

# MINUTES OF THE PARISH COUNCIL AGM

Tuesday 2nd May 2017 Cliddesden MH meeting room 7.30pm

**Present** Parish Councillors Alan Tyler (AT)(Chair), Hazel Metz (HM), Lynda Plenty (LP) Simon Barker (SB) Parish Councillor Mark Gifford co-opted during the meeting. Clerk Susan Turner; Guests PC Reid, Alison Mosson (3CG).

- 1 ELECTION OF CHAIR** Alan Tyler agreed to accept the office of Chair for the coming 12 months. Proposed Hazel Metz, seconded Lynda Plenty. Declaration of office, signed by Chairman, witnessed by Clerk.

*The Chairman welcomed everyone to the meeting.*

- 2 APOLOGIES** County and Ward Cllrs.

- 3 DECLARATIONS OF INTEREST** None

- 4 PUBLIC SESSION** Questions were raised regarding:

- 4.1 Southlea Meadow** Update provided on 25th April by case officer Lucy Page: 'The applicants are trying to provide some additional highways information to the County and I have therefore agreed to a further extension of time to the 15th May.'

- 4.2 Inwood Camping** (Farleigh Wallop) See Planning 9.2. Clerk to liaise with Alison Mosson re response when planning application submitted.

- 4.3 Parish maps** Alison Mosson will circulate various versions of Parish Maps.

- 4.4 Proposal M3 Services J7** (Farleigh Wallop) See Planning 9.3 Clerk to liaise with Alison Mosson re response when planning application submitted.

Councillors considered impacts on Parish:

1. Proximity to Woods Lane (three quarters of mile)
2. Increase in air, noise, light pollution
3. Impact on Ancient Woodland.

AGREED: All councillors that Ancient Woodland was an important part of the Heritage of the Parish and surrounding area and should be protected.

AGREED: Parish Council opposed to new service station proposals.

- 5 POLICE UPDATE**

- 5.1 PC Reid's Report – i. Incidents in the Parish since last meeting**

11.03 Possible illegal hunting – All in Order (drag hunt)

15.03 Crops damaged by small motorcycle

18.03 Basingstoke man reported for summons re motorcycle in Village.

**ii. Crime in the Parish since last meeting** Other x 2; Criminal Damage x2.

- 5.2 Community Speedwatch** AT reported difficulties in finding three volunteers on a regular basis – more sessions could be carried out if just two. PC Reid suggested using the dictaphone to record speed.

ACTION: PC Reid will again check on latest police policy.

*PC Reid left the meeting with the thanks of the Parish Council*

- 6 MINUTES OF PREVIOUS MEETING** 7th March agreed and signed by Chair.

- 7 CO-OPTION OF NEW COUNCILLOR**

AGREED Mark Gifford agreed to be co-opted as a Cliddesden Parish Councillor, proposed Chairman, agreed unanimously. Declaration of Office signed and witnessed by the Clerk. *Mark was warmly welcomed by all to the Parish Council.*

ACTION MG to submit the Register of Interests form to BDBC Democratic Services.

ACTION Clerk to advise BDBC Democratic Services of new Councillor details.

For signature .....

**8 FINANCE**
**8.1 Cheques for signature**

687 Clerk – Salary & Allowance April / May 2017	£559.26
688 Personalised Print – Newsletter May 2017	£69.34
689 PGGM – Clearing silt traps ref pond (March 2017)	£573.60
690 JK Murray – Internal Audit 16/17	£120.00
691 HALC subs plus NALC levy 17/18	£223.00

**8.2 2016/17 Internal Audit** Conducted by John Murrey 24th April.

**8.3 2016/17 External Audit**

- i. Annual Governance statements agreed by Councillors, signed by Chairman and Clerk.
- ii. Accounting statements signed by Chairman and Clerk **SEE APPENDIX I.**

ACTION Clerk to return form to BDO. External audit date is 26th June.

**8.4 End of Year Accounts & bank reconciliation SEE APPENDIX II**
**8.5 New signatory forms**

Returned by Lloyds requiring confirmation of removal of Andrea Francis from list of signatories. Confirmation signed by HM & LP.

