HANNINGTON PARISH COUNCIL

[DRAFT] Minutes of the Parish Council meeting held at the Village hall, Hannington

Tuesday 8th December 2015 at 7pm

Present: Chairman Councillor Simon Taylor, Councillor Janusz Hertz, Councillor Clare Kinnear, Cllr Karin Jardine- Brown, Cllr Robert Finlayson (co-opted as first item on agenda) Chris Pottinger (Clerk)

Cllr Keith Chapman attended on behalf of HCC.
Cllr Donald Sherlock and Cllr Cathy Osselton attended on behalf of BDBC.

1. Co-optition of Robert Finlayson to fill the one remaining vacant position on the Council

Robert Finlayson was nominated by Cllr Simon Taylor and seconded by Cllr Janusz Hertz. The proposal was supported unanimously and Robert Finlayson was duly appointed as a parish councillor. Robert gave completed and signed Declarations of Interest and Declaration of Acceptance of Office forms to the Clerk, and was therefore able to undertake the role of parish councillor with immediate effect.

Action: Clerk to forward the two completed forms to BDBC.

Note: The completed “Register of Members’ Interests, General Notice of Disclosable Pecuniary and Other Registerable Interests maintained under Section 29 of the Localism Act 2011” is available for public inspection, by contacting the Parish Clerk and by access to the BDBC Council website.

2. Apologies for absence & declaration of interest

There were no absences.

There were no declarations of interest regarding items on the Agenda.

Five members of the public attended the meeting. Their main items of interest centred on:-
10.b Ownership of Hannington Village Green, 10.c Removal of hedge at Waterman’s Cottage and 10.d Planning Application for Rose Cottage.

3. Minutes of Meeting held 8th September 2015.

The Council agreed the Minutes were complete and accurate, and were signed by the Chairman.

4. Matters Arising (not covered elsewhere on the agenda)

a. Review of actions sheet from May meeting

The meeting agreed the ‘status’ of the items on the Action List, including those shown as being ‘Completed’ that could therefore be removed by the Clerk. All remaining items were included elsewhere on the Agenda.

ACTION: Clerk to circulate updated Actions List to Cllrs.

The key Updates and ‘Actions’ not addressed elsewhere on the agenda were:-

i. Footpaths & Bridleways: recent emails to Hannington residents had detailed the works completed to date and that the last remaining ‘stile to gate’ was due to be completed on 10th December.

Cllr Hertz updated the meeting with regards the bridleway BW 7110 that had been repaired by HPC and HCC last year. The footpath suffered from still having 4-5 very large muddy holes requiring an estimated 40 tonnes of chalk; which Tim May has agreed to source. Accordingly, Jan had sought and received agreement from the North Hampshire Area Countryside Access manager that they would provide the manpower and digger. Work could commence in the New Year.

5. Broadband
a. HCC Broadband

Cllr Hertz informed the September meeting, “that a ‘National Satellite Broadband’ solution had been decided upon by BDUK for those that are not in the Wave 2 programme and have speeds of 2Mbps or less. Those people who qualify may elect to have satellite broadband installed at a subsidised initial installation cost. The associated process and procedure supporting this option is to be piloted and published later in the year.” Cllr Hertz had recently informed residents, via the Parish email, that a new £350 grant had been announced. This grant was available to residents to help towards the set-up costs of a satellite solution where the current Broadband speed was less than 2Mbps.

b. Community Infrastructure Levy (CIL)

The meeting was informed by Cllr Osselton that her understanding was the terms of reference for ‘infrastructure’ will NOT be changed to include Broadband.

6. Correspondence

a. HALC e-updates: the Clerk confirmed that all relevant items received since the last meeting of the Parish Council in September had been circulated and acted upon where necessary.

b. BDBC Consultations on Cycling Strategy: one Hannington resident had forwarded to the Clerk a copy of his detailed submission/criticism of the strategy he had sent to BDBC. The Parish Council echoed many of the concerns noting that little if any mention was made of rural cycling, and that the strategy was very much Basingstoke Town ‘centric’. The consensus was that BDBC had missed a significant opportunity to develop cycling across the whole of the Borough.

c. BDBC Consultation on Gambling Policy: the Parish Council had no observations.

d. Hampshire Fire safety Review; meeting held at Kingsclere PC 30th November: KPC had invited HPC Cllrs to attend their meeting. Cllr Clare Kinneir (HPC), Cllrs Donald Sherlock and Cathy Osselton (BDBC) and Keith Chapman (HCC) had attended the meeting. Feedback was that the meeting became quite heated at times, with members of the fire service challenging some of the proposals.

