

Greatham Parish Council

Minutes of the Parish Council meeting of Greatham Parish Council held at Greatham Village Hall on Monday 5th December 2011 at 8.00pm

Present Vice Chairman C Rudd, Councillors A Cheesman, D Jerrard, S Jerrard, J Trodden, Mrs Ann Hart (Council Clerk)
8 members of the public were also present.

1. Chairman's Announcements

The Chairman welcomed the members of the public to the meeting. The Chairman pointed out the fire exits and asked members of the public to turn off mobile phones.

The chairman requested that members of the public raise their hand to speak and to give their name for the benefit of the clerk.

2. Apologies for Absence

Chairman P Larner – due to illness

Councillor D Rudd – due to illness

Councillor Mrs J Onslow (District Councillor)

Vaughan Clarke (County Councillor) who is attending Petersfield Town Council meeting.

3. Declarations of Interest

Councillor Jock Trodden declared a personal and prejudicial interest as a close neighbour to 8 Woolmer Cottages (item no 16 planning application) and item no 18 as Director of JTS who provided a report on the bridleway.

4. Standing Orders were suspended for 15 minutes to allow public questions.

The chairman asked if members of the public had anything to ask or say.

Sara Osman asked if item 19 could be brought forward as she could not stay until the end. The chairman responded that she intended the meeting to be short and for that reason it could stay as item 19.

Sue Booton said that she would like to mention that the 'Old Church' was holding the annual Carol Service at 4.30pm on Saturday 10th December 2011, everyone was welcome.

Councillor D Jerrard stated that he would like to explain that the way in which item 10 and 11 i.e. the finances and budget would be considered has been severely affected by the unfortunate absence of the chairman and suggested that standing orders be suspended again when these items were reached and to open the subject up for discussion in an 'open session'.

5. Minutes of the Parish Council meeting on Monday 7th November 2011.

It was proposed by Councillor D Jerrard, seconded by Councillor J Trodden, that the minutes of the Parish Council meeting on Monday 7th November 2011 be accepted as a true and accurate record of the meeting. This was approved unanimously by all Councillors. The minutes were then signed by the Chairman and passed to the Clerk to file in the minute book.

6. Matters arising from the minutes of the Parish Council on Monday 7th November 2011.

Councillor D Jerrard stated that Item 6 in the meeting regarding discussion of the War Memorial refurbishment would have to be carried forward to the next meeting due to the unfortunate absence of Councillor D Rudd. The clerk will put on the agenda for the meeting in January 2012.

Action AH**7. Review of Action Log**

The log of actions was reviewed with the following updates given:

Meeting Date / Agenda Item	Who	Action	Status
20.5.11 Item 15	JT	To complete bank mandate and take identification to the bank	Closed
3.10.11 Item 9	JT	To ask permission of landowners to pass on their details to the Village Hall committee – action removed *	Closed
3.10.11 Item 9	AH	The clerk to write to the landowners for confirmation of their responses and provide copies to Mr Dale-Harris of the Village Hall Committee - new action.	Closed
3.10.11 Item 21 (c)	AC	To strim the Todmore footpath. – it will be done by mid Dec.	Open
3.10.11 Item (d)	DR	To find out if the trees at the pinch point at Longmoor Road were planted with permission – Trees have gone	Closed
3.10.11 Item 21(a)	AH	To follow up letter of 19 th October to grass cutter. – no response obtained	Closed
7.11.11 Item 4	DR	David Rudd to contact Alan Bridgeman to arrange Old Church subcommittee meeting – carried forward to Jan due to absence of DR	Open
7.11.11 Item 6	AH	Clerk to include War memorial refurbishment proposal in next agenda	Closed
7.11.11 Item 6	DR	To investigate possibility of obtaining a grant for the War Memorial – CF to Jan due to absence of DR	Open
7.11.11 Item 7	AH	To contact Daniel Field (Chairman of Allotment working party)	Closed
7.11.11 Item 8	AH	To contact Petersfield Town Clerk to request a grit bin for Bakers Field - Requested from HCC – put on a waiting list	Closed

