

Cheriton Parish Council

Minutes of Parish Council Meeting held at 7.30pm on Tuesday 14th May 2019 at Cheriton Village Hall

Present: Cllr A Collett (Chairman)
Cllr B Frampton, Cllr S Herdman, Cllr L Line, Cllr L Lochrie (part), Cllr D Pain, Cllr N Scallan

Also in attendance: Jane Ives, Clerk to Council
Cllr H Lumby (part)

- 19.021 It was **RESOLVED** that Cllr Collett be elected as Chairman of the Council for 2019/20.
Proposed: Cllr Herdman. Seconded: Cllr Frampton. Cllr Collett duly signed the Declaration of Acceptance of Office.
- 19.022 It was **RESOLVED** that Cllr Line be elected as Vice Chairman of the Council for 2019/20.
Proposed: Cllr Frampton. Seconded: Cllr Scallan. Cllr Line duly signed the Declaration of Acceptance of Office.
- 19.023 **Chairman's Announcements** – The Chairman welcomed everyone to the meeting and commented that he felt the format for the Annual Parish Meeting was very successful again this year.
- 19.024 **Apologies for Absence** were received from Cllr Smith. Cllrs Lumby, Humby & Ruffell had all also sent apologies, however Cllr Lumby did attend the meeting in part.
- 19.025 **Disclosures of Interests** - None
- 19.026 It was **RESOLVED** to approve the minutes of the meeting of 9th April 2019.
Proposed: Cllr Line. Seconded: Cllr Herdman.
- 19.027 There were no public questions.
- 19.028 There were no reports from City or Council Councillors.
- 19.029 It was **RESOLVED** to appoint the following Members to Committees:
Finance & Policy Committee – Cllrs. Collett, Pain & Scallan.
Proposed: Cllr Line. Seconded: Cllr Frampton.
It was **RESOLVED** that Cllr Pain be appointed as Chair of the Finance & Policy Committee.
Proposed: Cllr Collett. Seconded: Cllr Herdman.
- Cllr Lochrie arrived at the meeting at 7.55pm*
- Staffing Advisory Committee** – Cllrs. Collett, Herdman & Line.
Proposed: Cllr Scallan. Seconded: Cllr Frampton.
It was **RESOLVED** that Cllr Line be appointed as Chair of the Staffing Advisory Committee.
Proposed: Cllr Scallan. Seconded: Cllr Frampton.
- 19.030 It was **RESOLVED** to appoint the following Members as leads:
Lengthsman – Cllr Frampton. **Proposed: Cllr Collett. Seconded: Cllr Herdman.**
Highways – Cllr Line. **Proposed: Cllr Scallan. Seconded: Cllr Frampton.**
- 19.031 It was **RESOLVED** to appoint the following Members as representatives to outside bodies:
South Downs National Park Authority – Cllr Line
Recreation Committee – Cllr Scallan
Parish Plan – Cllrs. Collett, Frampton & Line
Conservation Volunteers – Cllr Frampton
Village Hall Committee – Cllr Collett

- 19.032 It was **RESOLVED** to appoint the following Members and members of the public to working parties:
Play Area – Cllrs. Herdman & Scallan. It was agreed to defer appointing members of the public until a decision had been made about changing the group to Friends of Cheriton Play Area.
Proposed: Cllr Collett. Seconded: Cllr Frampton.
Traffic – Cllrs. Herdman, Line & Lochrie. Members of the public – Dane Batt, Carolynne Harrison, Sarah Noble, Rebecca Scallan, Tracey Predeth, Simon Scott. **Proposed: Cllr Collett. Seconded: Cllr Frampton.**
Matterley Estate – Cllr Pain & two members of the public, Martin Hendry & Graham Tarbuck.
Proposed: Cllr Frampton. Seconded: Cllr Scallan.

- 19.033 **Financial Report** – The Clerk provided the bank balances at year end as follows:
Current Account - £13,693.30
Play Area Account - £10,470.60
The year end balance (after deduction of uncleared payments) is £23,212.07.
The Clerk advised that the internal auditor was due to visit next week to audit the accounts.

