

Greatham Parish Council

Minutes of the Parish Council meeting of Greatham Parish Council held at Greatham Village Hall on Monday 9th January 2012 at 8.00pm

Present Chairman P Larner, Vice Chairman C Rudd, Councillors A Cheesman, D Jerrard, S Jerrard, J Trodden, D Rudd, Mrs Ann Hart (Council Clerk)
County Councillor Vaughan Clarke
4 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 also requested that members of the public raise their hand to speak and to give their name before speaking for the benefit of the clerk and minute taking. The public were reminded that standing orders are suspended for 15 minutes to allow the public to speak and during this time they should let it be known if they have something to contribute to any agenda item, so that they may be invited to do so if appropriate.

The chairman stated that Item No. 26 will be moved up the Agenda and discussed after Item 9.

2. Apologies for Absence

No apologies were received.

3. Declarations of Interest

Councillor D Rudd declared a personal interest in Item 16 as a Church Warden and Item 26 – as a close relative to the neighbour of the 1 Sundale Cottages.

Councillor C Rudd declared a personal interest in item 16 as secretary of PCC and Item 26 as owner of the next door property to 1 Sundale Cottages.

Councillor D Jerrard stated that at Item 25, in his capacity of Chairman of the planning committee he would be raising the planning issues of Blackmoor Recycling Site, and 8 Woolmer cottages.

Councillor J Trodden therefore declared a personal interest in both these items as close neighbour. Councillor J Trodden also declared a personal interest in the allotment quotation, as he supplied the quotation which would should presented to the Village Hall Committee for consideration.

Chairman P Larner (at item 12) declared a prejudicial interest in the approval of payments item as treasurer of GVEC.

Councillor Adam Cheesman (at item 26) declared a prejudicial interest in the planning item of 1 Sundale Cottages as he knew the applicant.

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.

Sheila Pink stated that a stile on the footpath to Liss Forest is broken and has not been repaired. Action was given to the clerk to report this issue.

Action AH

Sara Osman asked if she make speak at item 15.
Steven Sutehall asked if he may speak at item 26.

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

It was proposed by Councillor S Jerrard, seconded by Councillor C Rudd, that the minutes of the Parish Council meeting on Monday 5th December 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 5th December 2011.

There were no matters arising.

7. Review of Action Log

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

Meeting Date/ Agenda Item	Who	Action	Status
3.10.11 Item 21 (c)	AC	To strim the Todmore footpath. – it will be done by mid Dec.	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 (new action to review sub committees)	Closed
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 (working party formed to progress Item 16 of 9/1/12 meeting)	Closed
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 (new action to Clerk)	Closed
7.11.11 Item 22	AH	To purchase new filing cupboard – in progress – awaiting delivery	Closed

7.11.11 Item 23	PL	To provide invoice from GVEC for donation to firework display. C/F to Jan meeting as PL absent.	Closed
5.12.11 Item 6	AH	To C/F war memorial item to agenda for January meeting	Closed
5.12.11 Item 11	AH	Clerk to arrange budget working party meeting	Closed
5.12.11 Item	JT	To meet with Daniel Field and propose a project plan to present in time for budget	Closed
5.12.11 Item 11	AH	Clerk to send letter to Linda Carr confirming situation with landowners	Closed
5.12.11 Item 12	AH	Clerk to make approved payments	Closed
5.12.11 Item 13	AH	Clerk to submit council vote for SDNPA representative by 19 th Dec	Closed
5.12.11 Item 14	DJ	To provide comments on SDNPA consultation	Closed
5.12.11 Item 16	AH	Clerk to submit councils planning comments	Closed
5.12.11 Item 18	AH	Clerk to complete application for small grant by 16 th December	Closed
5.12.11 Item 19	AH	Clerk to C/F item to agenda for January meeting	Closed
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	Closed
5.12.11 Item 22	AC	Councillor to propose item to consider purchase of rubber ground cover for zip wire, (cost required)	Closed
5.12.11 Item 23	AH	Clerk to C/F to January meeting item of projector	Closed
5.12.11 Item 24	CR	Councillor to determine availability of alternative venue for May 2012 meeting	Closed

Chairman Paul Larner apologised and declared an interest in the action concerning the £1,000 payment to GVEC as Treasurer of that body.

8. Report of County Councillor

Councillor Vaughan Clarke read out his report which provided updates on the issues of Grit Bins, Contacts at Highways and the Solar Panel project. The report is filed with these minutes.