**9 PLANNING**

**9.1 Parish Planning applications** New applications for discussion.

AGREED Councillors had no objections to any of the most recent applications (in the main within permitted development): [17/01536/GPDE](#) 2 Hackwood Lane; [17/01382/HSE](#) The Old Methodist Church 1 Southlea; [17/00978/LDPO](#) Downlands, Hackwood Lane. **SEE APPENDIX III** for all current Parish Planning Applications.

AGREED The Parish Council supports the Village Hall application for a new storage building: [17/01257/FUL](#) (Cliddesden Millennium Hall).

**9.2 Inwood Camping**

[17/00839/ENSC](#) (reg 1st March, answered 15 April) Inwood Copse Campsite [Portsmouth Estate], Farleigh Road, Farleigh Wallop. Request for screening opinion for the formalisation of an operational campsite.

BDBC concluded an Environmental Impact Assessment was REQUIRED.

**9.3 Motorway Service Station J7 proposal**

[17/01323/ENSC](#) (reg 5th April, answered 26th April) Land At O/S Grid Ref 460946 147950 M3 Basingstoke. Request for screening opinion for Motorway Service Area BDBC concluded an Environmental Impact Assessment was NOT required:

*'In the opinion of the LPA the proposed development is unlikely to have significant effects on the environment that cannot otherwise be considered and addressed through the planning process.'*

**9.4 Neighbourhood Planning / Village Design Statement**

Subject for Parish Assembly – question to residents: 'How would you like the Village to develop?'

AGREED Propose – to the Assembly – an Addendum to the Village Design Statement indicating that the Parish Council:

1. Follows principles of BDBC Local Plan planning policy
2. supports Policy SS6 New Housing in the Countryside
3. is not opposed to appropriate & sympathetic small scale development to fulfil the 10+ houses allocated to Cliddesden during this Plan period to 2026.

For signature .....

**10****TRAFFIC & HIGHWAYS****10.1 Community SpeedWatch** – See Police Update 5.3.**10.2 Lengthsman**

Schedule if works required for 2017/18.

- 1.. Holding ditch on Hackwood Lane to be cleared (digger required).
2. Regular clearing of pond silt traps.
3. Continue programme of clearing grips and soakaways
4. Clear bus shelter roof in co-ordination with tyler to re-roof (repair / replace slate roof as existing).

**11****COMMUNITY MATTERS****11.1 Pond and Open Space**

AGREED

Volunteers / working parties to keep the pond are tidy and the grass cut. (Subject for Parish Assembly.)

From a Conservation perspective Alison Mosson indicated her dislike of strimmers due to harm to small wildlife/insectlife: shears and bagging hooks are less damaging.

**11.2 Phone box**

It was noted the books in the phone box appear unused and suffering from damp and insect attack. Question for Parish Assembly with a view to clearing unwanted books. SB suggested the Hospice shop on Brighton Hill will take books in any condition for recycling.

**11.3 Village Hall**

**i Wi-fi** HM confirmed Village Hall committee are not looking to the PC to contribute to Wi-fii in the Village Hall.

**ii Village Hall ownership**

1. Clerk was contacted by Rodney Hunter of Orion Design regarding ownership of the Village Hall land – for purposes of including on Planning Application form. Orion Design is instructed as planning agent by the VH Committee regarding the new storage building.

2. According to the Estate office (Greta Iddeson):

'Having checked the Portsmouth Estates' land map, it is confirmed that the Village Hall site is no longer included.'

'It was gifted, on 30th December 1998, to, almost certainly, Cliddesden Parish Council, its prior use being allotments.'

3. Charity Commission website says ... from the 2015/16 Report of the Trustees: 'CLIDDESSEN MILLENNIUM VILLAGE HALL REPORT OF THE TRUSTEES FOR THE YEAR TO 31 DECEMBER 2015:

1. The Charities Act 1993 requires the Trustees to prepare an annual report. This report covers the year to 31 December 2015.