- 19.034 It was **RESOLVED** to approve the following payments made 10/04/19-08/05/19:
Proposed: Cllr Smith. Seconded: Cllr Pain.

Payee	Detail	Amount	VAT	Total
Clerk	Salary April 2019 (paid 30/04/19)	Undisclosed		Undisclosed
HMRC	Income tax	Undisclosed		Undisclosed
Cheriton PCC	Boomtown Community Support Grant	£589.00		£589.00
Cheriton Singers	Boomtown Community Support Grant	£650.00		£650.00
P Culpin (Cheriton Archives)	Boomtown Community Support Grant	£258.76		£258.76
Cheriton Primary School	Boomtown Community Support Grant	£802.24		£802.24
Mr B Frampton	Fuel for Cheriton Conservation Group	£12.68		£12.68
Semrah	Grass cutting April 2019	£390.00	£78.00	£468.00
	Totals	£2,702.68	£78.00	£2,780.68

- 19.035 **Planning Applications:** The following comments were agreed and will be submitted by the Clerk.

SDNP/19/00941/HOUS	10 Markall Close, Cheriton	Replace existing flat roof garage with pitched roof garage
The Council resolved to support this application with the following comment:- Request that at no time should obstruction be caused to traffic by other vehicles associated with the extension works, and that waste disposal skips, loading and off-loading of trade vehicles take place within the curtilage of the property. Proposed: Cllr Herdman. Seconded: Cllr Collett.		
SDNP/19/01936/HOUS	The White House, Cheriton Road, Cheriton	Kitchen & Porch extension to rear. Internal alterations – remove redundant chimney breast & create ground floor W/C boot room.

The Council resolved to register an objection with a request that the applicant seek consultation with the Winchester Planning Authority on the possible negative effects on amenity, and of the bulking/massing effect of the extension upon the location site.

As a result of the application site's proximity to the River Itchen, an SSSI and SAC, SDNP Policy SD9: should be considered as part of the proposals, particularly in respect of the disposal of materials. Prior consultation with Highways with specific regard to the safety of persons and of road users on the busy B3046/A272 would be helpful in reducing the risk of harm or injury during a period of works.
Proposed: Cllr Herdman. Seconded: Cllr Collett.

19.036 It was **RESOLVED** to adopt updated Standing Orders & Financial Regulations and Winchester City Council's Code of Conduct for Parish Councils. These will be added to the Parish Council website.
Proposed: Cllr Pain. Seconded: Cllr Lline. Action Clerk

19.037 It was **RESOLVED** to adopt Terms of Reference for the following Working Parties: Play Area, Traffic and Matterley Estate (Appendix 1). Proposed: Cllr Scallan. Seconded: Cllr Pain.

As the meeting had now reached 2 hours, it was resolved to extend the meeting by 30 minutes.

19.038 **Meeting dates for 2019/20** were agreed and will be published on the Parish Council website (Appendix 2). The Clerk will also book the Village Hall. **Proposed: Cllr Lochrie. Seconded: Cllr Line. Action Clerk**

19.039 **Lengthsman Report** – there was no report as the Council have not yet appointed a lengthsman for 2019/20.

19.040 **Reports from representatives on outside bodies:**
Conservation Volunteers – work will take place in the river over the next 2 months and there will be a talk on wildflowers which will be publicised.
Recreation Committee – no meeting had taken place. The Village Fete had been well attended.

19.041 **Play Area Working Group** – a report had been circulated (Appendix 3). The Clerk will write to Tichbourne Parish Council and Kilmeston Parish Council about potential future funding contributions from them. **Action Clerk**

19.042 It was **RESOLVED** to delegate authority to the Clerk and Cllrs Herdman & Scallan to select a contractor to provide picnic benches at the Play Area along with associated works to prepare the ground. The total cost of this project will be a maximum of £3,825. It was noted that the costs would be met from funds already granted by outside organisations such as the Tesco. **Proposed: Cllr Line. Seconded: Cllr Lochrie.**

19.043 It was agreed that the following items would be added to the agenda for the next meeting – agreed earmarked reserve for Parish Plan Projects, consider grant for Village Hall, endorse Parish Plan documents, agree representation on Flood Action Group if required.