Councillor D Jerrard raised the issue of funding to the County Councillor and asked if the District Councillor has an allocation of money to award as the County Councillor does. Councillor Vaughan Clarke informed the council that the District Council does not. Councillor D Jerrard informed the council that £62,000 recently went to Liss from The Community Fund and would like to draw the council’s attention to the notice of the next Community Forum on 17th January (of which Councillor J Trodden is our representative) which arrived after the agenda was sent. Money is available for projects from this source and he requested that this be added to the correspondence item.

9. Report of District Councillor

There was no report from the District Councillor.

10. Parish Council Finances

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

26. Planning Applications

As this item is a planning item the Chairman Paul Larner handed over to the Chairman of the Planning Committee, Councillor D Jerrard.

Application	Address	Proposal / Councillor	Consultation Expiry Date
SDNP/53943	1 Sundale Cottages Longmoor Road Greatham, Liss, GU33 6AW	Dormer to front Elevation / Councillor D Jerrard	10 th Jan 12

Councillor D Jerrard explained that the council had a procedure to allocate planning items to each of the planning committee, and this had been allocated to Councillor David Rudd. Since Councillor D Rudd had an interest as a neighbour Councillor D Jerrard had reviewed the application. Councillor D Jerrard explained that this is an application to add a dormer window to 1 Sundale Cottages which is at one end of 4 cottages; the new dormer is therefore to one side of the existing dormer. The meeting was then adjourned for public comments to be heard. Councillor D Rudd and C Rudd had previously declared an interest in this item but were allowed to speak as members of the public.

Steven Sutehall stated that as the owner of 2 Sundale Cottages he was opposing the application as the property does not need a dormer window as there is an existing dormer in the back of the property as well as 2 side windows. The current dormer window is a shared one between numbers 2 and 3 and the application does not indicate the materials to be used or the size. It is not a listed building but dates from 1880’s and it will look lopsided. Mr Sutehall referred to the EHDC planning document which provides guidelines on Dormer windows which states that dormer windows should be for light NOT headroom, and that this application does not fit with those guidelines since they have other light sources and this is North Facing. He is also objecting on the noise impact this development will have. Mr Sutehall also stated that the applicant, Mr Stevens has stated he lives at the property but he has not lived at the property for 3 years.

Councillor D Jerrard thanked Mr Sutehall for his comments and asked if there were any other comments from the public.

Councillor Adam Cheesman then declared a prejudicial interest in the issue as he knows the applicant and hadn’t realised who the applicant was until Mr Sutehall mentioned it. Councillor D Jerrard clarified that the 3 councillors who had declared an interest could now speak as members of the public if they wished. Councillor D Jerrard stated that he was in total agreement with the points Mr Sutehall had made and added that he felt it an overdevelopment of the property.

Councillors D Rudd, C Rudd and A Cheesman made no comments. Councillors D Rudd, C Rudd and A Cheesman left the room.

A discussion by the council then continued in closed session. Copies of the objection letter from Dr Long-Sutehall were distributed. Copies of the EHDC guidelines relevant page (Page 3) were given out.

Councillor D Jerrard stated that if you apply the principles stated in that document then the application is not acceptable and his personal opinion was to object but that the councils remaining four members had the choice to support, object or make no comment. Councillor P Larner stated that he had no personal objection to the look of it, but that he couldn't see a reason for it and that it was better than the velux windows in the block of building further down the road. He stated he had no strong feeling either way. Councillor J Trodden stated that he considered it 'not unsightly' and suggested to put a condition that the roof be made to match the joining property. Councillor D Jerrard stated that he didn't think they were coming to a consensus and that the council could choose not to comment and Mr Sutehall was entitled to submit his objection, but the theory is that comments from a Parish Council carry more weight.

Councillor J Trodden stated that on balance he would rather see this than velux windows which don't need planning permission. Councillor D Jerrard and Councillor Paul Larner both agreed with this comment. Mr Sutehall stated he would prefer to see the application be allowed than refused and velux windows be installed. Councillor S Jerrard stated that would have no objection to it if the design and materials matched the existing.

Councillor D Jerrard summarised that it sounds like the council are more in favour of it particularly in the light of the velux window possibility and on balance to support the application.

Councillor D Jerrard proposed that the council has 'no comment' other than if it were to proceed it should have the same dimensions and materials as the neighbouring dormer window. No one volunteered to second the proposal.

Councillor J Trodden proposed that the council 'support' the application with the proviso that the dormer window is made to match exactly and perhaps ask if re-roofing to match could be done to ensure consistency.

Councillor D Jerrard stated the proposal from Councillor J Trodden was;

' the council supports the application on the condition that the roof be made consistent with the rest of the building and the design and size and materials used matches as closely as possible the existing dormer window.'

Councillor P Larner seconded the proposal.

The proposal was agreed by 3 votes.

