

Greatham Parish Council

Minutes of the Parish Council meeting of Greatham Parish Council held at Greatham Village Hall on Monday 6 June 2011 at 8.00pm

Present Cllr P Larner (Chairman), Cllr C Rudd (Vice Chairman), Cllr A Cheesman, Cllr D Jerrard (Acting Clerk), Cllr S Jerrard, Cllr D Rudd and Cllr Trodden. County Cllr V Clarke and 6 members of the public were also in attendance.

As the Chairman had been delayed due to train disruption, the start of the meeting was delayed. The Vice-Chairman chaired the meeting until the arrival of the Chairman.

1. Chairman's Announcements

The Vice Chairman pointed out the fire exits and said the meeting would be recorded to assist the Clerk in preparing the minutes.

2. Apologies for Absence

Cllr Mrs J Onslow (District Councillor)

3. Declarations of Interest

The following interests were declared :

- Cllr D Rudd and Cllr Miss C Rudd declared a personal and prejudicial interest in Item 11 due to living close to Fern Farm
- Cllr Trodden declared a personal and prejudicial interest in Agenda Item 10 Planning Applications – specifically Planning Application No 25324/003 - due to a family interest in the potential purchase of the property.

4. Public Question Time

Standing Orders were suspended for 15 minutes to allow public questions. A question was raised about noise levels in Longmoor Road and Wolfmere Lane after the opening of the Hindhead tunnel

5. Minutes of the Parish Council meeting on Friday 20 May 2011

The minutes of the Parish Council meeting on Friday 20 May 2011, were approved unanimously and signed by the Vice-Chairman as a true and accurate record of the meeting. Proposed Cllr Trodden, seconded Cllr Cheesman

6. Matters arising from the minutes of the Parish Council on Friday 20 May 2011

None

7. Review of Action Log

The log of actions was reviewed

8. Report of County Councillor

The County Councillor gave his report

9. Report of District Councillor

There was no report from the District Councillor

10. Planning Applications**(a) 25324/003 - 3 Woolmer Villas, Petersfield Road, Greatham, Liss, GU33 6AY (CHANGE OF USE FROM CLASS A1 RETAIL SHOP TO FULLY RESIDENTIAL USE)**

Cllr Trodden declared an interest in this planning application as a relative of his was in negotiations to purchase the property. Cllr Trodden made some comments about the desirability of having a shop and then left the room.

Following a discussion of the Council, including from the members of the public, it was proposed by Cllr Rudd, seconded by Cllr Cheesman that the Council strongly object to this planning application on the basis that it was the only shop premises in the village. This was approved unanimously. Cllr D Jerrard said he would submit the objection online. The Council also resolved to support any application to reopen the post office.

Action DJ

(b) 23298/024 Le Court Cheshire Home, Selborne Road, Greatham, Liss, GU33 6HJ (REVISION TO PROPOSED GARAGE BLOCK (APPROVED UNDER 23298/022) BY THE ADDITION OF ANOTHER BAY)

The Chairman had arrived during the previous agenda item, and took over the chairing of the meeting. He apologised for being late, which was due to a signal failure at Woking causing his train to be delayed, and he thanked the Vice Chairman for chairing the meeting in his absence.

11. Correspondence**(a) 22.05.2011 - Sara Osman (Letter to Hampshire County Council requesting additional road signage in the village)**

The letter from Ms. Osman was read out to the meeting. It raised several concerns regarding highway safety at the top of the village, including a request for a formal STOP line at the junction of Digby Way/Petersfield Road, and 30mph signs painted on the road at each end of the village. County Cllr Clarke suggested that the council should arrange a meeting with Steve Neat (Hampshire County Council Highways Officer) on site to discuss the concerns raised in Miss Osman's letter. This was unanimously approved.

Action DR

(b) 28.05.2011 - Malcolm Godden (Email requesting that the Parish council assist in tackling EHDC planning and their handling of the problems at Fern Farm)

Cllr C Rudd and Cllr D Rudd declared an interest in this agenda item, as they both live within the near vicinity of Fern Farm and have had prior dealings with the resident. Both councillors left the meeting room.

The email from Mr Godden was read out to the meeting. It raised concerns regarding the level of support EHDC appeared to be providing to the resident at Fern Farm despite the planning restrictions in place.

It was proposed that Lesley Wells (EHDC Planning Manager) be invited to the next planning meeting, where this could be discussed further. This was unanimously agreed.