19.044 It was **RESOLVED** to defer the decision on appointing a grass cutting/lengthsman service for 2019/20 until the next meeting. The Clerk to notify those who have already submitted quotations. **Action Clerk. Proposed: Cllr Collett. Seconded: Cllr Pain.**

19.045 The Chairman closed the meeting at 9.55pm.

Signed: **Chairman**

Date:

Appendix 1: Terms of Reference

CHERITON PARISH COUNCIL

Play and Picnic Area Working Group

TERMS OF REFERENCE

The Law:

A Council may appoint working parties under s 111 of the Local Government Act 1972 as incidental to their principal functions.

Working Parties:

A Council and any committee or sub-committee properly authorised can set up working parties by reference to s 111 of the Local Government Act 1972. These are generally created for the purpose of a specific project or task and should not be maintained as permanent bodies.

Working Groups should have defined membership and terms of reference to avoid misunderstanding as to their responsibilities. It is important that reporting arrangements are in place, e.g. the minutes of proceedings and recommendations are reported to the appointing body, and that the procedures are clearly understood.

A Working Group cannot make a decision which will bind the Council nor authorise the expenditure of money and should be advisory or deliberative only

Neither the rules on public access to meetings in the Public Bodies (Admission to Meetings) Act 1960 nor the rules on notice, agendas, minutes or quorum strictly apply to working parties (subject to express provision in the Council's standing orders). Good practice, however, suggests that the rules should be applied to such meetings and proceedings. Members' access to information rights the Freedom of Information Act 2000 and Environmental Information Regulations 2004 will apply to papers relating to working parties.

INTRODUCTION

- Cheriton Parish Council has agreed to establish a working party to consider the proposals for the Play Area.
- The Working Group will exist until the project has been completed.

PURPOSE

- To progress the arrangements for the Play Area.

MEMBERSHIP

The membership, having been agreed by Cheriton Parish Council, comprises:

- No more than 3 members of Cheriton Parish Council.
- Additional members to be approved by Cheriton Parish Council, should this be considered desirable.

MEETINGS

- Meetings will be called as necessary to fulfil the objectives.
- Meetings will be informal and will not be required to be open to the public
- The meetings will be noted and the Chair will provide a record of proceedings to the Parish Council Meetings which will be recorded in the minutes
- Correspondence, agenda and reports will be distributed by email

QUORUM

- The quorum for all meetings will be 3 members
- Should the Chairman be absent, a Chairman will be elected from those present.

CODE OF CONDUCT & DECLARATIONS OF INTEREST

- Members of the Working Group must declare any actual or potential conflicts of interest and when

appropriate, individuals with a conflict of interest will be required to leave the meeting for those parts

- The Parish Council Code of Conduct will apply to members
- The Nolan Principles will apply (see appendix)

FINANCE

- No expenditure can be incurred without reference to Cheriton Parish Council

REPORTING AND FEEDBACK

- Reports of the meetings will be noted by and a record of proceedings will be included in her reports to the Parish Council Meetings

REVIEW OF TERMS OF REFERENCE

- Cheriton Parish Council will be responsible for agreeing these terms of reference and any relevant amendments to them

Appendix:

The Seven Principles of Public Life

The Seven Principles of Public Life, known as the Nolan Principles, were defined by the Committee for Standards in Public Life. They are:

- **Selflessness:** Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.
- **Integrity:** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
- **Objectivity:** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- **Accountability:** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- **Openness:** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands it.
- **Honesty:** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **Leadership** Holders of public office should promote and support these principles by leadership and example.

CHERITON PARISH COUNCIL

Traffic Working Group

TERMS OF REFERENCE

The Law:

A Council may appoint working parties under s 111 of the Local Government Act 1972 as incidental to their principal functions.

Working Parties:

A Council and any committee or sub-committee properly authorised can set up working parties by reference to s 111 of the Local Government Act 1972. These are generally created for the purpose of a specific project or task and should not be maintained as permanent bodies.

