

Cheriton Parish Council

Minutes of Parish Council Meeting held at 7.30pm on Tuesday 9th April 2019 at Cheriton Village Hall

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

Also in attendance: Jane Ives, Clerk to Council

- 19.001 The Chairman welcomed councillors to the meeting and advised that he would be using the recently circulated Meeting Protocols and would welcome any feedback from councillors.
- 19.002 **Apologies for absence** were noted for Cllr Scallan
- 19.003 **Disclosure of Interests:** Cllrs Frampton and Herdman declared that they knew the applicant of planning reference SDNP/19/01456/LIS. Cllr Collett declared that he knew the applicant of planning reference SDNP/19/01436/HOUS. These councillors said that they would not take part in the discussion or vote on these applications.
- 19.004 It was **RESOLVED** to approve the minutes of the meeting of 12th March 2019 with an amendment to minute reference 1.501 as Councillors present did not have a disclosable pecuniary interest in these items.
Proposed: Cllr Line. Seconded: Cllr Smith.
- 19.005 There were no public questions.
- 19.006 There were no reports from City or Council councillors.
- 19.007 **Financial Report:** The Clerk provided the bank balances as at 31st March 2019:
Current Account balance: £13,693.30. Deposit Account balance: £10,470.60.
She advised that the Internal Auditor was due to visit on 14th May and the AGAR would be presented to Council at the June meeting. A VAT return was about to be submitted.
- 19.008 It was **RESOLVED** to approve the following grants using the Boomtown Community Support Fund 2019:
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|-------------------------|---------|--|
| Cheriton Primary School | £802.24 | Contribution to four picnic benches |
| Cheriton Archives | £258.76 | Portable display boards with accessories |
| Cheriton Singers | £650.00 | Contribution to electric keyboard with accessories |
| Cheriton Church | £589.00 | Contribution to speakers for Church |
- Proposed: Cllr Pain. Seconded: Cllr Smith.**
The request from Cherry Tree Pre-School had been turned down as councillors felt that it did not meet the grant criteria. However, the Clerk will write to the Pre-School asking them to apply directly to the Parish Council for funding.
Action: Clerk to write to all applicants advising of funding approved and to Cherry Tree Pre-School to invite a separate application to the Council. By: Clerk
- 19.009 It was **RESOLVED** to approve the Asset Register attached at Appendix 1. Cllr Lochrie wished Council to note that the assets are not listed at market value. **Proposed: Cllr Line. Seconded: Cllr Smith.**
- 19.010 It was **RESOLVED** to approve the Financial Risk Management Schedule attached at Appendix 2.
Proposed: Cllr Herdman. Seconded: Cllr Collett.

19.011 It was **RESOLVED** to approve the following payments made 12/03/19-09/04/19:

Proposed: Cllr Smith. Seconded: Cllr Pain. Cllr Herdman abstained as there was a personal repayment of costs.

Payee	Detail	Amount	VAT	Total
Clerk	Salary March 2019 (paid 31/03/19)	Undisclosed		Undisclosed
Cheriton Village Hall	Hall Hire January - March 2019	£45.00		£45.00
Mrs L Line	Repayment of expenses - postage and photocopying	£28.17	£5.26	£33.43
Viking	Toner cartridge, laptop stand, tea & coffee	£79.44	£12.39	£91.83
Semrah	Grass cutting March 2019	£175.00	£35.00	£210.00
Citizens Advice Bureau	Grant 2019/20	£100.00		£100.00
New Alresford Town Trust	Grant 2019/20	£200.00		£200.00
Diocese of Winchester	Half yearly rent for Recreation Ground	£650.00		£650.00
Mrs S Herdman	Signs for play area	£54.98	£11.00	£65.98
Mr N Scallan	Signs for play area	£39.14	£7.83	£46.97
	Totals	£1,371.73	£71.48	£1,443.21

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

SDNP/19/01456/LIS	Thatch Cottage, Hill House Lane, Cheriton	Replacement of poor quality flat roof over porch with tiled pitched roof
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Cheriton Parish Council are concerned to protect the fabric of the existing listed building. In this instance the applicants' reasons for seeking to address the nature of the existing porch roof are appreciated and the Parish Council are not opposed in principle to the application, subject to the advice of the LPA Historic and Environment case office on the proposed design and use of materials. Request that at no time should obstruction be caused to traffic travelling along Hill Houses Lane by other vehicles associated with the extension works, and that waste disposal skips, loading and off-loading of trade vehicles takes place within the curtilage of the property.