Action DJ

12. Allotments

The Chairman explained that there had been requests for allotments from several villagers, and reported that the Greatham Village Hall trustees had presented an option for allotments on the playing fields to the rear of the village hall at the Annual Parish Meeting, but had subsequently written a letter to the Parish Council asking whether other sites around the village had been contacted. The letter from the Chairman of the Village Hall committee was read out by the Chairman.

Cllr D Rudd suggested alternative landowners included Bryants, the Blackmoor Estate, David Redman, Alan Booton and Eurotec. Cllr D Jerrard suggested that any location would need to meet the needs of the people requesting allotments, and suggested a site outside of the village may also be an option. Cllr D Jerrard proposed forming an Allotment working party to include the residents wanting allotments. It was agreed that an approach should first be made to the allotments association, which had apparently been formed. This was seconded by Cllr Miss C Rudd and agreed unanimously.

Action DJ

13. Woodland Cottages

The Chairman introduced this item stating that the parking outside of Woodland Cottages was dangerous and that there had been an accident in which a car had collided with some of the parked cars due to not having been able to see an oncoming car soon enough to avoid a collision. He said that this issue had been a concern ever since the cottages had been built, but had not yet been addressed.

Cllr Trodden wondered whether the white line outside the cottages denoted a clearway, but it was suggested this was to denote the edge of the road.

County Cllr Clarke suggested the parking concerns also be discussed with Steve Neat (HCC Highways Officer) Proposed and agreed unanimously.

Action DR

14. Trees in Wolfmere Lane

There was discussion about an overhanging tree outside 2 Wolfmere Lane. Agreed that this should be referred to the proposed tree warden by Cllr Trodden *Action JT*

15. Digby Way

Cllr Trodden introduced this agenda item which largely overlapped with the concerns raised in Ms Osman's letter. It was agreed that these concerns also be discussed with Steve Neat (HCC Highways Officer)

Action DR

16. Speed limits

The Chairman introduced this item, which was in two parts :

(a) 30mph speed limit in Church Lane

The Chairman said that the previous council had agreed to have Church Lane derestricted (in terms of speed limit) as this would remove the need for 30mph repeater signage which they felt would clutter the verge. The Chairman said that this allowed drivers to drive fast along a road that was a single carriageway with passing places.

It was agreed that these concerns also be discussed with Steve Neat (HCC Highways Officer)

Action DR

(b) 20mph speed limit in the vicinity of the school

The Chairman said that there were concerns about the speed of vehicles in the vicinity of the school and proposed that a 20mph speed limit be introduced along the Petersfield Road between Longmoor Road and Church Lane. County Cllr Clarke said that the "20 is plenty" initiative had been driven by schools and suggested the council contact the primary school to seek their support to this proposal. Ms Osman, a member of the public, said that she was a governor at the school and offered to table this for the next school governors meeting.

Action DJ

17. Miscellaneous traffic matters

Councillor Trodden introduced this item which covered a number of concerns he had about traffic through the village :

- Purpose of single white "edge" line throughout the village
- Subsidence at Blackmoor Road, Blackmoor from Junction of A325 North West for 200m
- Subsidence at Junction A325 & Blackmoor Road by 250-300mm
- SLOW sign on brow of hill 500 metres North of Benhams Lane

- Extension of 30mph from the roundabout North to past the Blackmoor Road Junction
- Single yellow lines in lay-by on the A325 by the roundabout and in turning area opposite the shop with a waiting time of 1 hour
- instruction for drivers to give way both by road markings and signage at junction of Digby Way and Petersfield Road
- Consideration of yellow enforceable lines

It was proposed and agreed that these items also be discussed with Steve Neat (HCC Highways Officer).

Action DR

18. Greatham Village Fireworks

The Chairman declared an interest in this item of the agenda, as he is the treasurer of the Greatham Village Events Committee (GVEC) who organise the fireworks in the village each year. He agreed not to take part in any vote on the matter.

The Chairman explained that the annual event was very popular but required attendees to pay an entry fee to cover the cost of the fireworks and insurance. The Chairman felt that it would be good for the Parish Council to sponsor the event for the village, making entry to the event free of charge for villagers, with the agreement that any profits be used to subsidise the Children's Christmas Party.

Councillor Jerrard said that it would be difficult to discriminate between villagers and non-villagers, and suggested that entry be free for all. The proposal to pay a donation of £1000 towards the fireworks was seconded by Cllr Trodden and approved unanimously. Councillor agreed to notify GVEC of the decision.

Action PL

19. Welcome Pack

The Chairman introduced a proposal that all new residents in Greatham be provided with a welcome pack upon moving into the village. Such a welcome pack would include details about the village, the groups and organisations in the village, a copy of Peter Gripton's History of Greatham book (donated by Councillor Jerrard), and potentially a voucher for a discounted drinks/meal in The Greatham Inn.