Meeting Date / Agenda Item	Who	Action	Status
7.11.11 Item 8	AH	To contact Highways department to visit grass verges – Reported to EHDC awaiting action / response. Tel 0300 300 013.	Closed
7.11.11 Item 10	DJ	To visit EHDC planning office to investigate Hop Kiln planning application issue	Closed
7.11.11 Item 19	PL	To arrange to meet with Sara Osman and any available interested councillors before the meeting with Chris Williams	Closed
7.11.11 Item 18	AH	To obtain 2 quotes for bridleway repair and start complete application – new action to submit application	Closed
7.11.11 Item 12	DJ	To complete nomination papers for Parish Councillor Representative at SDNPA	Closed
7.11.11 Item 13 (iii)	AH	To decline invitation to Carol Service	Closed
7.11.11 Item 13 (iv)	AH	Refer Planning Policy Team SDNPA consultation request to planning committee	Closed
7.11.11 Item 13 (vi)	DR	To rearrange meeting with Chris William	Closed
7.11.11 Item 14	AH	To write a letter in support of Post Office	Closed
7.11.11 Item 15	AH	To contact EHDC dog warden with information on exact location to request dual purpose bin – reported and awaiting result	Closed
7.11.11 Item 17	DR	To find out who owns the land at Bakers Field to site a bench – CF due to absence of DR	Open
7.11.11 Item 17	AC	To cost a bench for Bakers Field site – agenda item for next time. New action for AH to include for AC	Closed
7.11.11 Item 20 (a)	AC	To conduct risk assessment & appropriate checks and provide written records for clerk to keep	Open
7.11.11 Item 20 (b)	PL	To re arrange to meet with Chris Williams and inform councillors by email	Closed
7.11.11 Item (i)	DR	To contact Alan Bridgeman regarding Old Church – CF for Jan meeting due to absence for DR	Open

Meeting Date / Agenda Item	Who	Action	Status
7.11.11 Item 21	AH	To inform EHDC of councils representative and seconder to Community Forum - JT and seconder DR	Closed
7.11.11 Item 22	AH	To purchase new filing cupboard – in progress – awaiting delivery	Open
7.11.11 Item 23	PL	To provide invoice from GVEC for donation to firework display. CF to Jan meeting as PL absent.	Open
7.11.11 Item 23	AH	To check when precept has to be requested – PC has to request 2 nd week in Jan	Closed
7.11.11 Item 23	AC	To create newsletter to invite parishioners to next council meeting with emphasis on budget	Closed
7.11.11 Item 24	AH	To make payments and arrange bank transfer	Closed

* Councillor Jock Trodden said that he had not done this since it seems a bit of a grey area. As a public servant his word that he had asked landowners should be enough and he wasn't comfortable asking permission of the landowners to put their names in the public domain. When he asked landowners if it would be possible to supply land for the purposes of allotments they all quite clearly declined to help. Mr Dale-Harris (Chairman of the Village Hall Committee) replied that landowners need not be named but that the committee needs to know that the council have satisfied themselves that everyone possible had been approached and no suitable land was found, and to have this confirmed in writing.

8. Report of County Councillor

The chairman offered to pass the report around the public for them to read, unless anyone wanted her to read it out. As no one requested that the report was read out it was passed around the members of the public. The report is filed with these minutes.

9. Report of District Councillor

The chairman offered to pass the report around the public for them to read, unless anyone wanted her to read it out. As no requested that the report was read out it was passed around the members of the public. The report is filed with these minutes.

10. Parish Council Finances

The Clerk presented a summary of the council bank balances, payments and receipts.

11. Budget

In the absence of the Chairman Councillor D Jerrard summarised the current year's expenditure as being on target to be around £13,500. He stated that with an income from the precept of £10,000, the fact that expenditure exceeded income was not a problem since the reserves are high. The council had in fact; put the precept down from £12,000 of previous years because the reserves are too high (currently over

£30,000). To deplete them by £3,500 was not an issue. Given the high reserve he stated there was no justification in increasing the precept. He then invited Mr Dale-Harris from the Village Hall Committee and Mr Field from the allotments working party to speak.