2. Legal and administrative information: Name: the formal name of the Charity is "The Village Hall at Cliddesden" and the working name is the Cliddesden Millennium Village Hall. Registered number: 257526 Address: Church Lane, Cliddesden, Basingstoke, Hampshire RG25 2JQ Governing Document: A Trust deed dated 17 September 1974, as amended by a scheme effective from 19 May 1998. Trustees: during the Year: Mr G Mendelsohn, Chairman Mrs A Fewster, Vice-Chair Mrs J Capehorn, Secretary Mrs J James, Treasurer Mrs S Banks, Mr M Jones, Mrs M Smith, Mr J Nunn, Ms S Roberts, Mrs P Jones, Mr N Egginton, Mr A Green, Mr D Tilley. Cliddesden Parish Council is the Custodian Trustee for the Land and Buildings of the Charity.

ACTION

Clerk to discuss with Greg Mendelsohn.

For signature .....

**11.4 Litter & Bins**

**i Waste bins** HM and Clerk met with Kevin Ennis, BDBC Assistant Street Cleansing Manager (South) – and his two-man team – to reconfirm that all bins in the Parish – including the new bin at the Village Hall by the salt bin – should be emptied on a weekly basis.

**ii Fly tipping** The team also indicated willingness to clear rubbish from recent fly-tipping adjacent to Farleigh Road towards the nursery school. This was on private land but close to the highway; they had previously cleared rubbish from this site.

**iii Litter picking** The team also undertakes litter picking in Woods Lane.

HM commented at the meeting that no-one seemed to be taking responsibility for under the M3 flyover where litter was accumulating.

ACTION: Clerk to email Kevin Ennis copied to HM.

**12 COUNCILLOR AREAS OF RESPONSIBILITY**

CONFIRMED PLANNING Alan Tyler  
NEWSLETTER Alan Tyler  
HIGHWAYS & RIGHTS OF WAY Simon Barker  
POND & OPEN SPACE Hazel Metz / Simon Barker  
VILLAGE UPKEEP (incl litter & bins) Hazel Metz  
VILLAGE HALL Hazel Metz  
SCHOOL LIAISON Lynda Plenty  
CHURCH LIAISON Lynda Plenty  
SPEEDWATCH AND NW LIAISON Alan Tyler  
Non-councillor roles –  
TREE WARDEN Alison Mosson  
ENVIRONMENT & CONSERVATION Alison Mosson (3CG).

**13 FURTHER REPORTS**

**13.1 Newsletter – players notice** missing from May newsletter.

ACTION: MG agreed to print out 200 leaflets and liaise with SB re distribution.

**13.2 Newsletter – new editor required** Subject for Parish Assembly.

AGREED: The Parish Council will ensure the Newsletter continues.

**13.3 School liaison** LP reported an initial meeting with the school headmaster, Ken Davies, and her intention to seek to join the board of Governors.

AGREED: Councillors supported unanimously.

**13.4 Hedge opposite garage, Farleigh Road** Needs cutting back, belongs to Old Forge.

ACTION: Clerk.

**13.5 Development opposition signs along Farleigh Rd** MG reported further requests for these to be removed. AT will assess after 15th May (present decision date).

**14 PARISH ASSEMBLY**

ACTIONS: 1. Request brief presentations from Village groups  
2. Check can borrow VH glasses etc  
3. Clerk to bring wine & soft drinks, HM – crisps etc, SG – beer.  
4. Set up from 6.30pm.

**15 NEXT MEETINGS AND CLOSE**

Parish Assembly Friday 12th May 7 for 7.30pm

Next Parish Council Meeting Tuesday 4th July, 5th September; 7th November.

*Meeting closed at 9.30pm with thanks to all present.*

For signature .....

Date.....

**APPENDIX I.i**

REF 8.3.i

## Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

 Enter name of  
smaller authority here:

CLIDDESSEN PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed		'Yes' means that this smaller authority
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA
			✓
			has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority on:

02/05/2017

and recorded as minute reference:

8.3.i

Signed by Chair at meeting where approval is given:



Clerk:



\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

**APPENDIX I.ii**

REF 8.3.ii

**Section 2 – Accounting statements 2016/17 for**

Enter name of smaller authority here:

CLIDDESSEN PARISH COUNCIL

	Year ending		Notes and guidance				
	31 March 2016 £	31 March 2017 £					
1. Balances brought forward	11 878	11 955	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.				
2. (+) Precept or Rates and Levies	5 900	5 900	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.				
3. (+) Total other receipts	3 169	2 386	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.				
4. (-) Staff costs	3 203	3 200	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.				
5. (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).				
6. (-) All other payments	5 789	2 923	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).				
7. (=) Balances carried forward	11 955	14 118	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)				
8. Total value of cash and short term investments	11 955	14 118	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>				
9. Total fixed assets plus long term investments and assets	11 827	11 827	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.				
10. Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).				
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	<table border="1"> <tr> <th>Yes</th> <th>No</th> </tr> <tr> <td></td> <td>✓</td> </tr> </table>		Yes	No		✓	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
Yes	No						
	✓						

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

Date

02/05/2017

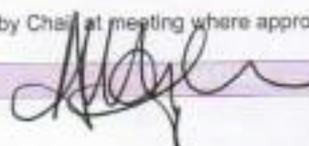
I confirm that these accounting statements were approved by this smaller authority on:

02/05/2017

and recorded as minute reference:

8.3.ii

Signed by Chair at meeting where approval is given:



**APPENDIX II.i**

Ref 8.4

## Cliddesden Parish Council 2016 - 2017 Bank Reconciliation

Receipts and payments summary at 31st March 2017			
1	Balance Brought Forward from 1st April 2016	£11,955.26	
2	Plus Income 2016/17	£8,285.90	
3	Less Expenditure 2016/17	£6,122.77	
4	Balance to take over 31st March 2017	£14,118.39	
Reconciliation at March 2017			
6	Treasurer's Account at 31st March 2017	£447.20	
7	Bus Bank Instant Account 31st March 2017	£14,665.67	
8	TOTAL BANK ACCOUNTS	£15,112.87	
9	Plus Income outstanding	£0.00	
10	Less cheques to clear	£994.48	
11	Balance to take over 31st March 2017	£14,118.39	
Notes			
14	Cheques to clear at Box 10 =		
	683 Newsletter Feb / March 2017	£138.68	
	684 Salary & expenses Jan 17	£242.74	
	685 PAYE Jan 17	£53.80	
	686 Salary & Allowance Feb / March 17	£559.26	
		£994.48	

Signed:

 Alan Tyler, Chairman .....  ..... 2nd May 2017

 Susan Turner, RFO .....  ..... 2nd May 2017

## Appendix II.ii Ref 8.4

**2016 - 2017 Audit Year Significant Variations - AUDIT SHEET**  
 Difference between current and previous year greater than both 10% and £100  
 in Section 1, boxes 2, 3, 4, 5, 6, 9 and 10

	Item	Previous Year 2015/16	Current Year 2016/17	Difference	Diff %
1	Balance Brought Forward	£11,878.00	£11,955.26	£77.26	0.65%
2	Annual Precept	£5,900.00	£5,900.00	£0.00	0.00%
3	Total Other Receipts	£3,169.00	£2,385.90	£783.10	24.71%
4	Staff Costs	£3,203.00	£3,199.85	£3.15	0.10%
5	Loan interest/capital repayments	£0.00	£0.00	£0.00	0.00%
6	Total other payments (excl salaries)	£5,789.00	£2,922.92	£2,866.08	49.51%
7	Balance carried forward	£11,955.26	£14,118.39	£2,163.13	18.09%
8	Total cash and short term investments	£11,955.26	£14,118.39	£2,163.13	18.09%
9	Total fixed assets and long term assets	£11,827.00	£11,827.00	£0.00	0.00%
10	Total borrowings	£0.00	£0.00	£0.00	£0.00
11	Trust funds	NA	NA	NA	NA

**Box 3 Total other receipts**

Explanation for variation of -£783.10 = 24.71%	15/16	16/17	Difference
General grant	£1,050.00	£1,100.00	£50.00
BDBC tax base support grant (rebate)	£638.00	£662.00	£24.00
Newsletter donations	£25.00	£85.00	£60.00
Bank interest	£7.00	£7.32	£0.32
VAT refund	£449.00	£531.58	£82.58
Additional grant £1,000 received 15/16, not 16/17	£1,000.00	£0.00	£1,000.00
<b>TOTALS</b>	<b>£3,169.00</b>	<b>£2,385.90</b>	<b>£783.10</b>