SDNP/19/01436/HOUS	Sun Cottage, Alresford Road, Cheriton	Single storey rear extension
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In support of SD8 Dark Night Skies request that:

- i) The 3 no. roof lights include smart or switchable glass or the use of electronic blinds
- ii) The use of a motion sensor or PIR is made that will time limit any light that may be introduced into the porch area
- iii) Any porch lighting is directed towards ground level and is of a narrow width beam

Applicant to ensure that there is no obstruction caused to the exit or entrance area adjacent to the applicants drive. In the event that the applicant intends to use the access from Lamborough Lane and up a short-grassed bank, the applicant is requested to make good any disturbance to either the existing bank or to the surface of Lamborough Lane at the applicant's expense. The applicant is also requested to ensure that trade vehicles do not obstruct the passage of vehicles on the B3046. Skips to be sited off

road and trade vehicles associated with work in support of the application to be similarly parked off road as far as is possible.

Proposed: Cllr Lochrie. Seconded: Cllr Line. Abstentions: Cllrs Collett, Frampton and Herdman as applicants are known to them.

- 19.013 A31 temporary traffic holding area: Cllr Pain reported that there are no actions for the Council to take currently on the A31 temporary traffic holding area until Brexit negotiations are complete.
- 19.014 Affordable Housing: Cllr Line had provided a report (Appendix 3) and it was **RESOLVED** not to open discussions with Winchester City Council at the present time regarding potential sites for affordable housing in Cheriton. It was also **RESOLVED** not to issue a further call for sites.
Action: Clerk to respond to email from Winchester CC regarding affordable housing. By: Clerk
- 19.015 It was **RESOLVED** for the Clerk to set up a Facebook page for the Parish Council containing information about meetings and about the Parish Council generally. This is to be trialled and reviewed after 6 months. **Proposed: Cllr Smith. Seconded: Cllr Herdman.**
- 19.016 **Lengthsman Scheme:** Cllr Frampton reported that a visit is due but we are waiting for a new contractor to be appointed by the Council for the current year. Cllr Collett is in the process of seeking contractors.
- 19.017 Reports from Representatives on Outside Bodies:**
Cllr Frampton reported that some of the volunteers had recently received training paid for by grant funding. They are currently seeking grants for 4 sets of kissing gates.
Action: Clerk to write to City and County Councillors to apply for devolved grant funding. By: Clerk
- Cllr Line had provided a written report on the Parish Plan and SDNP (Appendix 3).
- Cllr Pain reported that the permanent planning application for Boomtown is being heard by the SDNPA Planning Committee on Thursday 11th April at 10am and he is attending and speaking with two other Cheriton residents. The Case Officer has currently recommended that a 6 year temporary approval is granted to allow further work to be carried out on ecology, biodiversity and landscape issues.
- As the meeting had now reached 2 hours, it was RESOLVED to extend the meeting by a further half hour.***
- 19.018 Cllr Scallan had provided a report for the Play Area Working Group (Appendix 4) and there were no questions from councillors.
- 19.019 The following items were requested to be added to the agenda for the next meeting:
Flood Action Group (Clerk to check whose responsibility this is)
Traffic Working Group Terms of Reference
Village Hall grant request
Approve cost of picnic benches (funded by Tesco Bags of Help grant)
- 19.020 The meeting closed at 9.40pm.

Appendix 1: Asset Register**Asset Register agreed by Cheriton PC as at 9th April 2019**

Description	Land Registry	Purchase date (if known)	Added to register	Asset value	Disposal date	Disposal value
Seat (Village Green) & Bench (Village Hall)			2013	1,745		
Noticeboards x 4			2013	£1,090		
Mower			2013	£10,000		
Permanent Cricket Net & Rugby/Football posts			2013	£13,500		
Recreation Ground - pavilion & recreation field	HM Land Registry Title no: HP665185, HP794415, HP687191, HP687192		2013	£83,514		
Equipment Shed			2013	£1,500		
Gates & Fences			2013	£4,600		
War Memorial			2013	£37,750		
Recreation Ground car park barrier			2013	£13,750		
Play Equipment			2013	£32,000	Dec-18	£32,000
Asset Proxy Cost for 2017/18				£190,335		
Play Equipment (new)		05/12/2018	01/04/2019	£33,585		
Laptop for use of Parish Clerk		13/12/2018	01/04/2019	£520		
Village Green	HCC Village Green Registration: VG147	20/10/1977	01/04/2019	£1		
Land at Kilmeston crossroads/A272	HM Land Registry Title no: HP649973		01/04/2019	£1		
Asset Proxy Cost for 2018/19				£192,442		

Appendix 2: Financial Risk Management Schedule

The table below sets out the Financial Risk Management Schedule for Cheriton Parish Council agreed as at 9th April 2019.

The Risk Management Schedule enables the Council to assess any risks and satisfy itself that it has taken adequate steps to minimise them, whilst recognising that not all risks can be eliminated fully. The Schedule should help the Council to identify and manage such risks, record findings and review or revise procedures accordingly.