Mr Dale-Harris stated that the council had been made aware of the Village Hall Masterplan and plans for the hall itself. He summarised that the Village Hall is still paying back a loan and still owes £10,000 but with the nursery school income and revenue from increased bookings they hope to have paid this back by the end of 2012. He stated that they were investigating sources of funding including Developers Contributions from EHDC for the sum of £20,000 needed for making the land good, and they had secured £2,000 from Hampshire Playing Fields Association (HPFA) to help towards making the soccer pitch fit for purpose, drainage being the big issue. He stated that if this could be fixed then there is potential for 6 local youth teams to use the field and create revenue so the priority is the youth pitch. Mr Dale-Harris also stated that the Hall Committee was keen to replace the chairs, to increase bookings such as weddings, to fix the floor in the stage area and to replace the wooden window frames with UPVC to improve insulation.

The Chairman, Councillor C Rudd thanked Mr Dale-Harris and asked the council if they had any questions.

Councillor D Jerrard asked if the £2,000 from HPFA was specifically for the youth soccer pitch upgrade. Mr Dale-Harris confirmed that it was, and that the HPFA were approaching the Football Association for the specification needed before contractors were approached, and the £2,000 was dependent on the pitch meeting those specifications.

Councillor D Jerrard stated that the Village Hall should be self financing in some view, but it doesn't stop the Parish Council potentially giving a grant to the Village Hall, which would typically be around £1,000; or the Parish Council could aim to provide some money towards a specific project and support the Hall specifically if it was in the position of applying for a grant from elsewhere and needed to match fund it. He reminded Mr Dale Harris of the Community Forum who can help get access to grants from the District Council, which can be around £15,000 if they can show a need or demand. For the purposes of the budget the Parish Council would need a proposal along the lines of 'if the Parish Council provide £2,000 the village hall can source £x amount. Mr Dale-Harris responded that once they had gone through the full specifications and knew what the costs were, and had conducted their own fund raising they would approach the Parish Council with a formal request.

Chairman C Rudd thanked Mr Dale-Harris for his report and invited Mr Daniel Field to speak.

Mr Field stated that it was difficult to form an allotment association without land, but that there was a wide demographic interested, and that the Village Hall Trustees had agreed to provide land subject to legal criteria. He said that he had emailed a wish list for consideration to the Parish Council.

Councillor D Jerrard asked how far way from making a proposal via the Village Hall to the Parish Council he was.

Mr Field stated that he believed rental rates for the allotments were low, given the costs involved. Rates had not been formerly discussed but by taking an average of 4 local sites to get a starting figure they were low, however these were all on council land. Sara Osman stated that given that rental costs need to be thrashed out it might be appropriate for the allotment association to ask for money to cover the cost of a specific thing.

Mr Dale-Harris confirmed that the allotment area was designated on the masterplan and would not interfere with other plans so it was good to go. When Councillor J Trodden asked if the land could be sculptured into the masterplan when that comes to fruition Anne-Chantel Ballard replied that some drainage would be required.

Councillor D Jerrard stated that what the council has to do is prepare a budget on what it expects to spend as the precept has to be requested in January and that given they have a £30,000 reserve some amounts could be earmarked for a particular project but one asset which is critical to the budget is the 'Old Church'. Sue Booten stated that there were no maintenance issues with the old church, but an area of damp had been identified and the subcommittee need some advice on managing the church, possibly from the SDNPA. An action was given to the clerk to contact the SDNPA for advice on maintaining this asset.

Action AH

Councillor D Jerrard proposed that there be a working party to work on the budget and present it at the next meeting. The working party should consist of the Chairman, Paul Larner, The Clerk and 2 volunteers. Councillor Carole Rudd seconded the proposal and all agreed. Councillor D Jerrard and Councillor Carole Rudd volunteered to be on the working party. An action was given to the clerk to arrange the meeting.