Cllr Chapman provided the Parish Council meeting with an overview of the proposals, including a demonstration of how the ‘fire suppressing lance’ (new technology) would be used to reduce temperatures inside burning buildings in a fraction of the current time. He also explained that reducing the size of the fire appliances would make them more suitable and accessible in rural areas. Although these vehicles needed fewer crew there would be no redundancies and no fire stations would be shut. The aim would be to improve the response time to under 8 minutes. He informed the meeting that fire crews were being involved less and less with ‘fire’ emergencies and were providing a broader emergency support service. For instance, they had been called out on 10,500 occasions in the last year by the Ambulance Service. Cllr Chapman concluded that necessary Budget savings would be delivered but the standards and quality of the service would not suffer, and would in fact improve under the new proposals.

There was nobody present at the meeting with the knowledge and expertise to question or challenge any of these ascertainment.

The Council thanked Cllr Chapman for his contribution.

e. Parish Liaison Meeting 5th November. Cllr Hertz informed the Parish Council a discussion had taken place on the need for Parish Councils to ensure security of data and that care had to be taken especially where there was potential conflict with disclosures under Freedom of Information. The Parish Council was advised it was in their best interests to file copies of their Minutes with the Winchester Records Office, as this would make them the primary contact for requests under FOI.

Action: Clerk to investigate how to file Minutes with Winchester Records Office.

f. HCC Consultation on Library Service: the Clerk informed the meeting that residents had been notified of the consultation exercise via the Parish Council email network, and been encouraged to provide their views.
7. **Public Observations:**
The Clerk informed the meeting there were no items from the public that were not dealt with on the Agenda.

8. **County Councillors Report:** In addition to his contribution on the Fire Service Review, Cllr Chapman also stressed the serious problems HCC, along with many if not all other County Councils and Primary Authorities, of every political hue, were having in delivering yet further Budget reductions whilst trying to protect key front-line public services.

9. **Borough Councillors Report:** Cllrs Sherlock and Osselton said the decision to build 3,400 new homes in the Manydown area would cause major infrastructure problems in and around the A339. Traffic problems are being compounded by the ongoing work on Black Dam roundabout; the road works at Basingstoke Hospital; buses from Tadley having to go around Basingstoke; and will be further congested with the decision of SW Trains to build a ‘double decker’ car park at Basingstoke Station, which would, in the short term, mean a substantial reduction in car park spaces near the station. The Cllrs drew attention to a SW Trains consultation page on their website.

10. **Planning Applications**

   a. **Decisions/Actions taken since meeting 8th September**
   It was agreed at the September 2014 meeting that the public (residents) should be informed of all ‘decisions’ made by the Parish Council that fell between full Council meetings, with the Clerk to minute all such decisions at the next full Council Meeting. There were no ‘decisions’ that were formally notified to BDBC Planning Department during this period.

   b. **Ownership of Hannington Village Green**
   Soon after the meeting 8th September, KPC confirmed they would support the transfer of registration of the ‘village green’ from them to HPC, providing HPC met the full costs. Since the September meeting, HCC Legal Services have agreed to act on behalf of both HPC and KPC, with separate legal advisors necessarily representing each party. It is anticipated that the outcome will provide absolute clarity as to the boundary of the ‘village green’ and registration being transferred from KPC to HPC.

   HCC Legal Services provided an original estimate of costs being £750 per Parish Council. However, following discussion, they agreed to a combined charge of £1,000 plus the cost of any necessary disbursements. Through email correspondence, the Parish Council agreed to the amended cost and authorised the Clerk to inform HCC legal Services of their decision, and to make provision of £1,500 in this Budget to cover all potential costs. The Clerk confirmed both these actions had been completed.

   c. **Removal of hedge at Waterman’s Cottage**
   Cllr Taylor informed the meeting that from correspondence he had seen, the owners of Waterman’s Cottage had been instructed by BDBC Planning Dept to reinstate the hedge. Recently a post and rail fence had been erected in the gap. It is thought this is a precursor to the replanting of the hedge in the Spring.

   d. **Oakley and Deane Neighbourhood Plan: formal consultation**
   The Parish Council noted Cllr Sherlock’s comments regarding the views of BDBC, and decided that they had no observations to make on the contents of the Plan.
e. Planning Applications considered at the December meeting

Location: Rose Cottage Summer Down Lane Hannington Hampshire RG26 5TX
Proposal: Amendment to previous proposal for the erection of two bedroom dwelling with garage and store on land adjacent to Rose Cottage using existing access
BDBC Ref: 15/02902/FUL

The Parish Council had concerns about the proposed change to the roof line. The meeting was informed by Geoff Poynter-Smith, the owner of Rose Cottage, that the change so that the proposed roof line would match that of Rose Cottage, had been requested by BDBC planning Department. The meeting was informed by Cllr Sherlock that the planning application was being referred to Planning Cttee for approval as there had been more than six objections during the process.

