

GREATHAM PARISH COUNCIL

Minutes of the meeting of Greatham Parish Council held at the Village Hall on Wednesday 6 November 2002 at 8.00pm.

Present: E.Evans Chairman
B.Chiverton, Mrs A.Dale-Harris, E.J.Lodder, Mrs J.Onslow, D.Redman,
C.Rowe New Clerk to the Council
N.W.O.Miles Adviser to the Council

Also present: J.K.West County Councillor and one member of the public

APOLOGIES FOR ABSENCE AND WELCOME

02/102 Apology received from Mrs P.Lucas.
The Chairman welcomed Mrs C.G.Rowe as Clerk to the Council

MINUTES

02/103 **RESOLVED:** That the minutes of the meeting held on 9 October 2002, copies of which had been previously circulated, be confirmed as a true record.

MATTERS ARISING

02/104 (a) Planning application EH139, Blackmoor Estate Waste Recycling
Reported that the Environment Agency would be inspecting the site.

02/104 (b) Community Facilities Survey
Report completed and returned to EHDC.

APPOINTMENTS

02/105 Report (29.10.02) by Chairman, previously circulated, advising the Council that the Appointments Committee had appointed Mrs C.G.Rowe to be Clerk to the Council and proposing that Mr N.W.O.Miles be retained as Advisor.

02/105 (a) Clerk to the Council:

Proposed by D.Redman, seconded by Mrs A.Dale-Harris .

RESOLVED: That the appointment of Mrs C.G.Rowe as Clerk to the Council and Responsible Finance Officer be approved with effect from 1 November 2002 on the following Terms and Conditions;

- (i) the appointment to be subject to satisfactory completion of six months probationary service,
- (ii) salary to be in accordance with NJC Scale LC1, *pro rata*, for 416 hours per year based on an average of 8 hours per week; starting salary to be at scale point 16; salary and hours to be reviewed annually in May and any change implemented from 1 April preceding,
- (iii) statutory provisions for leave and sick leave will apply ,
- (iv) the Council will reimburse 40% of the Clerk's telephone rental and the cost of all calls made on Council business and will pay Car Mileage allowance at the prescribed rate for travel on Council business,
- (v) an allowance of £100 p.a. will be paid for the use and depreciation of the Clerk's own accommodation and equipment.

02/105 (b) Adviser to the Council:

Proposed by Mrs A.Dale-Harris, seconded by Mrs J.Onslow

RESOLVED: That

- (i) the appointment of Mr N.W.O.Miles as temporary Clerk to the council be terminated with effect from 31 October 2002,
- (ii) Mr N.W.O.Miles be appointed Adviser to the Council for the period 1 November to 31 December 2002 on the existing Terms and Conditions,
- (iii) Mr N.W.O.Miles be appointed Part-time Adviser to the Council for the period 1 January to 17 May 2003 at an average of 3 hours a week; salary to be at the prevailing rate and travel and other expenses to be paid.

FINANCE

02/106 (a) Salary scales for Local Council Clerks reported:

Proposed by E.Lodder, seconded by Mrs. A.Dale-Harris.

RESOLVED: That NJC/NALC/SLCC salary scales from 1 October 2002 and 1 April 2003 be adopted.

02/106 (b) Audit: Reported that formal notice of annual audit had still not been received and that Mrs.C.Steadman was unable to undertake the internal audit. Mr.David Self to be asked to undertake the work.

02/106 (c) Grants: Two applications were considered.

RESOLVED: That

- (i) a grant for 1st Greatham Rainbows to help pay for an outing to a Pantomime be refused but a grant in the next financial year (2003/2004 budget) be considered.
- (ii) an application from Greatham Senior Citizens Group be deferred. Mrs.J.Onslow declared an interest in the application, as she is Chairman of the Group.

02/106 (d) Bank:

- (i) Reserve Account: reported that the bank had not implemented the Council's application for a Capital Reserve Account.

Proposed by J.Lodder, seconded by D.Redman and

RESOLVED: To continue the Clubs & Societies Reserve Account with National Westminster Bank PLC because Capital Reserve Accounts are no longer available. The bank paid Greatham Parish Council £100 as compensation.