**Box 6 Total other payments (excl salaries)**

Explanation for variation of -£2866.08 = 49.51%	15/16	16/17	Difference
Expenses	£94.00	£238.10	£144.10
Office supplies	£577.00	£173.91	£403.09
Finance/Admin			
Subscriptions - H/NALC & CPRE only 16/17	£467.00	£219.00	£248.00
Data protection	£35.00	£35.00	£0.00
Insurance	£302.00	£314.76	£12.76
Audit - (16/17 internal audit payment only)	£200.00	£115.00	£85.00
Website hosting	£120.00	£119.88	£0.12
Newsletter costs (page increase 16/17)	£747.00	£1,007.19	£260.19
Donations	£32.00	£50.00	£18.00
Pond environs maintenance	£313.00	£500.00	£187.00
Training	£35.00	£0.00	£35.00
Public safety	£305.00	£0.00	£305.00
Capital expenditure: defibrillator purchased 2015/16	£2,030.00	£0.00	£2,030.00
VAT incurred	£532.00	£150.08	£381.92
<b>TOTALS</b>	<b>£5,789.00</b>	<b>£2,922.92</b>	<b>£2,866.08</b>

Signed:

 Alan Tyler, Chairman  ..... 2nd May 2017

Susan Turner, RFO ..... 2nd May 2017

**APPENDIX III**

 Ref 9.1 **Parish Planning Applications**
**LIVE APPLICATIONS**

- 17/01536/GPDE (24th April) Erection of single storey rear extension following demolition of existing conservatory. 2 Hackwood Lane, Cliddesden. (Note this is under permitted development.) *Parish Council response: 'No objection'.*
- 17/01382/HSE (27th April) Demolition of existing chimney. The Old Methodist Church, 1 Southlea, Cliddesden. *Parish Council response: 'No objection'.*
- 17/01257/FUL (18th April) Erection of ancillary storage building, Cliddesden Millennium Hall Church Lane, Cliddesden. *Parish Council response: 'Support'.*
- 17/00978/LDPO (15th March 2017) Certificate of lawfulness for the proposed replacement of side conservatory. Downlands Hackwood Lane. *Parish Council response: 'No objection'.*
- 17/00875/FUL (6th March) Construction of gazebo. Audleys Wood Hotel, Alton Road, Winslade. *Parish Council response: 'No objection'.*
- 17/00656/FUL (20 Feb 2017) Land To The Rear Of 8 Woods Lane Cliddesden. Erection of 1 no. 4 bed dwelling. *Parish Council objection.*  
*Note 27th April from case officer Laura Peplow:*  
*'The case expiry date has been extended to 26th May and applicants are producing further amended plans.'*
- 16/04690/FUL (21st Dec 2016) Southlea Meadow. Land At Farleigh Road. Erection of 40 dwellings to include 24 private homes and 16 affordable homes, associated parking, landscaping, amenity space and highway alterations. *Parish Council objection.*  
*Note 25th April from case officer, Lucy Page:*  
*'The applicants are trying to provide some additional highways information to the County and I have therefore agreed to a further extension of time to the 15th May.'*

**APPLICATIONS DECIDED SINCE LAST MEETING**

- 17/00040/RET (Granted 6th April DC, reg 5th Jan 2017) 5 Southlea, Cliddesden. Alterations to landscaping, including alterations to levels and features to front of property (part retrospective). Granted by Development Control (DC) Committee on amended drawings. (Referred to DC due to number of objections.)
- 16/04720/HSE (Granted 21st March, reg 20th Dec) Faraway, Hackwood Lane. Part two storey, part single storey rear extension and detached double garage.
- 16/04439/HSE (Granted 20th April) (4th April Amended Plans) (reg 08 Dec 2016) Crockley House Farleigh Road Cliddesden RG25 2JB  
 Erection of two storey front extension, single storey link extension between house and garage and conversion of loft living accommodation involving the raising of the roof and dormer to rear elevation. This application approved on amended plans
- 16/04116/FUL (Granted 24th March (DC), reg 8th Nov 2016) Cruenta Carus, Station Road. Erection of a detached dwelling, triple garage and associated parking and landscaping following demolition of the existing commercial buildings and removal of hardstanding and B8 storage use of the site. Granted with conditions restriction B8.

END OF APPENDICES