Action AH

Councillor D Jerrard stated that the chairman of the allotment working party (Councillor J Trodden) should meet with the working party and propose a project plan as soon as possible, i.e. how much it is likely to need to spend and on what and when.

Action JT

Daniel Field asked for clarification about the village hall receiving written confirmation from the Parish Council concerning its attempt to find land suitable for allotment use. He asked if the Village Hall Committee could have a letter from the council saying that Councillor Trodden had approached landowners and not found anything suitable. An action was given to the clerk to send the letter to Linda Carr (Secretary of the Village Hall Committee).

Action AH

12. Approval of Payments

The Clerk presented the following payments for approval.

Payee	Purpose	Amount
Mrs Ann Hart	Clerk's Salary	£345.00
Mrs Ann Hart	Clerk's Expenses	£48.43
R B L Poppy Appeal	Donation for Remembrance Sunday Wreath	£17.00
Audit commission	Invoice for Audit and admin fee	£192.00
GVEC	Donation for fireworks (dependent upon receipt of invoice)	£1,000 *
Current Account	Transfer from Reserve account	£1,500 *

*The invoice had not been submitted so this payment was not approved and the requisite transfer was reduced to £500.

Councillor D Jerrard proposed the payments be made, with the exceptions concerning the £1000 above. Councillor A Cheesman seconded the proposal, and all agreed.

Action AH

13. Nomination to SDNPA of Parish Councillor Representative.

Councillor D Jerrard informed the council that there are six Parish Council representatives in the SDNPA and that there are three councillors standing for election of which he is one. He stated that the council need to decide who to vote for. Councillor J Trodden said that he had attended the hustings and was impressed with all three candidates. A vote was conducted by a show of hands. All five councillors present voted for Councillor Donald Jerrard as their first choice and by a show of hands voted for James McDonald as second choice. The vote was agreed by four votes. Councillor J Trodden abstained on this vote. Action given to the clerk to send vote in by 19th December 2011.

Action AH

14. South Downs National Park Authority Consultation

Councillor D Jerrard displayed a copy of the Statement of Community Involvement document of approximately 25 pages which contains a summary of questionnaire responses. The request is now to comment on the responses by completing a questionnaire. He stated that the document concerns questions on how Parish Councils are consulted, and he has been working on this issue in his role as Parish Councillor for Bramshott and Liphook. He stated that he would answer the questions to the effect that the council would want maximum opportunities to consult by an appropriate procedure. He suggested that he

would complete the questionnaire and circulate it to the planning committee for comments. Councillor A Cheesman proposed this course of action and Councillor J Trodden seconded it. All agreed.

Action DJ

15. Report of the Chairman of the Planning Committee.

The Chairman confirmed that the council had submitted comments on the Blackmoor Soil Recycling application to Hampshire County Council and the SDNPA.

16. Planning applications

Application	Address	Proposal	Consultation Expiry Date
SDNP/3429 5/002	Holt End Cottage, Petersfield Road, Greatham, GU33	SINGLE STOREY EXTENSION TO GARAGE TO FORM TWO BAY OPENSIDED CARPORT	7 th Dec 11
SDNP/5186 2/003	The Hermitage (formerly The Old Rectory Close), Petersfield Road, Greatham, Liss, GU33 6HA	CAR PORT EXTENSION TO GARAGE AND DETACHED OUTBUILDING FOR STORAGE PURPOSES WITH SOLAR PANELS ON THE SOUTH WEST ELEVATION	8 th Dec 11
SDNP/2692 9/020	8 Woolmer Cottages, Petersfield Road, Greatham Liss GU33 6BH	RETENTION OF DETACHED BUILDING TO REAR	14 th Dec 11

Holt end cottage – Councillor J Trodden met with the applicant, concluded that it was a noteworthy application, it was in the same style as the oak barn already there and the council should support the application. Councillor J Trodden proposed to support the application, Councillor D Jerrard seconded it. All agreed.