The proposal was seconded by Councillor Cheesman and agreed unanimously. The Chairman agreed to draft a welcome pack for discussion at a subsequent meeting.

Action PL

20. Reports from representatives of Organisations, Outside Bodies, Working Parties and Groups

(a) Playground – Councillor A. Cheesman

Cllr Cheesman said there was some remedial work required and estimates should be obtained Action AC.

(b) Highways & Public Transport - Councillor D. Rudd

Due to time constraints, no update was provided at this meeting, but will be provided at the next meeting.

(c) Footpaths - Councillor C. Rudd

Due to time constraints, no update was provided at this meeting, but will be provided at the next meeting.

(d) Tree Warden - Councillor J. Trodden

Due to time constraints, no update was provided at this meeting, but will be provided at the next meeting.

(e) Greatham Village Hall - Councillor C. Rudd

Due to time constraints, no update was provided at this meeting, but will be provided at the next meeting.

(f) Coryton Trust – Councillors D. Jerrard & D. Rudd

Due to time constraints, no update was provided at this meeting, but will be provided at the next meeting.

(g) Blackmoor Recycling Liaison Panel - Councillor D. Jerrard

Due to time constraints, no update was provided at this meeting, but will be provided at the next meeting.

(h) HALC/EHAPTC - Councillors P. Larner, C. Rudd & D. Jerrard

Due to time constraints, no update was provided at this meeting, but will be provided at the next meeting.

21. Report from the Responsible Financial Officer

Councillor D Jerrard stated that bank statements were still being sent to the previous Chairman, and proposed that they be sent to the present Chairman. This proposal was seconded by Councillor Cheesman and agreed unanimously. Councillor D Jerrard agreed to notify the bank.

Cllr Jerrard also reported on the progress of the internal audit, and that the internal auditor had agreed to do the current year's audit at the same price (£205 + VAT) as for 2010/2011.

Action DJ

22. Approval of Payments

The following payments were discussed :

(a) Mr Jeremy Watson - Grass mowing at playground - £26.00

Councillor D Jerrard explained that Mr Watson had performed another cut of the grass and a subsequent invoice had been received, thus Councillor D Jerrard and proposed making a payment of £52.00 to Mr Watson to cover both invoices in one payment. This was seconded by Councillor Rudd and agreed unanimously. It was also agreed that Cllr Cheesman should liaise with Mr Watson on what needed to be done.

Action DJ and AC

(b) Mrs Teresa Whelan - Clerk's salary and expenses - £301.79

Councillor D Jerrard proposed a payment of £301.79 to the former clerk, Mrs Whelan. This was seconded by Councillor Rudd and agreed unanimously.

Action DJ

It was agreed to transfer £2000 to the current account to cover payment of the Clerk's salary and the insurance premium.

23. Appointment of the Clerk

The Chairman reported that the process required agreement of the clerk's salary, which is based on nationally agreed rates, before an advertisement could be placed. The Chairman advised that he was working on this document, and would then draft a flyer to be delivered in the Greatham Primary School book bags to all parents.

24. Parish Council Insurance

The Chairman introduced this item, which followed on from the previous Parish Council meeting. At that meeting, a proposal from Cane & Company had been presented to reduce the annual insurance premium by 5% from £1,376.51 to £1,307.68 on the condition that Greatham Parish Council commits to stay with Aviva insurance for 3 years (with slight annual increases due to property sums insured being index-linked). At that meeting, the proposal had been rejected and Councillor Trodden had agreed to investigate alternative insurance policies.

However, Councillor Trodden's broker had confirmed to Councillor Trodden and Councillor Larnier that the Cane & Company policy was the standard for all Parish Councils and would be difficult to beat. In the light of this, the Chairman proposed that the council consider accepting the 3-year offer. This proposal was seconded by Councillor Miss C Rudd and agreed unanimously.

Action DJ

It was also agreed that the Chairman would email the insurance company to advise that payment had been agreed.

Action PL

25. Approval of Accounts for 2010/11

The Chairman explained that the former clerk had found an error in the previous accounts and had submitted amended accounts, which needed to be approved. The error had been caused by inadvertently recording a VAT payment against the Clerk's salary, causing an under-recording of one figure and an over-recording of the other figure. Councillor D Jerrard proposed that the amended accounts be accepted as a true financial record and position of Greatham Parish Council. This proposal was seconded by Councillor Miss C Rudd and agreed unanimously.

