boundary fence; gate

Site: 4 OAK ROAD, DIBDEN PURLIEU, SO45 4PL

Comment: PAR 1: Recommend PERMISSION but would accept the decision reached by the DC Planning Officers under their delegated powers.

7 App No: 18/10987 Full Planning Permission 18/07/2018

Applicant(s): Mr & Mrs Walker

Agent: Sanders Design Services Ltd

Proposal: Single-storey rear extension; use part of garage as living accommodation

Site: 19 REDWOOD CLOSE, DIBDEN PURLIEU, SO45 5SN

Comment: PAR 3: Recommend PERMISSION.

8 App No: 18/10992 Full Planning Permission 18/07/2018

Applicant(s): Mr & Mrs Orpen

Agent: 1moreroom.co.uk ltd

Proposal: Single-storey rear extensions

Site: 8 BARCLAY MEWS, HYTHE SO45 3RQ

Comment: PAR 3: Recommend PERMISSION.

9 App No: 18/11010 Full Planning Permission 23/07/2018

Applicant(s): Ms Bennett

Agent:

Proposal: Front balcony with glass balustrade; fenestration alterations; cladding

Site: 10 SUNNINGDALE, HYTHE SO45 5BD

Comment: PAR 1: Recommend PERMISSION but would accept the decision reached by the DC Planning Officers under their delegated powers.

**PARISH TREE APPLICATIONS FOR: HYTHE AND DIBDEN
12 JULY 2018 - 1 AUGUST 2018**

The Committee is recommended to accept the advice of the New Forest National Park's Arboriculturist

- 1 App No: TPO/18/0610**
Proposal: Prune 1 x Willow tree, Prune 1 x Silver Maple tree
Site: LAND OUTSIDE 2 AND 6 FERRY ROAD, HYTHE, SO45 5GD
Comment: The Committee will accept the advice of the New Forest National Park's Arboriculturist.
- 2 App No: TPO/18/0596**
Proposal: Prune 1 x Oak tree
Site: 48 FOXTAIL DRIVE, DIBDEN PURLIEU, SO45 4NZ
Comment: The Committee will accept the advice of the New Forest National Park's Arboriculturist.
- 3 App No: TPO/18/0631**
Proposal: Prune 1 x Lime tree
Site: MONTEREY HOUSE, LIME WALK, DIBDEN PURLIEU, SO45 4RB
Comment: The Committee will accept the advice of the New Forest National Park's Arboriculturist.
- 4 App No: TPO/18/0628**
Proposal: Prune 1 x Oak tree
Site: 61 MOUNTFIELD, HYTHE, SO45 5AQ
Comment: The Committee will accept the advice of the New Forest National Park's Arboriculturist.
- 5 App No: TPO/18/0648**
Proposal: Prune 2 x Oak trees
Site: THE ORCHARDS, FOREST FRONT, HYTHE, SO45 3RJ
Comment: The Committee will accept the advice of the New Forest National Park's Arboriculturist.
- 6 App No: TPO/18/0682**
Proposal: Prune 1 x Oak tree
Site: 8 LAMMAS ROAD, HYTHE, SO45 3HB
Comment: The Committee will accept the advice of the New Forest National Park's Arboriculturist.

DRAFT Communications Plan – Valleydene

Stakeholder	Issue	What is to be communicated	Media channel to be used	Resources required	Timeline
15 and 16 Valleydene	Stability of land beside excavations/blockage	Recommendations of HCC engineers	Letter and meeting organised	Nil extra	23 August 2018
Valleydene residents and 3 x Highland Way residents	No solution this year and overland flow likely	No solution, open day to be arranged end September and HCC meeting notes	Letter	HDPC officers to draft, HCC to proofread	23 August 2018
Non riparian owners	What to communicate with non riparian owners	Insurance underwriters to advise on communications following commencement of claim	To be advised	HDPC officers	23 August 2018
Riparian owners and residents in area	Information needs to be provided by HCC on what is the solution and data that they have calculated and surveyed	HCC to brief on technical data findings and potential solutions HCC to brief on recommended flood risk reduction for winter 18/19	Open Day/drop in	HCC officers to prepare and present options HDPC to provide venue	End September