The Hermitage – Councillor D Jerrard referred to Councillor D Rudd's notes as he had looked at the application. He had concluded that a lot of thought and effort had gone into the application to minimise any negative impact and that the council should support the application. Councillor D Jerrard therefore proposed to support the application and Councillor J Trodden seconded the proposal. All agreed.

8 Woolmer Cottages – Councillor J Trodden declared a personal and prejudicial interest in this item before presenting a history of the case and leaving the room for the council to consider the application. The history was that part of the garden to this property had been sold off by the then owner, and had had a succession of garages burn down (four in total) and be replaced each time by a larger building.

Councillor D Jerrard continued the history by pointing out that the current owner has been ordered to return the land on which this building is situated to its original use as a garden, rather than conducting any industrial or commercial activities. He stated that this building is not a garage as there is no domicile to support it. Councillor Trodden left the room.

Councillor D Jerrard stated that an enforcement notice had been served on the current owner, Mr Marney to cease using land for commercial properties and remove all item by November 16th unless he appealed. He has appealed and the council has until the 6th January 2012 to comment on that issue as a neighbouring Parish Council. This application is a retrospective application of what the enforcement is against. Councillor D Jerrard said that he had visited the property which used to have a large back garden, and which is now what appears to be a builder's yard, in a National Park, very close to a Site of Scientific Interest. He stated that this application is unacceptable and suggested that the council strongly object and should never have been allowed. He

suggested that the council provide similar comments on the appeal and should ask to appear at the appeal. Councillor D Jerrard proposed the above course of action, Councillor A Cheesman seconded it and all agreed.

Action AH

Councillor J Trodden re-entered the room.

17. Correspondence

Date	From	Discussion
(i) 15 th Nov 11	Caroline Sayers EHDC	To decide nominated member representatives and confirm the District Councillor for Greatham Parish Council on the Standing Conference. – <i>No one wished to be nominated.</i>
(ii) 21 st Nov 11	Simon Mills East Hants Fires Service	To provide information to Simon to reduce Fire Risk – <i>no volunteers to do so.</i>
(ii) 22 Nov 11	Josh Dale-Harris	To respond to email regarding 2 nd point raised – <i>action already given to AH</i>
(iii) 25 th Nov	HALC	Info on Localism and RURAL mobile coverage trials – <i>Councillors to read.</i>
(iv) 25 th Nov	Adam Craig (EHDC) Steve Willoughby (Road User audit team) HCC	To respond to email from road safety on specific incidents/ concerns with road near to bus stops. – <i>councillors to provide any information to clerk</i>

18. Bridleway repair

Councillor J Trodden having declared an interest as Director of Director of JTS (who provided a report on the bridleway) left the room.

The 2 requisite quotes for the application for the HCC 'Small Grants' Scheme had been obtained and circulated to councillors. It was proposed by Councillor Carole Rudd and seconded by Councillor A Cheesman to submit these quotes with the application form. All agreed.

Action AH

19. Woodland Cottages & Digby Way, Speed Limits, and Miscellaneous traffic matters.

Due to the absence of members of the relevant subcommittee this item was carried forward to the next Parish Council meeting.

Action AH

20. War memorial – item carried forward to next meeting due to absence.

Action AH

21. Progress report on bench and grit bin to be sited at Bakers Field.

This item had already been covered by the review of action log.

22. Reports from representatives of Organisations, Outside Bodies, Working Parties and Groups – To hear the reports from representatives of the following:

- a. **Playground** – Councillor A. Cheesman reported that the cost to replace the broken swing would be £27 plus VAT and was asked to submit this as proposal to buy the swing for the next meeting's agenda. He also stated that he would like to put on the agenda for the next

meeting a consideration to purchase rubber 'bark' for under the zip wire. He stated he would provide prices to the clerk for consideration at the next meeting.