- (ii) Mandate:

RESOLVED: To revise mandate to include new Clerk to the Council.

02/106 (e) Payments:

Proposed Mrs.A.Dale-Harris, seconded by Mrs.J.Onslow.

RESOLVED: That payments as follows be authorised:

| | |
|--------------------------------------|---------|
| N.W.O.Miles admin.expenses | £116.07 |
| Audit Commission-audit fee 2000/2001 | £301.39 |

PLANNING

02/107 (a) Previous applications: no formal decisions reported..

02/107 (b) New applications: Planning Committee comments were reported as follows:

F.22724/5LBC, Deal Fm.,retain replacement roof & velux windows to storage shed: Object

02/107 (c) Listed Buildings:

RESOLVED: That the procedures for listing buildings be investigated.

02/107 (d) East Hampshire Local Plan-Pre-Inquiry Meeting

RESOLVED: That Mrs.A.Dale-Harris attend the Local Plan Pre-Inquiry meeting on 13 November 2002 on behalf of the council.

REPORTS OF REPRESENTATIVES

02/108 (a) Hampshire Assocn.P&T C's:

Mr.D.Redman reported he wished to no longer be the council representative.
Future meetings to be attended by any available council member.

RESOLVED: Mrs. J.Onslow to attend next meeting on 11 December '02.

02/108 (b) The following representatives had nothing to report: Village Hall; Coryton Trust; Public Transport; Footpaths; Tree Warden.

REPORT OF DISTRICT COUNCILLOR

02/109 Nothing to report.

REPORT OF COUNTY COUCILLOR

02/110 Next edition of Hampshire Now due in two weeks.
Periodic electoral review of county divisions.
Traffic calming.

CHILDREN'S PLAYGROUND

02/111 (a) Draft Lease: Copies of a draft lease had been previously circulated and copies of further Amendments to Clause 3.6 were circulated at the meeting. After discussion,
RESOLVED: That Clause 4.2 & Clause 5 of the draft lease be approved but that the Village Hall Committee/Trustees be informed that in Clause 3.6 the words "against such risks as the landlords from time to time reasonably consider should be covered" are unacceptable to the council.

Mrs. J. Onslow and D.Redman declared an interest in the Village Hall as both are members of the Village Hall Committee.

02/111 (b) Playground Committee: Draft Terms of Reference (previously circulated) and consideration of increased Public Liability Cover to be deferred.

H.C.C. Periodic Electoral Review

02/112 **RESOLVED:** That the Boundary Committee be informed that Greatham Parish Council considers it more appropriate to review Divisional Boundaries after the National Park Boundary has been finalised, so that where relevant the National Park Boundary can be taken into account when determining the boundaries of electoral divisions.

MEETINGS 2003

02/113 **RESOLVED:** That the Schedule of dates agreed for 2003, as circulated, be confirmed and that the Annual Parish Meeting be held on 2 April 2003.

SOUTH DOWN NATIONAL PARK

02/114 **RESOLVED:** That Mrs.A.Dale-Harris to attend briefing meeting on 23.11.02.

FREEDOM OF INFORMATION ACT

02/115 Worked examples and a suggested draft for the Code of Publication were available at the meeting.

RESOLVED: The copies of the draft proposals to be circulated between the Council Members and discussed at the next meeting.

THE OLD CHURCH

02/116 Reported that the Board of Trustees had resigned and the Trust been wound up because insurance cover could not be obtained.

RESOLVED: That subject to the existing trust being properly concluded:

- (i) The Council become sole trustees of Greatham Old Church.
- (ii) Appropriate arrangements be made for Insurance Cover for Public Liability and Buildings etc.
- (iii) Council accept transfer of funds held by the Board of Trustees for work on the restoration of the Old Church.
- (iv) That the Diocese be reminded of the need to repair the Old Church wall at their expense and asked to expedite the work.

CORRESPONDENCE

02/117 No items reported.

NEXT MEETING

02/118 **RESOLVED: That the next meeting of the Council be confirmed at the Village Hall at 8pm on Wednesday 4 December 2002.**

CLOSURE OF MEETING

There being no further business the Chairman closed the meeting at 10.52pm.

Signed.....*E. Evans*.....
Chairman Greatham Parish Council

Date: *04.12.02*