Decision: having heard the explanation from the owner for the latest change, the Parish Council reaffirmed its decision in September that it did not have any objections as it had adequately addressed the three objections they had previously raised in May.

Action: as the Parish Council had asked Planning Dept to extend deadline so that the Council could consider the application at its meeting..., the Clerk to inform BDBC of ‘no objection’.

Location: Whistle Jacket, Meadham Lane. Hannington RG26 5UB
Proposal: Erection of rear and side extensions and erection of new front porch.
BDBC Ref: 15/04163/HSE

Decision: Members did not have any objections to the proposal.

Two notifications had been received from BDBC Planning Department of planned tree work at Manor Farm and Caythorpe House. The Parish Council, via email correspondence, had not raised any objections to these proposals.

11. Roads, Footpaths & Bridleways Officer’s report

a. North Oakley & Cottington’s Hill: stiles to gates

Cllr Hertz gave an update on the works completed to date with the final conversion of the ‘stiles to gates’ due to be completed on Thursday 10th December. The Clerk issued a final update 10th December to residents via the village email system. An extract is reproduced below:-

"The Parish Council’s thanks go to the Rambler Volunteers led by Jonathan Tinkler and the Countryside team composed of Beth Rutter and Mitch Webb for their continued support in the last few months to make the HPC ‘Stile for Gates’ project possible. With their wholehearted help, it made it possible to radically improve our local footpath network in a very short timeframe. Nine stiles were removed and replaced with kissing gates or gates. With access to the HCC Small Grants Scheme, spare gates donated by the Ramblers, and support from the respective landowners etc this was all delivered within a cost to the Parish Council of ... £281 net of VAT.” This is a substantial reduction to the £478 reported at the September meeting.

b. Meeting with HCC Highways Dept;

The Clerk informed the meeting that significant work had been undertaken by HCC Highways Dept in recent months to repair potholes. However, despite many attempts, a meeting with officers of the Dept had not taken place since October last year.

The meeting discussed two issues of concern:-

- The siting of ‘Unsuitable for HGV’ signs, and,
- The potential for requesting HCC Highways to place official ‘Passing Signs’ on the roads into and out of Hannington to distinguish between ‘formal’ and ‘informal’ passing places was discussed. It was decided that these were not required.

On 9th December, the day after the Council meeting, the Clerk received an email from HCC Highways Dept with plans to arrange a suitable date to meet with them. The email also referred to the content of a very detailed ‘survey’ of the status or the roads in the Parish that had been completed by Cllr Hertz and forwarded to HCC Highways a few days previously. The email then said, “…it
would be appreciated if you could indicate the preferred location for the salt bins you are seeking; if you do not yet have the desired bin/s in place, we can look into possible provision if there is space available on the highway.

“With regard to the Operation Resilience programme, I have looked it up and the only potential scheme they are currently looking into within the Parish is for possible drainage works on the A339 at Pitt Hill, although there is as yet no indication of a timescale of work. I understand there are some submissions from previous years for other potential sites which were not progressed and will be working with Steve on identifying those with a view to making new submissions for future consideration”.

c. HCC Consultation on Walking Strategy
The Parish Council welcomed HCC’s initiative to prepare a Walking Strategy. However, it was critical that the Strategy was focussing on urban walks rather than rural ones. This was considered particularly disappointing as the Parish Council had been extremely successful in recent months working with the HCC Countryside Team, the North Hampshire Ramblers Association, local farmers and residents in converting ‘gates to stiles’ across the Parish (see item 11.a above), and that a not insignificant proportion of the costs had been met by accessing HCC’s own Small Grants Scheme.

Action: Clerk to inform HCC.

d. Dogs on Michael’s Field
Concern was raised at the meeting that dogs were being let free to walk on Michael’s Field, where there was children’s play equipment, in contravention to Health and Safety Regulations. The meeting concluded that this was a matter for the Michael’s Field Management Committee to address and not one that the Parish Council could get directly involved in.

12. Finance & Audit

a. Final Accounts 2014/15
On 6th November, the Clerk circulated via the village email system the three ‘minor reporting issues’ raised by the external auditors, together with the responses to each one of them. The issues were:-
- grant monies included in Box 2, rather than Box 3, other receipts;
- the Responsible Finance Officer (Clerk) is a Councillor; and
- the Village Green ownership is unknown.

b. Margaret Nicholl legacy
There had been no material change to the position previously reported to the Council meeting in Sept, that is, the meeting was informed that MFMC had received amended quotes for a more limited schedule of work that would still address the key concerns regarding the fabric of the building etc., and that the revised costs could be covered by the application of the legacy and by match-funding.

Action: MFMC to provide formal notification to HPC once match-funding had been obtained

c. Revised Budget 2015-16
The Financial Statement circulated in Sept (supported by a detailed analysis) projected a year end cash balance of £4040. This was mostly due to the anticipated net costs of £835 for the two projects to replace stiles with gates at North Oakley and at Cottington’s Hill. However, as further reported at the September meeting the payments for these two projects in 2015-16 were then expected to be only £478, thereby increasing the predicted year end cash balance to £4,400.