Action AC

- b. **Highways & Public Transport** - Councillor D. Rudd – no report.
- c. **Footpaths** - Councillor C. Rudd – no report.
- d. **Tree Warden** - Councillor J. Trodden – no report.
- e. **Greatham Village Hall** - Councillor C. Rudd – no report.
- f. **Coryton Trust** – Councillors D. Jerrard & D. Rudd – no report.
- g. **Blackmoor Recycling Liaison Panel** - Councillor D. Jerrard – no report.
- h. **HALC/EHAPTC** - Councillors P. Larner, C. Rudd & D. Jerrard - no report.
- i. **Old church** – Councillor D Rudd – no report.

23. **To consider the purchase of projector for Parish Council business at the Village Hall** – this item was carried forward to next meeting due to absence of Councillor Paul Larner who was considering the technical specification / requirements.

Action AH

24. Date of future meetings

The council was informed that 14th May meeting could not be held in the village hall. The council decided to change the venue to the church rather than the date. Councillor Carole Rudd would investigate the availability.

Action CR

The council considered moving the date to the 2nd Monday of the month and decided to keep meetings scheduled for the 1st Monday in the month.

25. **Date of next meeting – The Chairman reminded the councillors that the next meeting would be Monday 9th January 2012.**

26. **Close of the meeting – the Meeting was closed at 10.10pm**

Summary of Actions

Meeting Date / Agenda Item	Who	Action	Status
3.10.11 Item 21 (c)	AC	To trim the Todmore footpath. – it will be done by mid Dec.	Open
7.11.11 Item 4	DR	David Rudd to contact Alan Bridgeman to arrange Old Church subcommittee meeting – carried forward to Jan due to absence of DR	Open
7.11.11 Item 6	DR	To investigate possibility of obtaining a grant for the War Memorial – C/F to Jan due to absence of DR	Open
7.11.11 Item 17	DR	To find out who owns the land at Bakers Field to site a bench – C/F due to absence of DR	Open
7.11.11 Item 20 (a)	AC	To conduct risk assessment & appropriate checks and provide written records for clerk to keep	Open
7.11.11 Item (i)	DR	To contact Alan Bridgeman regarding Old Church – C/F for Jan meeting due to absence for DR	Open
7.11.11 Item 22	AH	To purchase new filing cupboard – in progress – awaiting delivery	Open
7.11.11 Item 23	PL	To provide invoice from GVEC for donation to firework display. C/F to Jan meeting as PL absent.	Open
5.12.11 Item 6	AH	To C/F war memorial item to agenda for January meeting	Open
5.12.11 Item 11	AH	Clerk to approach SDNPA for advice on Old Church	Open
5.12.11 Item 11	AH	Clerk to arrange budget working party meeting	Open
5.12.11 Item	JT	To meet with Daniel Field and propose a project plan to present in time for budget	Open
5.12.11 Item 11	AH	Clerk to send letter to Linda Carr confirming situation with landowners	Open
5.12.11 Item 12	AH	Clerk to make approved payments	Open

Meeting Date / Agenda Item	Who	Action	Status
5.12.11 Item 13	AH	Clerk to submit council vote for SDNPA representative by 19 th Dec	Open
5.12.11 Item 14	DJ	To provide comments on SDNPA consultation	Open
5.12.11 Item 16	AH	Clerk to submit councils planning comments	Open
5.12.11 Item 18	AH	Clerk to complete application for small grant by 16 th December	Open
5.12.11 Item 19	AH	Clerk to C/F item to agenda for January meeting	Open
5.12.11 Item 22	AC	Councillor to submit to clerk details of the supplier and price for new swing to be included in Jan agenda for approval of purchase	Open
5.12.11 Item 22	AC	Councillor to propose item to consider purchase of rubber ground cover for zip wire, (cost required)	Open
5.12.11 Item 23	AH	Clerk to C/F to January meeting item of projector	Open
5.12.11 Item 24	CR	Councillor to determine availability of alternative venue for May 2012 meeting	Open