Service Area	Risk	Level of Risk H/M/L	Control of Risk	Action Required
Insurance	Property & contents owned by the Council	H	Up to date Asset Register maintained	Review annually by Council
	Damage to property/assets	H	Property maintenance & insurance cover	Insurance policy up to date & reviewed annually
	Consequential loss of income or the need to provide essential services following critical damage, loss or non performance by a third party	H	Annual review of risk & adequacy of insurance cover (public liability)	Insurance policy up to date & reviewed annually
	Fraud/theft of money by employee	L	Continue existing Fidelity Guarantee cover as part of insurance cover	Insurance policy up to date & reviewed annually
	Legal liability as a consequence of asset ownership	H	Continue with existing cover on playground equipment and assets contained within the Council's agreed Asset Register.	Carry out annual playground inspection & insurance policy up to date & reviewed annually
Administration	Payment arrangements	L	Continue with requirement to report all payments to Council for approval. Continue with requirement for 2 signatories to initial cheque stubs and invoices and approve electronic payments	Monthly reporting of payments
	Reconciliation	L	Continue with bank reconciliations on all bank accounts to be carried out on the receipt of each bank statement.	Monthly reporting of bank balances
	Employee payments	L	Payroll run monthly by RFO/Clerk & reported to Council including NI/Income Tax liabilities.	Reviewed by Internal Auditor annually.
	Loss of bank signatories	L	Ensure at least 3 councillors have authority to sign cheques. If a councillor resigns a new signatory should be put in place at the earliest opportunity.	Review at elections and if councillor resigns
	Agency advice	L	Continue with memberships of HALC/NALC.	Renew annually

Business Continuity	Loss of council records	M	Perform weekly backups to external hard drive on the Clerk's laptop. On an annual basis archive council paper records with Hampshire County Council. Council paper records for current year held by Clerk at home address.	Weekly backups Review archives annually
Precept	Annual precept not the result of proper detailed consideration	M	Set up working party to agree budget and recommend to full council.	Set up working party in October each year
	Inadequate monitoring of performance	L	Continue to regularly consider budget monitoring report (quarterly). Councillor to carry out quarterly reconciliation as set out in Financial Regulations.	Clerk to add to agenda in June, September, December and March Report back to Council quarterly the completed reconciliation by a councillor Review Financial Regulations annually
	Illegal expenditure	L	Continue to ensure that all expenditure is within legal powers as set out in Financial Regulations.	Council to sign off all payments and approve any contracts awarded before work takes place Review Financial Regulations annually
Accounting	Non-standard and/or non-compliant records kept	L	Continue to require adequate, complete and statutory financial records and accounts	Reviewed by Internal Auditor annually & action plan agreed by Council
	Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns	L	Continue to ensure that all accounts and returns are completed and submitted by the deadlines.	Council to approve AGAR annually
	Non-compliance with internal audit requirements	L	Appoint internal auditor and continue practice of agreeing an action plan and following up at full council meeting.	Internal Auditor appointed by council annually at Annual Meeting
	VAT reclaim not processed	L	Submit VAT reclaim at financial year end or more regularly if large amount of VAT is paid out.	Reviewed by Internal Auditor annually
Contracts	Ensure continued value for money coupled with continuity of work	L	Continue to review regular contracts every year (ie grass cutting) and seek approval from full council. Comply with financial regulations in obtaining 3 quotations for work required for larger items.	Council to approve all contracts for work as required Review Financial Regulations annually

Appendix 3: Report from Cllr Line

PLANNING

- Draft responses prepared ref. the following 2 applications to be considered by Council on the 9th April 2019.

SDNP/19/01436/HOUS

SDNP/19/01456/LIS

- **SDNP/18/06249/FUL – Matterley Estate**

The application is on the Agenda for consideration by the SDNPA Planning Committee at their 11th April Agenda with a recommended grant of temporary permission for a further 6 years in order to review and assess the impact on amenities and the special qualities of the Park of the 2 annual events, being one music festival and one sport endurance event. The Clerk has circulated information to all Councillors and the full report listed as Agenda item 7 is available to view on the SDNPA website Planning portal.

AFFORDABLE HOUSING

The New Homes Delivery team in WCC emailed Cllr Line on 28th March to enquire whether CPC would like them to come and speak about rural affordable housing and potential ways forward.

- The Housing Survey conducted by Action Hampshire in 2017, and responses to the Parish Plan Questionnaire confirm that there is a requirement for a number of small (2 bed) homes in the Parish.
- The hard copy documents circulated since our January meeting demonstrate the results of the above surveys, and subsequent work to identify a site suited to development. The results of that work and the consultation responses from the SDNPA led the PC to conclude that a suitable site could not be identified, which is again illustrated in the hard copy documents circulated to all Councillors.