Stakeholder	Issue	What is to be communicated	Media channel to be used	Resources required	Timeline
Officers and councillors	Multiple communication channels will result in misinformation	Correct factual information to be provided where requested	Telephone Email Letter Officer and councillor meetings	Summary sheet to be maintained with all current information available to all (ModernGov)	Following Open Day
Residents	Misinformation gets passed and incorrect conclusions drawn	To be provided factual and up to date information	Telephone Email Letter Officer and councillor meetings	HDPC officer and councillors	Following open day
75 and 77 Highlands Way, 15 – 20 Valleydene	Flood Risk Action Plan opportunities are available to reduce the impact of flooding	Would residents like to develop a plan?	Letter	HDPC, HCC and Hantsfire officers resource to develop and seek funding for plan	Letter 23 Aug 2018 Commence work on plan Mid September
Hythe and Dibden Parish Council	Keeping Council up to date	Standing item on all Council agendas for councillors and officers to provide updates	Council meetings	Nil extra	From 22 Aug 2018
Hythe and Dibden Parish Council	Multiple communications links to multiple depts could result in information not being received correctly	All information flow that is relevant to HDPC	HDPC to nominate SPOC	Nil extra	As soon as possible

Stakeholder	Issue	What is to be communicated	Media channel to be used	Resources required	Timeline
Hampshire County Council	Multiple communications links to multiple depts could result in information not being received correctly	All information flow that is relevant to HCC	HCC to be requested to nominate SPOC	?	As soon as possible

COUNCIL 22nd AUGUST, 2018**MODERNGOV****1.0 INTRODUCTION**

Hythe and Dibden Parish Council is reviewing how it engages with the community and its customers. The introduction of a Facebook page and a Nextdoor page alongside the support for 'Love Hythe and Waterside' commenced this work and the Council is now looking at its transparency arrangements.

The council's current website is designed for PC based access and has no online booking and payments provision as well as being more difficult to navigate in comparison with the online provision of our principal councils. It also does not provide a calendar of meetings or a search facility of the archives.

This report considers the governance and transparency requirements of the Council and makes recommendation on how this council can align itself to the transparency arrangements of Hampshire County Council and New Forest District Council.

2.0 INFORMATION TO BE PROVIDED

This Council currently provides a multitude of information to the community. A recent office based exercise was undertaken to collate a list of information that should/must be made available as a minimum requirement. The items identified include:

- Councillor details
- Information related to decision making (calendar of meetings, agendas etc.)
- Finance information including transparency data
- Information on the councils data handling and related storage, policies and procedures
- Complaints procedures
- Freedom of Information Scheme
- Policies
- Document retention
- Governance arrangements (Standing Orders and Finance Regulations)
- Audit papers
- Public notices including tenders

3.0 MODERNGOV

Hampshire County Council and New Forest District Council have contracted ModernGov to provide the online access arrangements for the type of information listed above. This arrangement provides full access to all statutory documents across the range of media and examples of this provision can be accessed at <https://democracy.newforest.gov.uk/mgCalendarMonthView.aspx?GL=1&bcr=1> and <https://democracy.hants.gov.uk/uuCoverPage.aspx?bcr=1>.

Councillors who are elected to the District and County Council will already have access to the ModernGov arrangements; additional access arrangements for these councillors are not required and if utilised for Hythe and Dibden Parish Council all notifications, agendas etc. will be available on the single log on.

4.0 ACCESS BY COUNCILLORS

Each councillor has an access arrangement secured for themselves only. All agendas and documents released to members are flagged up to councillors by alert and can be accessed on any device. If the Council proceeds to provide hardware ie I pads for councillors from May 2019 all papers will be able to be fully accessed and read from the Ipad without the need for the agendas and papers to be e mailed; this improves the council's security arrangements.

Councillors can be provided with access to restricted documents that appear in a redacted form on the public facing arrangements.

5.0 WEBSITE

The Council is currently awaiting an online booking and payments system from its accounts providers. When this arrangement is available the Council will be required to recommission its website provider. It is anticipated that the Council will require a 'landing page' with links to:

- The ModernGov section covering the Council and it's work/decision making
- Love Hythe and Waterside
- News and events (this can be delivered with the ModernGov software)
- Facilities and Bookings (to be delivered with Edge IT systems and Lloyds Bank)
- Online payments (to be delivered with Edge IT systems and Lloyds Bank)
- Other information such as Neighbourhood Planning (this can be delivered with the ModernGov software)

6.0 COST OF MODERNGOV

The cost for year 1 that includes training of councillors and staff is £9,000. The ongoing annual cost is £7,010 (see Appendix A). The standard price for a principal council is £18,000 and the discounted price does not receive any reduction in services available.