The Minutes of the Sept meeting concluded that "the September predicted cash balance as at 31 March 2016 was approximately £4,250".

The detailed Financial Statement circulated to Cllrs prior to the December meeting showed a predicted cash balance as at 31 March of £3,475. This is £775 lower than that predicted at the end
of the September meeting. This reduction is due to the decision taken by Cllrs, through email correspondence, to meet the legal costs of Kingsclere Parish Council (estimated at a further £250) and to allow a further £500 provision for any ‘disbursements’ with regards to the transfer of the ownership of the Village Green; making a total budget of £1,500 (reported elsewhere in these Minutes).

However, as there are no proposals at this stage to incur costs in relation to the construction of the Local Development Plan (£500) nor has the Parish Council heard (at that time) anything from HCC Highways Department with regards the two salt bins (£170 plus £34 VAT), the end of year cash balance is more likely to be in the region of £4,200.

The cash balance would be further increased by up to £5,000, making a total cash balance of £9,200, if the Margaret Nicholl legacy is not accessed by Michael’s Field Management Committee.

The Clerk also reported that the Council’s insurance provision is being reviewed. In the meantime, the accounts are retaining the £600 initially budgeted. Subsequently, following the review with our Insurers, a new quotation costing £234 has been received and accepted. This will increase the predicted year end cash balance by £366 to nearer £4,600 plus the further £5,000 legacy.

d. Invoices for approval
Since the September meeting, the Council has authorised payment of the annual fee of £35 (cheque number 322) to the Information Commission for data protection and payment of the outstanding two month’s salary of £294.50 to the previous Clerk.

At the meeting on 8th December, the Council authorised payments to the Clerk and HMRC totalling £1,279 for the period May to December 2015.

As previously reported, the Council has received and approved the revised quote from Aon Ltd, its insurers, and authorised payment of £234.21 (cheque number 327 dated 13th December)

e. Budget 2016/17
The Clerk had circulated, in advance of the meeting, an outline Budget, based on the latest financial position in the current year, as reported above in 12.c, rolled forward into 2016/17. In broad terms, income from BDBC from Precept and Grants would total £4,700 and running costs would total £4,000; an excess of £700 that could be put towards the proposed costs of developing the Local Development Plan (£500) and potential further Traffic Calming Measures (£500), both deferred from 2015-16. This in-year deficit would have the effect of reducing the year end cash balances by £300 to £3,300.

The Council deferred discussion on this item to a Special Parish Council meeting (provisional date 12th January 2016) at which a separate report would be received on the appropriate level of remuneration for the Parish Clerk, and what effect such a review might have on the level of Precept 2016/17. The timing of the meeting is guided by the BDBC deadline of 31st January 2016 for the submission of Parish Precept and Grant Application Forms. When this issue was raised, the Clerk immediately ‘Declared and Interest’ and withdrew from any discussion on the matter.

13. Dates of Next Meetings 2015/6, and 2016/17
Tuesday January 12th 7.00pm (provisional meeting to be confirmed)
Tuesday February 9th.

Tuesday May 10th 2016
ADDENDUM

Waterman’s Cottage

Since the last meeting of the Parish Council on 8th December, I have been in email contact with Paula and Julia Burnett, owners of Waterman’s Cottage, and have agreed that it would help clarify the latest position if I circulated an update... by way of an Addendum to the December Parish Council Minutes.

The following is an extract from the email from Julia that outlines what she has said happened between the September Parish Council meeting and the December Parish Council meeting, which the Parish Council was not aware of at the time of the December meeting:-

"The September Minutes correctly represented the correspondence between us [Paul and Julia Burnett] and BDBC and no change is necessary.
Following the letter referenced in the September Minutes we chose not to submit a planning application at this time, and BDBC decided not issue a breach of condition notice and have never instructed that we replace the hedge. We took the decision ourselves to replace the post and rail, and hedge.
As no planning application has been submitted [by us], no breach of condition notice has been issued, and the hedge has now been replanted."

To clarify the Parish Council's previous conclusion, the Minutes of the September meeting included the statement:-
"Copies of emails between the owners and BDBC, obtained by Parish Council would indicate that the owners had made every effort to comply with planning permissions having filed a planning permission enquiry, spoken with officers from HCC Highways Department and a Senior Tree officer before they started the work."

To comply with the necessary protocols... the next Parish Council meeting in February [now the Social Council meeting 12th January] will be asked to approve the above statement as an Addendum to the 'Draft' Minutes of the December meeting.

Chris Pottinger,
Clerk, Hannington Parish Council

23rd December 2016