No new rural exception sites have since come forward through Planning, but coincidentally the PC received a Parishioner letter in March expressing concern at the potential problems that a lack of smaller and more affordable homes may cause, and the potential for an increase in the size of those that do exist.

The Planning Group have written a draft response for the Clerk to send to the Parishioner. In light of the above however, Council is asked to make a decision in answer to the following questions.

Decision

- i) Does Council wish to accept WCC's offer to come and speak to CPC
- ii) Does Council wish to issue a further call for a rural exception site

HIGHWAYS

- Response received from HCC concerning the maintenance of 3 number bridges in the Parish.
 - i) The pipe under the road to Admirals Bridge has been cleared, Cllr Frampton has requested that a new grid is fitted to the pipe to prevent the ingress of debris, which HCC advise has been refused by the EA.
 - ii) Work to the culvert on the B3046 is costed at £27,550, of which £500 will be spent in the next 3 months to replace a broken concrete post.
 - iii) Inspection of the bridge beneath the A272 adjacent to the Kilmeston/New Cheriton crossroads has described the brick arch beneath the 'A' road as in good condition and to be placed on a standard inspection regime. Remedial work is costed at £21,000, of which £1,000 will be spent in the next financial year to replace a parapet on the south side. is described in detail in a total costs of the work at £21,000.

The remainder of the work at ii) and iii) is described in detail in a report circulated to all Councillors by the Clerk and is said to be required, but not necessarily in the next financial year. HCC will continue inspections based on a standard monitoring regime.

S106

- The draft of a letter resolved by Council during the meeting on 12 March was sent to WCC Enforcement in the Clerk's absence.
- Presently waiting for a signed copy of the letter subsequently sent by the Clerk before requesting a further update from WCC.
- WCC have asked their Finance department to comment upon the amount of monies remaining at their disposable and/or held in bond, and may call in the bond before determining any further course of action.

PARISH PLAN

- Bar or Pie Charts produced for each of the questions included in the Parish Plan Questionnaire. Percentages or numbers of response identified by each.
- Meetings held with WCC to confirm deliverables and requirements of the Plan.
- Agreed that WCC will layout the Plan, including graphics and potentially printing. If so, the likely cost to CPC will be reduced.
- Meeting held with SDNPA Local Heritage List. Deliverables defined.
- Parish Plan Constitution updated and TOR produced for the Cheriton Local Heritage List Working Group. Members of the Group agreed and a first meeting will take place in April.

SDNP

- Launch of the SDNPA Design awards in 3 categories. Information forwarded to Masser Architects Cheriton, but one of the categories includes Conservation.
- SDNPA Local Plan. Publication of the final report is expected later this Spring. In the event that the Inspector confirms that the Plan is 'sound' the SDNPA will then move to adopt it, after which its policies will be applied to planning decisions in the NP, albeit those policies already carry some weight with the LPA.
- S106 amounts totalling almost £250,000 were awarded by the SDNPA to project work in Parishes throughout the NP during 2018. During the current year the Parish of Binsted is included among those who will receive a sum of money towards a traffic calming scheme. Others will receive funding for picnic benches and kissing gates.

L Line Mar '19

Appendix 4: Report from Cllr Scallan

Phase 1- Play Area

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

There are a few remaining items to be completed:

- The signage will be put in place during April, with thanks due to Jamie Herdman.
- The gates springs require tightening to ensure they are 'self closing'.
- 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.
- The funding contribution to Cheriton PC from Tesco (Winnall) is currently highlighted in their store.

Phase 2- Picnic Area

The focus of work has now switched, to get the picnic area ready for summer.

In order for preparations to commence, the disused machinery must be removed. A firm commitment has now been received from the Treasurer of the Rec Committee (Paul Greenwood) that the appliances will be removed by Saturday 27th April.

This will then enable our contractor, Andy Ruff, liaising with Joe Corbett, to clear the site as previously agreed by the PC. If work ahead of the 27th is possible, he has suggested he is happy to do so as well. Assuming it is not, then it is planned to do this work during May however the dates are weather and farming dependent.

It would be ideal if Cllr. Frampton could advise Andy Ruff with respect to what is possible with respect to the branches on the mature tree(s) on the site.

Need to see how the ground looks post clearance to decide on specific actions

Once the site is cleared the scope of works can be finalised: it is anticipated that a bin will be required, and potentially picnic table(s).

General

During April it is hoped to review the financial status of the play area/picnic area, to ensure that all the finances are clear, and if necessary to make contact with Tichborne and Kilmeston PCs.

END of report.