

## Minutes of the Parish Council Meeting

16th January 2017, Heckfield Memorial Hall, 7.30pm

Present:

Cllr Janice Hughes (JH) (Chairman)

Cllr David Sexton (DS)

Cllr Alan Woolford (AW)

Cllr Keith Alderman (KA)

Cllr Adam Knight (AK)

County Cllr David Simpson (CCllr)

Mr Ron Darley (RD) Parish Clerk

Susan Turner (incoming Clerk)

2 members of the public

Meeting chaired by Cllr Janice Hughes

| REF   | AGENDA ITEM  | ACTION      |
|-------|--|-------------|
| 17/01 | <b>Public Open Session:</b> A resident referred to the poor state of the red telephone box and asked whether MPC had any plans for its future. JH confirmed that there is a plan to refurbish the telephone box, to be discussed at Agenda Item 17/10. The resident also asked about the position regarding the future of Glebe Wood and was advised that the transfer of ownership documentation etc had been signed by MPC and sent to the Trust for second signature. There are plans for work in the Wood. |             |
| 17/02 | <b>Receive Police Report:</b> No Police representative was present; no report received.  |             |
| 17/03 | <b>Apologies:</b> were received from, Cllr Bob Aylmer (BA)   |             |
| 17/04 | <b>Declaration of interest in items on the Agenda</b><br><i>Declaration by members of any personal prejudicial, pecuniary interests or non-personal interest in any Agenda.</i> No declarations of interest.   |             |
| 17/05 | <b>Confirm the Minutes</b> of the Council Meeting held on 21 November - the minutes were confirmed and approved. Proposed KA, Seconded DS, Signed JH.  |             |
| 17/06 | <b>To note the notes of an informal meeting of parish councillors held on 19 December 2016.</b> Noted  |             |
| 17/07 | <b>Council to discuss the recruitment of a new Parish Clerk.</b> It was agreed to appoint Ms Sue Turner (ST) as Parish Clerk & Responsible Financial Officer, with immediate effect, in order to maximise the length of handover with the existing Clerk. Proposed AW, Seconded KA.  | RD/ST       |
| 17/08 | <b>Council to consider the 2017/2018 Budget &amp; Precept timetable.</b> It was agreed that the Budget required more work on it (AW) and that a Precept of £8,100 would be requested from HDC. Proposed AW, Seconded KA.   | RD/ST       |
| 17/09 | <b>Council to consider duties to be assigned under the Lengthsman Scheme, once approved via the Cluster Leader, Newnham Parish Council.</b> Tasks agreed were around the bus stop areas and that Councillors would come forward with others.   | All members |

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|-------|--|-------------------------------|
| 17/10 | <p><b>Council to consider arrangements for the removal, refurbishment &amp; relocation of the phone box .</b> It was agreed to form a Working Group, comprising a BA, AK &amp; AW &amp; residents who had volunteered to undertake the work of refurbishment. Clerk to confirm insurance cover for the Group - specifically cover, in the event that the removal is undertaken by a local farmer; BA to prepare risk assessments.</p>  | <p><b>RD/ST<br/>BA/ST</b></p> |
| 17/11 | <p><b>Council to discuss arrangements for the acquisition and emptying of waste bins in the parish.</b> HDC to be asked (i) to confirm what they would charge to empty the proposed 6 bins, plus the new one on Hound Green and whether they currently empty the bin by the bus stops near the Shoulder of Mutton. Clerk to email Paul Green re a key to empty the new bin on the Green.</p>   |                               |
| 17/12 | <p>Current account balances as at 31 December 2016: £34,970.48<br/> <b>Cheques to approved retrospectively:</b> Proposed DS, Seconded JH.<br/> CQ No 329: Heckfield Memorial Hall: Hall hire November 2016<br/> CQ No 330: Darley: Admin Expenses: Virus protection Invoice: £89.99<br/> CQ No 331: £212.00: Premier Grounds &amp; Garden Maintenance: Hound Green: November 2016<br/> CQ No 332: £15,000: refund of duplicated payment re sale of land: Hound Green<br/> CQ No 333: £254.90: R. Darley: December 2016 salary/allowance<br/> CQ No 334: £63.60: HMRC: PAYE December 2016<br/> <b>Cheques approved and signed by JH &amp; DS:</b><br/> CQ No 335: £42.53: R Darley: Admin Expenses December 2016<br/> CQ No 336: £212.00: Premier Grounds &amp; Garden Maintenance: Hound Green: December 2016<br/> CQ No 337: £:254.70 R. Darley: Salary/allowance January 2017<br/> CQ No 338 £63.80: HMRC: PAYE January 2017</p> |                               |
| 17/13 | <p>Council to consider new planning applications &amp; note decisions:<br/> <b>New Applications:</b></p> <p>16/03393/PRIOR: Arcadia Farm Reading Road Mattingley: Application for Prior Approval under Part 3 of the Town and Country Planning (General Permitted Development) (England) Order 2015 of Proposed Change of use of Agricultural Building to a Dwellinghouse (C3). <b>Agreed no objection</b></p> <p>16/03212/PREAPP : White Willows Mattingley Green Single storey extension to rear of the property to provide an enlarged kitchen and dining space along with a number of other minor alterations to the layout and insertion of an en-suite within one of the first floor bedrooms. <b>Agreed no objection.</b></p> <p><b>Decisions:</b></p> <p>16/03026/HOU: Hazeley Hatch Hazeley Heath: Demolition of existing garage and construction of a new detached garage and stores. <b>GRANT. Noted.</b></p>           |                               |