Working Groups should have defined membership and terms of reference to avoid misunderstanding as to their responsibilities. It is important that reporting arrangements are in place, e.g. the minutes of proceedings and recommendations are reported to the appointing body, and that the procedures are clearly understood.

A Working Group cannot make a decision which will bind the Council nor authorise the expenditure of money and should be advisory or deliberative only

Neither the rules on public access to meetings in the Public Bodies (Admission to Meetings) Act 1960 nor the rules on notice, agendas, minutes or quorum strictly apply to working parties (subject to express provision in the Council's standing orders). Good practice, however, suggests that the rules should be applied to such meetings and proceedings. Members' access to information rights the Freedom of Information Act 2000 and Environmental Information Regulations 2004 will apply to papers relating to working parties.

INTRODUCTION

- Cheriton Parish Council has agreed to establish a working party to clarify and consider solutions to the traffic issues identified in the Parish Plan questionnaire
- The Working Group will exist until the project has been completed.

PURPOSE

- To progress solutions to traffic issues within the village

MEMBERSHIP

The membership, having been agreed by Cheriton Parish Council, comprises:

- No more than 3 members of Cheriton Parish Council.
- Additional members to be approved by Cheriton Parish Council

MEETINGS

- Meetings will be called as necessary to fulfil the objectives.
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- The meetings will be noted and the Chair will provide a record of proceedings to the Parish Council Meetings which will be included in the minutes
- Correspondence, agenda and reports will be distributed by email

QUORUM

- The quorum for all meetings will be 3 members
- Should the Chairman be absent, a Chairman will be elected from those present.

CODE OF CONDUCT & DECLARATIONS OF INTEREST

- Members of the Working Group must declare any actual or potential conflicts of interest and when appropriate, individuals with a conflict of interest will be required to leave the meeting for those parts

- The Parish Council Code of Conduct will apply to members
- The Nolan Principles will apply (see appendix)

FINANCE

- No expenditure can be incurred without reference to Cheriton Parish Council

REPORTING AND FEEDBACK

- Reports of the meetings will be noted and a record of proceedings will be included in reports to the Parish Council Meetings

REVIEW OF TERMS OF REFERENCE

- Cheriton Parish Council will be responsible for agreeing these terms of reference and any relevant amendments to them

Appendix:

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Cheriton Parish Council

Terms of Reference

Matterley Estate Working Group

Members: Cllr David Pain (Lead)
Mr Martin Hendry
Mr Graham Tarbuck

Responsibilities:

1. Consider all applications made for planning permission and premises licences for events on the Matterley Estate.
2. Obtain further information as appropriate from SDNPA and WCC, respectively.
3. Liaise with neighbouring Parish Councils and Beauworth Parish Meeting.
4. Recommend to the Council the appropriate response from CPC at a meeting

Appendix 2: Meeting Dates 2019/20

Cheriton Parish Council

Meeting Dates 2019/20

All meetings start at 7.30pm and are held at Cheriton Village Hall.

Members of the public are invited to attend all meetings and can ask questions in the public participation session. Meeting agendas are published on village noticeboards prior to the meeting dates below.

Tuesday 11th June 2019

Tuesday 9th July 2019

Tuesday 10th September 2019

Tuesday 8th October 2019

Tuesday 12th November 2019

Tuesday 10th December 2019

Tuesday 14th January 2020

Tuesday 10th March 2020

Tuesday 14th April 2020

Tuesday 12th May 2020 (Annual Meeting)

Appendix 3: Play Area Working Group Report

Cllr N. Scallan

Phase 1- Play Area

Cllr. Herdman and I continue to receive reports and feedback of a positive nature regarding the new play area.

The signage has been put in place, with thanks to Jamie Herdman.

There are a few remaining items to be completed:

- The training for the play area checking (and rota) needs to be completed, this action is with Cllr. Scallan
- The noticeboard refurbishment has been commissioned and a positive spell of weather is required for the work to be carried out.

There has also been two matters to report:

Firstly, it was noted that neither gate was self closing. Jamie Herdman has tightened the springs and one is now self closing. The other remains under observation.