Action DJ

26. Date of next meeting

The Chairman reminded Councillors that the next meeting would be on Monday 4 July 2011,

27. Close of Meeting

The Meeting closed at 10:30 pm

Summary of Actions

Meeting Date	Agenda Item	Who	Action	Status
20.05.2011	8	JT/DJ	JT to investigate the availability of his nominee Tree Warden, failing which DJ would investigate the alternative possibility Tree Warden	Open
20.05.2011	10	AC	To look at the latches in the playground and report back	Open
20.05.2011	11	PL, CR, SJ	To place advertisements and drive forward the process of appointing a new clerk as soon as possible. Previous candidates should be approached for possible interest and availability	Open
20.05.2011	11	DJ	To approach HALC about the appointment of a locum Clerk/RFO pending the appointment of a new Clerk.	Open
20.05.2011	12	PL	To inform the other Trustees of the Charity that Doris Voice and Susan Jerrard have been appointed as trustees of the Greatham Allotment Charity	Open
20.05.2011	13	JT	To look into possibilities for getting cheaper Parish Council Insurance alternatives.	Open
20.05.2011	14	DJ	To draw up cheques to be signed for payments to : <ul style="list-style-type: none"> • Mrs Teresa Whelan - £302.01 • Came & Company - £1376.51 	Open
20.05.2011	15	DJ	To get the necessary bank mandate forms completed	Open
20.05.2011	16	DJ	To update the draft accounts to include the £1 for the telephone box	Open
20.05.2011	16	DJ	To update the Accounting Statement to include the £1 for the telephone box	Open
20.05.2011	16	DJ	To contact the Audit Commission requesting agreement to a practical timetable, that the records and other documents would be obtained from Mrs Whelan, and put in the Committee room with the Acting Clerk taking appointments to inspect them	Open
20.05.2011	17	DJ	To contact Mr Harland to the advise his reappointment as the Council's internal auditor	Open
20.05.2011	18	DJ	To arrange the transfer of £2,000 from the Reserve Account to the Current Account so that the outstanding payments can be made	Open
20.05.2011	19	DJ	To send letters of thanks to Mrs Jane MacDonald, Miss Diane Buckland and Mrs Kate Jones for their efforts in organising the Royal Wedding Tea Party on behalf of the village	Open

Meeting Date	Agenda Item	Who	Action	Status
20.05.2011	20	DJ	To submit comments on planning application 51203 - Old Post Office, Stairs Hill, Empshott, Liss, GU33 6HW (CHANGE OF USE OF PART OF GROUND FLOOR TO RESIDENTIAL AND THE WHOLE PROPERTY INTO A SINGLE RESIDENTIAL DWELLING) that there is no objection but the Council would like the building to be restored sympathetically in view of its importance as a landmark building	Open
20.05.2011	21	PL	To update the village website with the new dates for the remainder of 2011	Open
06.06.2011	10 (a)	DJ	To submit online the objection of Greatham Parish Council to the planning application 25324/003 - 3 Woolmer Villas, Petersfield Road, Greatham, Liss, GU33 6AY (CHANGE OF USE FROM CLASS A1 RETAIL SHOP TO FULLY RESIDENTIAL USE)	Open
06.06.2011	11 (a), 13, 15, 16 (a), 17	DR	To contact and arrange a site meeting in Greatham with Steve Neat (HCC Highways Officer) to discuss the various traffic and signage issues raised and report on his suggestions	Open
06.06.2011	11 (b)	DJ	To invite Lesley Wells (EHDC Planning manager) to the Planning meeting on 21.06.2011	Open
06.06.2011	12	DJ	To contact villagers wanting allotments and form an Allotment working party.	Open
06.06.2011	16 (b)	DJ	To liaise with Ms Osman regarding her action to propose the "20 is plenty" discussion to the Greatham Primary School governors	Open
06.06.2011	18	PL	To advise GVEC that Greatham Parish Council would pay £1,000 towards the annual fireworks on condition that entry to the event be free	Open
06.06.2011	19	PL	To draft a Welcome Pack for new villagers	Open
06.06.2011	21	DJ	To contact NatWest and arrange for bank statements to be sent to the current Chairman	Open
06.06.2011	22 (a)	DJ	To make a payment of £52.00 to Mr Watson for grass-cutting	Open
06.06.2011	22 (b)	DJ	To make a payment of £301.79 to Mrs Whelan for salary and expenses	Open
06.06.2011	24	DJ	To make a payment of £1,307.68 to Cane & Company for insurance premium	Open
06.06.2011	24	PL	To confirm to Cane & Company that Greatham Parish Council had agreed to the 3-year insurance deal with Aviva	Open
06.06.2011	25	DJ	To record that the accounts of Greatham Parish Council had been approved	Open