The Council is unable to host ModernGov software as we operate to cloud based systems however the Councils cloud provider 'Microshade' has developed a bespoke arrangement with ModernGov that will facilitate Parish Councils utilising the ModernGov approach.

7.0 RECOMMENDATIONS

It is recommended that:

- 7.1 Council approves the use of ModernGov to provide transparency in its decision making and access to information for the community through multiple media
- 7.2 Council approves Year One cost of £9,000 and £7,010 per annum for a further two years
- 7.3 Council implements these arrangements as soon as possible

For further information please contact:

Stephanie Bennett

02380 841411

Stephanie.bennett@hytheanddibden.gov.uk

APPENDIX A

Stephanie Bennett
 Hythe and Dibden Parish Council
 The Grove
 25 St John's Street
 Hythe
 Hampshire
 SO45 6BZ

10th August 2018

Dear Stephanie

Thank you for requesting a quotation of the modern.gov committee and decisions management system for Hythe and Dibden Parish Council. Please find a breakdown of all of the costs associated with the software below.

Costs	
Application software - modern.gov	£9,000 (Standard Price £18,000 P.A.)
Maintenance, Support & Upgrade Year 1 -Maintenance, Support & Upgrade fee Payable from system acceptance date	£ Inclusive
Maintenance, Support & Upgrade fee Year 2 onwards - Maintenance, Support & Upgrade	£7,010 p.a. (linked to annual RPI increases)
Restricted app functionality	£ Inclusive (Standard Price £3,000 P.A.)
Software Installation Including:- Installation 5 Sessions onsite training Website branding Merge Templates Standard Migration of historic documents	£ Inclusive
Implementation Consultancy	£ Inclusive
Implementation Training	£ Inclusive
Implementation Documentation	£ Inclusive
Public tablet apps (iPad, Android, Windows)	£ Inclusive
TOTAL	£ 9,000 - Year 1 (+ VAT) £ 7,010 - Year 2 onwards (+ VAT)

modern.gov is sold at an all-inclusive price. Our aim is to provide absolute customer satisfaction, avoiding any risk of additional costs being identified partway through the implementation.

The all-inclusive standard price of £18,000 includes the following:

- An authority-wide licence for use.
- Five onsite training session and access to comprehensive online documentation.
- All installation and commissioning costs. Modern Mindset has considerable expertise in Windows-based infrastructure deployment as well as network security. We are happy to assist with all or part of the commission work, as the IT department feels is appropriate.
- The first year's support and maintenance fees.
- Site-specific customisation including document templates and web look-and-feel.

It should not be necessary to purchase additional consultancy to implement the system. However, we can provide consultancy at £800 per day if required.

We do not provide or perform formal acceptance tests, or any form of load testing. In the light of our all-inclusive pricing, formal acceptance tests provide little additional security at significant cost to both parties. We are happy that the customer performs whatever formal testing they see fit.

The all-inclusive price does *not* include: (council hosted system)

- Hardware costs.
- Third-party software licensing, including any Microsoft Products

Support Service

We supply a very comprehensive and complete support service, including but not limited to;

- End user helpdesk access via telephone, email or web site.
- Rapid response times - we aim to deal with urgent problems immediately.
- Help, directions, over the phone training for users.
- Assistance with operational problems such as damaged input documents that are outside the scope of the software.
- Provision of software upgrades.
- Installation of software upgrades where this can be achieved remotely.
- Assistance with configuration changes.
- Remote support of the running server software.
- Small software changes in response to user requests.
- Online web forum with latest documentation, FAQs, and information sharing between customers.

We are committed to offering value for money and have demonstrated this with responsible increases in annual support maintenance.

Upgrades

modern.gov is a steadily evolving product with enhanced versions being released on a regular basis. There is only a single generic product stream, with all customer-specific variations handled by configuration parameters.

Upgrades are provided as part of the annual support fee. Development of modern.gov comes from discussion with the User Group and legislative requirements.

Modern Mindset supports all versions of modern.gov, and allows users to choose when they wish to upgrade, for customer practicality reasons. We typically upgrade our longer-standing customers once every six months or year, as they wish to exploit the features of the latest version. The high stability and low bug count of the system makes support a range of versions straightforward.