Secondly, a member of the Working Group aired a concern regarding the matting at the bottom of the children's slide. This was checked on the 7th May and nothing out of the ordinary was noted. However, as per the matting throughout the play area, it is undulating and in places somewhat loose, but not to the point where any matting was coming up. This will also remain under observation.

Play Area Finances

The Clerk has confirmed that the dedicated play area account is up to date, in terms of the sinking and maintenance contributions from the main PC accounts.

It is now timely to discuss whether the council should continue to seek support from Kilmeston and Tichborne PCs, for ongoing maintenance and/or sinking. Kilmeston PC resolved to do so annually, via an email to Cllr. Line on 17th August 2017. Tichborne has indicated they may be willing, but would like to discuss further including details of expenditure.

Proposed action: for the Clerk to write to Kenrick Fell at Kilmeston, to seek (and express thanks for) £300.

Proposed action: To seek support from Tichborne for the following item when appropriate, for the financial year '19/20.

Phase 2- Picnic Area

As previously reported, the focus of work has now switched, to get the picnic area ready for summer. The disused machinery has been removed by the Rec Committee and it is now ready for the groundworks to begin. Sadly, our contractor has pulled out of being able to undertake the work on account of the farming season being too far advanced. The PC will also recall this was being done at favourable daily rates.

Once the site is cleared the scope of works can be finalised: it is anticipated that a bin will be required, picnic tables, and some landscaping. Costs for the landscaping can only be determined once we can actually see this site, after clearance.

Therefore, the picnic area will not be completed during May and it is at risk of not being progressed during June.

The council therefore has some options. A message has been posted on the Cheriton Facebook page asking if anyone is aware of someone capable of doing the work.

This has yielded a prospective contractor (Ed Bagshaw) who will visit the site this weekend (11/12th May) and discuss a scope and quotation with Cllr. Scallan. Cllr. Scallan can then raise this cost to the PC for approval, if reasonable and budget permitting, in the expectation that it will be in excess of the £500 previously approved for the work.

Ed Bagshaw has indicated he would not be able to work on cutting back the trees, so alternative arrangements would be required for this.

Clearly if any other contractors are identified they too can provide a quotation.

Matterley Estate Working Group Report

1. There has not been a reply from the SDNPA Development Manager to the letter which it was agreed in early April would be sent regarding the apparent discrepancies between the number of attendees (6,000) said to be expected at the Motocross event in late March (planning application SDNP/18/05996/CND), the maximum number allowed by planning condition (30,000), and with the report in the Hampshire Chronicle which quoted the Promoter as saying that 35,000 people had attended. The Clerk has now confirmed that our letter was not sent until 3rd May.
2. The outcome of the SDNPA Planning Committee meeting on 11 April was disappointing in that the application SDNP/18/06249/FUL for change of use of 503 hectares was not refused as we, and several other parish councils and dozens of individual residents, had requested. Instead, the Committee approved unanimously the recommendation of the Director of Planning that a second period of temporary permission should be granted expiring on 31 December 2024. The three speakers objecting to the application (with a time limit of three minutes each) were Graham Tarbuck, who read the views of Techer Jones, Martin Hendry and myself. We explained how SDNPA had failed to monitor the ecological effects of the music festival since granting the first period of temporary consent in 2016 (exposed by the two FOI requests I made on behalf of Council in January) and why the application did not comply with the National Planning Policy Framework for National Parks and the Regulations for Environmental Impact Assessment. Furthermore, granting a second period of temporary consent does not conform to Government Guidance on Planning Conditions. The Development Manager's presentation for Members included a few photographs taken on the site but, importantly, none taken during the Boomtown festival or during the set-up or post-event periods which would have highlighted the harm to the landscape and to views of the Park. The Director's Report did conclude a statement that there is "a lack of hard data in terms of known detriment to the wildlife in the area and the need to have a steady state period within which to fully assess all impacts, both positive and negative." Some Members seemed to grasp the key issues and asked questions of the officers but then all voted to approve the Director's recommendation. A subsequent detailed examination of the Director's Report has concluded that there would be justification in calling for a judicial review.
3. Draft TORs for the WG were sent to the Clerk together with a 'matching' minor amendment to the draft TORs for the Planning Committee.