| REF   | AGENDA ITEM  | ACTION  |
|-------|--|---|
| 17/14 | <p><b>Councillors to report on areas of responsibility:</b><br/>           DS confirmed that the area around the bus shelter at Hazeley Bottom needs tidying up. It was felt that a Working Party should be formed to discuss a plan of work at Hazeley Bottom to be prepared by DS, the thought being that the agreed plan be passed to RSPB for their view, and expressing the intention the in the absence of a response, MPC would carry out the works.<br/>           DS asked about a past proposal to install benches at certain points in the parish and it was agreed that this should form part of the above plan of works.<br/>           DS asked about the status of FP1, which had been considered for redesignation as a bridleway. DS thought that had been agreed but undertook to look into the matter.<br/>           KA: reported: that a new molecatcher had been approached and would carry out disinfestation work in the subsequent week (ii) the Glebe Wood papers are with the Woodland Trust for final signature (iii) SSE are being pressed for a definite date when tree works at Hound Green will be carried out (iv) resurfacing work on the road leading to The Lanterns etc is still being deferred pending the work to be done by SSE and South East Water.<br/>           CCllr: reported that the County Council Rate is to increase by 3.99% - 2% to be spent on Adult Services, 0.99% on general issues.</p> | <p><b>DS</b></p> <p><b>DS</b></p> <p><b>CCllr</b></p> |
| 17/15 | <p><b>Council to receive reports on Matters Arising from the Council Meeting Held on 21 November and the informal meeting of councillors on 19 December 2016:</b> progress on outstanding actions are detailed in Appendix A to these minutes.</p>   |   |

**Meeting closed 9:30 pm**

**Next MPC Meeting:** 20 February – 7.30pm, Heckfield Memorial Hall

Signed.....

Date.....

**Chairman**

Appendix A to Minutes of  
Council Meeting January 2017

| <b>Outstanding Matters:</b>   |                            |
|---|----------------------------|
| <b>Glebe Wood lease documents:</b> Signed by MPC. Signature by Woodland Trust awaited.  | <b>KA</b>                  |
| <b>Installation of dragons' teeth:</b> Installation delayed pending tree works by SSE.  | <b>AK</b>                  |
| <b>Relocation of the red K6 telephone box:</b> electrician has confirmed that the electricity supply to the phone box has been disconnected. Working Party formed. Insurance company to be approached re insurance cover.   | <b>RD/ST</b>               |
| <b>Bird/bat boxes on Hound Green:</b> Clerk to contact HDC re bat/bird boxes  |                            |
| <b>Litter bins:</b> HDC to be pressed for confirmation of what they would charge to empty 6 new bins and the new one installed on Hound Green by HDC.   | <b>RD/ST</b>               |
| <b>SSE Tree Works: KW:</b> KA to contact SSE to confirm a date when they will carry out the major tree works project on Hound Green. Delay due to marshalling sufficient resources to do the work in one day. Logs are to be left for use by local residents.   | <b>KA</b>                  |
| <b>Provision of a spreadsheet to monitor progress against target dates on projects/action items agreed by MPC.</b> A spreadsheet has been drafted, and is being simplified/shortened.   | <b>RD/ST</b>               |
| <b>Contingency plan to cover the eventuality of a Clerk's departure</b> Amendments to a draft circulated to Members are to be made by the Clerk.  | <b>RD/ST</b>               |
| <b>Parking problems at Hazeley Bottom:</b> Incorporated in a more comprehensive plan to be prepared for discussion by a Working Group set up for the purpose.   | <b>DS</b>                  |
| <b>Transfer of bank account &amp; electronic banking.</b> Bank account to remain with TSB. Clerk to discuss electronic banking arrangements with TSB once the name of KA has been added to the panel of signatories.  | <b>RD/ST</b>               |
| <b>The Lengthsman Scheme:</b> Agreement signed. Tasks for the Lengthsman (Jason) to be determined.  | <b>All<br/>councillors</b> |
| <b>Private Road Improvement:</b> Property owners have agreed to share the cost of laying 20 tonnes of material (£1400) to resurface the private road alongside the Green. The amount of work to be done may be less, once the Water Board has made good the road following its repair of a recent leak. Work to go ahead once SSE tree works have been carried out. | <b>KA</b>                  |
| <b>Updating the Website:</b> RD had been tasked with maintaining the website but unlikely do so before his departure.   | <b>RD/ST</b>               |
| <b>Hound Green Moles:</b> New molecatcher to carry out disinfestation in week commencing 23 January.  | <b>KA</b>                  |