To date, Modern Mindset staff have performed all upgrades as part of the annual maintenance. The maintenance contract allows for upgrades to be supplied on CD with instructions for the customer to install. This option may be taken up in the future.

Upgrades are scripted, typically take an hour to apply, and retain all data currently held in the system. They can be applied out of hours using remote dial-in facilities.

If a customer encounters a serious bug in an older version of the system, and upgrading at that point is not practical, we will produce fixes for the necessary older versions. We do not, however, enhance older versions, and we encourage customers to take advantage of the considerable functional improvements in the latest versions.

Full modern.gov System Hosting

Modern Mindset Limited provides a full server hosting option where the servers required by modern.gov are own and run by us. Your software will run on dedicated servers, in a dedicated rack, using Windows 2008 R2 on a vSphere cluster. Internet access speed of 1Gbps is provided. The servers are hosted at a purpose built data centre run by one of the country's leading hosting companies. All data will be held in the UK.

This is a highly cost effective solution, and allows rapid deployment and upgrading.

Please note that suitable (e.g. 5Mbps) internet access speeds are required at the customer's premises to provide adequate performance for the upload and editing of the democratic documentation. This option does not typically support Active Directory integration with the council's internal network.

The modern.gov system can be hosted by us for an annual fee of £3,000 p.a.

Ricky Clarke
Sales and Account Management Executive

Bank Reconciliation - JULY 2018**Bank Statements @****31 July 2018**

Lloyds Treasurer's Account (188)	30,305.12
Lloyds Business Instant Account (909)	77,995.31
Lloyds Wages Imprest Account	38,000.00
Lloyds Online Receipts	152,213.60
Lloyds Fixed Term Deposit 436LS	0.00
Lloyds Fixed Term Deposit 437LS	0.00
Lloyds Fixed Term Deposit 111LS	250,000.00
Lloyds 32 Day Notice Account	200,000.00
Petty Cash	150.00

Total **748,664.03**

Adjustments

Adjusted Total **748,664.03**

AdvantEdge @**31 July 2018**

Lloyds Treasurer's Account (188)	29,712.12
Lloyds Business Instant Account (909)	77,995.31
Lloyds Wages Imprest Account	38,000.00
Lloyds Online Receipts	152,213.60
Lloyds Fixed Term Deposit 436LS	0.00
Lloyds Fixed Term Deposit 437LS	0.00
Lloyds Fixed Term Deposit 111LS	250,000.00
Lloyds 32 Day Notice Account	200,000.00
Petty Cash	150.00

True Balance **748,071.03**

Uncleared Cheques	593.00	583.00	15048
		10.00	15051

As per Bank **748,664.03**

Agrees

Invoiced Expenditure Transactions

Start of year 01/04/18

Invoice date	Tn no	Paid date	Gross (£)	Vat (£)	Net (£)	Cttee	Supplier Invoice	Details
01/07/18	14186	02/07/18	453.00	0.00	453.00	Cncl	050318	New Forest District Council - Workshop NNDR - July 2018
01/07/18	14187	02/07/18	312.00	0.00	312.00	Cncl	050318	New Forest District Council - Parish Hall NNDR - July 2018
01/07/18	14188	02/07/18	780.00	0.00	780.00	Cncl	050318	New Forest District Council - The Grove NNDR - July 2018
01/07/18	14189	02/07/18	204.00	0.00	204.00	Cncl	050318	New Forest District Council - The Grove Ground Floor NNDR - July 2018
02/07/18	14130	13/07/18	582.37	97.05	485.32	Cncl	3037141	Fuelgenie - Fuel costs - June 2018
02/07/18	14159	13/07/18	32.62	0.00	32.62	Cncl	5401436505781138	Lloyds Bank Cardnet - Transaction service charges and fees - June 2018
03/07/18	14114	06/07/18	1,476.00	246.00	1,230.00	Cncl	H&D001	Executive Securities Personnel Ltd - Closing of play areas & Keyholding
03/07/18	14153	13/07/18	90.00	15.00	75.00	Cncl	INV2756	Hampshire Association of Local Councils - Training
03/07/18	14221	11/07/18	255.03	0.00	255.03	Cncl	DD 11/07/18	Everflow Limited - Water charges
04/07/18	14125	29/06/18	95.95	15.99	79.96	Cncl	75117875	Sports Direct - Clothing & Equipment - community Safety
04/07/18	14131	12/07/18	152.02	0.00	152.02	Cncl	87312	Everflow Limited - Water charges
04/07/18	14152	05/07/18	172.04	14.59	157.45	Cncl		Costco Southampton - Supplies for The Grove
05/07/18	14134	05/07/18	83.05	0.00	83.05	Cncl	050718	Petty Cash - Petty Cash Top Up
06/07/18	14138	13/07/18	60.96	10.16	50.80	Cncl	440455	Krowmark - Trousers x 3
06/07/18	14157	20/07/18	484.28	23.06	461.22	Cncl	172637679/18	Total Gas & Power - Electricity supply - Parish Hall
06/07/18	14183	20/07/18	254.08	12.10	241.98	Cncl	3002930051	Total Gas & Power - Gas charges at Clayfields
07/07/18	14173	20/07/18	977.73	162.96	814.77	Cncl	101144639	Ricoh UK Ltd - Rental of copier 1/7/18 - 30/9/18. Copy charges 1/4/18 -
10/07/18	14137	13/07/18	50.00	0.00	50.00	Cncl	030718	Parish Hall Deposit Refunds - Booking on 3/7/18
10/07/18	14142	13/07/18	2,909.00	0.00	2,909.00	Cncl	100718	New Forest C.A.B. - Policy Grant - agreed June Council
10/07/18	14143	13/07/18	1,383.00	0.00	1,383.00	Cncl	100718	Community First New Forest - Policy Grant - agreed June Council
10/07/18	14144	13/07/18	343.00	0.00	343.00	Cncl	100718	Waterside Heritage - Policy Grant - agreed June Council
10/07/18	14145	13/07/18	1,050.00	0.00	1,050.00	Cncl	100718	Hythe & Dibden Cricket Club - Grant Payment - agreed June Council
10/07/18	14146	13/07/18	248.40	41.40	207.00	Cncl	22805	RFA Electrical Contractors - Fire Alarm Service
10/07/18	14148	12/07/18	46.70	0.00	46.70	Cncl	070718 DT	Parish Hall Deposit Refunds - Booking on 7/7/18
10/07/18	14149	12/07/18	583.00	0.00	583.00	Cncl	100718	Friends of Forest Front - Policy Grant - Agreed June Council
10/07/18	14151	10/07/18	150.00	0.00	150.00	Cncl	1471749939	Booking.Com - Accommodation 9th - 12th October 2018 (Conference)
10/07/18	14166	20/07/18	369.60	61.60	308.00	Cncl	40211192	New Forest District Council - Tree Enquiries March 2018 - June 2018

Invoice date	Tn no	Paid date	Gross (£)	Vat (£)	Net Cttee (£)	Cttee	Supplier Invoice	Details
11/07/18	14154	12/07/18	40.00	0.00	40.00	Cncl	WS035	Allotment Deposit Refunds - Plot WS035
11/07/18	14155	12/07/18	10.00	0.00	10.00	Cncl	WS041	Allotment Deposit Refunds - Plot WS041
11/07/18	14170	20/07/18	354.00	59.00	295.00	Cncl	82703	Utilitywise - DEC for Parish Hall
11/07/18	14282	11/07/18	71.28	11.88	59.40	Cncl	110718 MK	Newsquest Hampshire & Dorset - Tender advert 11th July
12/07/18	14171	20/07/18	140.00	0.00	140.00	Cncl	121	Fred Hurst - cut back hedge at Clayfileds Sports Centre
12/07/18	14174	20/07/18	25.71	4.29	21.42	Cncl	SI187020	PC Building Supplies Ltd - Paint & paint brush
12/07/18	14176	20/07/18	72.00	12.00	60.00	Cncl	338080	Horizon Telecom - Line rental for 023 8084 1916 to 30/06/18
12/07/18	14178	13/07/18	150.00	0.00	150.00	Cncl	288292	SLCC - Attendance at Annual Conference 11/10/18
12/07/18	14179	13/07/18	150.00	0.00	150.00	Cncl	288286	SLCC - Attendance at Annual Conference 10/10/18
13/07/18	14172	20/07/18	1,560.00	0.00	1,560.00	Cncl	130718	Hythe Youth Club - Costs for Summer School Holidays
13/07/18	14177	16/07/18	700.00	0.00	700.00	Cncl		Post Office Counters - Gift cards x 10
13/07/18	14180	16/07/18	6.00	0.00	6.00	Cncl	9638532557	HM Land Registry - Register & Title Plan
13/07/18	14181	16/07/18	6.00	0.00	6.00	Cncl	9638537067	HM Land Registry - Register & Title Plan
13/07/18	14182	16/07/18	6.00	0.00	6.00	Cncl	9638538461	HM Land Registry - Register & Title Plan
13/07/18	14184	27/07/18	19.70	3.28	16.42	Cncl	I143551	Clarion Communication Management Ltd - Phone charges 023 8084 7487 to
13/07/18	14185	20/07/18	134.71	22.45	112.26	Cncl	THO02861	Thorntons Communications Ltd - Phone charges at The Grove
16/07/18	14175	20/07/18	38.24	6.37	31.87	Cncl	SI187297	PC Building Supplies Ltd - Paint & paint brush
16/07/18	14198	27/07/18	801.23	133.54	667.69	Cncl	426636	Shawfix Autos - supply and fit new lock st
16/07/18	14199	27/07/18	280.00	0.00	280.00	Cncl	123	Fred Hurst - Clearing of fire breaks
17/07/18	14200	27/07/18	324.00	54.00	270.00	Cncl	271518	Ace Liftaway - Skip Exchange 17/07/18
18/07/18	14165	20/07/18	50.00	0.00	50.00	Cncl	130718	Parish Hall Deposit Refunds - Deposit refund for booking on 13/14 July 2018
18/07/18	14190	20/07/18	46.00	0.00	46.00	Cncl	220718	Unison - Union Contributions - July 2018
18/07/18	14191	20/07/18	250.00	0.00	250.00	Cncl	220718	Solent Credit Union Limited - July Payroll
18/07/18	14192		6,294.54	0.00	6,294.54	Cncl	220718	HM Revenue & Customs - Payment for July 2018
18/07/18	14193	20/07/18	6,502.68	0.00	6,502.68	Cncl	220718	Hampshire County Council - Pension Contributions - July 2018
18/07/18	14194	20/07/18	21,487.83	0.00	21,487.83	Cncl	220718	Wages/Salaries - July 2018 Payroll
18/07/18	14197	27/07/18	2,716.93	452.82	2,264.11	Cncl	1535	Pencol Electrical Limited - supply and install ground mounted 2 socket

Invoice date	Tn no	Paid date	Gross (£)	Vat (£)	Net Cttee (£)	Cttee	Supplier Invoice	Details
18/07/18	14244	18/07/18	71.28	11.88	59.40	Cncl	B00000000	Newsquest Hampshire & Dorset - Public Notice
19/07/18	14195	17/07/18	27.58	0.00	27.58	Cncl	190718	Lloyds Bank Cardnet - Terminal Rental
19/07/18	14196	27/07/18	338.25	55.54	282.71	Cncl	170718	Moviola Limited - Supply of Film - The Greatest Showman
19/07/18	14204	20/07/18	20.45	0.00	20.45	Cncl	7J3XXHHR	South West Trains - Rail travel to Winchester x 2, rail travel to New Milton x 1
19/07/18	14208	27/07/18	170.00	0.00	170.00	Cncl	207	Hampshire & Isle of Wight CRC Ltd - Community pay back days 6th and 20th
21/07/18	14225	10/08/18	496.80	82.80	414.00	Cncl	R1F-M-000986879	NHS Isle of Wight Trust - Gazebo Banners
23/07/18	14207	27/07/18	75.26	12.55	62.71	Cncl	SI188106	PC Building Supplies Ltd - fencing timber - Forest Front pond
23/07/18	14231	10/08/18	186.00	0.00	186.00	Cncl	18050728	Cleansing Service Group Ltd - Disposal of sludge
24/07/18	14135	13/07/18	372.08	62.01	310.07	Cncl	10854	Microshade Business Consultants Limited - Hosted Services, Exchange
24/07/18	14205	24/07/18	35.00	0.00	35.00	Cncl		Information Commissioner - Renewal - SB
24/07/18	14206	27/07/18	150.00	0.00	150.00	Cncl	200718	Parish Hall Deposit Refunds - Booking on 20/07/18
24/07/18	14209	24/07/18	47.52	0.00	47.52	Cncl	No invoice	Newsquest Hampshire & Dorset - Advert in New Forest Post for tender -
24/07/18	14212	27/07/18	4.07	0.68	3.39	Cncl	SI188212	PC Building Supplies Ltd - Rapid setting cement
24/07/18	14213	27/07/18	324.00	54.00	270.00	Cncl	271861	Ace Liftaway - Skip exchange 24/07/18
24/07/18	14217	10/08/18	1,200.00	200.00	1,000.00	Cncl	INV1340	Primmer Olds BAS - Receiving instructions to prepare Specification and
24/07/18	14220	25/07/18	24.99	4.17	20.82	Cncl	65068009520181366	Amazon - Waders 20.82 for Marc Holland
25/07/18	14211	27/07/18	529.20	79.06	450.14	Cncl	425622	Shawfix Autos - Mot and Service + brake pads
25/07/18	14214	27/07/18	89.00	0.00	89.00	Cncl	270718	Petty Cash - Petty Cash Reimbursement Cheque
25/07/18	14215	26/07/18	6.00	0.00	6.00	Cncl	250718	HM Land Registry - Register & Title Plan
25/07/18	14216	26/07/18	6.00	0.00	6.00	Cncl	250718	HM Land Registry - Register & Title Plan
25/07/18	14224	10/08/18	50.74	8.46	42.28	Cncl	31/03229383	Eden Springs UK Limited - Water Coolers
26/07/18	14218	26/07/18	21.97	3.66	18.31	Cncl	INV-GB2018-145404920	Amazon - Laminator
26/07/18	14219	25/07/18	31.99	5.33	26.66	Cncl	GB154050091201829156	Amazon - Fox Repellant
26/07/18	14222	26/07/18	24.99	4.17	20.82	Cncl	Not Known	Amazon - Temp document - goods unknown
26/07/18	14226	10/08/18	93.04	15.51	77.53	Cncl	58088138	Hampshire County Council - Cleaning materials - Parish Hall
26/07/18	14227	10/08/18	114.28	19.05	95.23	Cncl	58088137	Hampshire County Council - Stationery
26/07/18	14239	02/08/18	262.15	43.69	218.46	Cncl	690198136046	Vodafone - Total for 11 mobiles

Invoice date	Tn no	Paid date	Gross (£)	Vat (£)	Net Cttee (£)	Cttee	Supplier Invoice	Details
27/07/18	14275		84.46	14.08	70.38	Cncl	SI188718	PC Building Supplies Ltd - supplies required for neighbourhood planning
31/07/18	14230	10/08/18	30.00	0.00	30.00	Cncl	hdpc201807	Hythe and Dibden Community Association - Hire of hall on 11th & 13th July
31/07/18	14233	10/08/18	812.50	0.00	812.50	Cncl	243	Neil Williamson Associates - Neighbourhood Plan Preparation - to 31/7/18
31/07/18	14234	10/08/18	25.00	0.00	25.00	Cncl	MLLP19829/22	Moore Blatch LLP - Balance due from lease renewal at Jones Lane
31/07/18	14238		614.75	102.44	512.31	Cncl	3078204	Fuelgenie - Fuel transactions - July 2018
31/07/18	14240		8.28	1.38	6.90	Cncl	46197	Central Computer Management Ltd (Livepay) - Payroll - Postage &
31/07/18	14248		304.00	0.00	304.00	Cncl	004558	ADH Cleaning and Maintenance Services - The Grove - window cleaning
31/07/18	14249		173.00	0.00	173.00	Cncl	004558	ADH Cleaning and Maintenance Services - Parish Hall - window cleaning
31/07/18	14263		32.50	2.00	30.50	Cncl	540436505781138	Lloyds Bank Cardnet - Fees for 1/7/18 - 31/7/18
31/07/18	14270		88.04	14.67	73.37	Cncl	66185	Holbury Hardware Stores - various supplies
31/07/18	14271		66.48	11.08	55.40	Cncl	178339	Holbury Tool Hire Limited - parts and batteries for flower display protectors
31/07/18	14272		73.79	12.30	61.49	Cncl	178341	Holbury Tool Hire Limited - telescopic looper for tree work Oaklands Pond
31/07/18	14273		16.32	2.72	13.60	Cncl	178340	Holbury Tool Hire Limited - Disposable shoe covers x 5
31/07/18	14274		137.78	22.96	114.82	Cncl	22950	RFA Electrical Contractors - Replace call point in boiler room 24/07/18
31/07/18	14281	31/07/18	100.00	0.00	100.00	Cncl	july reconciliation	Petty Cash - various vouchers not replenished
Total			63,174.22	2,305.73	60,868.49			