Councillor D Jerrard abstained.

Councillor Paul Larner stated that he hoped Mr Sutehall could understand the logic used and apologised if this was not the outcome he had hoped for. Mr Sutehall said that he understood, thanked the council, made his apologies and left the meeting.

Councillors A Cheesman, D Rudd and C Rudd re-entered the room.

The chairing of the meeting was handed back to Councillor P Larner.

11. Budget

The Chairman referred to the document distributed. (Copy filed with these minutes). He explained the columns and items. He explained that the council had prepared the budget to determine the precept and that given the current economic climate it would be inappropriate to raise the precept from £10,000. He asked for any comments or questions.

Councillor A Cheesman asked that the council should not consider putting chippings down for the zip wire if it was going to be moved. The chairman explained that the budget was prepared with the thought that we are not doing it, but the figure is earmarked in case the Village Hall plan is amended. If we were to consider a major purchase we would check the plans of the Village Hall Committee. Councillor D Rudd expressed a concern about spending £4,000 on bark when updating the entire play area should be considered to bring it up to date.

Councillor D Jerrard stated that for the budget we have to look at normal expenditure, and in general terms the precept requested as a result of the budget should be the annual expenditure i.e. 10,000 to 12,000. We have large reserves but need to keep a contingency fund. So we do need to think of other sources of

funding for projects. For example for the allotments item we thought the requirement would be £1,000 but the quote submitted by JTS to the village hall is nearly £3,000. It is for the Village hall in the future to come to us with a proposal for money for allotments so we will not change the £1,000 earmarked.

Councillor D Jerrard said that the council should start looking at grants e.g. Community Grant gave £36k to Bramshott and Liphook for a playground. The community forum is an obvious one. If we do want to do the playground we would apply for a grant and find the deficit. He explained that the council need to propose a £10,000 precept (if we don't it will stay at that anyway) at this meeting.

Councillor D Jerrard wanted to make it very clear that the precept is below the annual cost of running the council because of the current economic conditions. That the council are only able to keep it at £10,000 as it has reserves and it should be made clear that possibly next year it could go up. He suggested that the clerk investigates courses to help source funding and we need to look at developers contributions.

The county Councillor stated that 2 playgrounds in Petersfield had been provided with funding from developers contributions. He told the council that they need to find out from the District Council how much there is available and then decide how to spend it and propose it to the District Council. The Chairman said that he thought the figure was around £17, 000 to £20,000 region and to spend that we need to establish what we want to do in the village such as playground traffic, Skate Park.

County Councillor Vaughan Clarke said that the District council will tell you how much funding you have for amenities and for any transport issues how much there.

Councillor D Jerrard proposed that the council approve the budget and the precept of £10,000.

Chairman Paul Larner seconded the proposal and all agreed.

He asked the clerk to find out about courses on funding in order to educate the council on money available.

Action AH

12. Approval of Payments

The Clerk presented the following payments for approval.

Payee	Purpose	Amount
Mrs Ann Hart	Clerk's Salary	£440.00
Mrs Ann Hart	Clerk's Expenses	£77.20
GVEC	Donation for fireworks	£1000
Current Account	Transfer from Reserve account	£1,500

Councillor D Jerrard proposed the payments be made, Councillor A Cheesman seconded the proposal, and all agreed.

Action AH

13. Results of the vote for SDNPA Parish Councillor Representative.

Councillor D Jerrard informed the council that he came second.

14. Bridle way repair – it was noted that the application for a Small Grant had been submitted and to keep on the agenda for February for any further updates.

Action AH

15. Woodland Cottages & Digby Way, Speed Limits and Miscellaneous traffic matters;-

The review of the initial traffic issues identified was carried forward to the next meeting of the subcommittee representatives. The date to meet with the HCC representative was agreed as Thursday 19th

January 2012 and due to time constraints to formalise a committee, publicise and conduct a formal subcommittee before that time an informal working party agreed to meet before then to consolidate their issues and comments.

16. War Memorial

2 quotes were distributed from Michael Miller for £380 and from K&S Memorials for £870. The Chairman asked if the War Memorial Trust might fund the work if we provided requisite evidence.

Councillor D Jerrard proposed a working party consisting of Councillor D Rudd, Chairman P Larnar and The Clerk take on the project. Councillor J Trodden seconded the proposal and all agreed.

Action PL/DR/AH

17. Progress report on Bench at Bakers Field.

Councillor A Cheesman reported that a bench could be anything over £300. Chairman P Larnar actioned the clerk to check with Highways so that we may provide a bench at the entrance to Bakers Field.

Action AH

18. Progress report on Grit Bin at Bakers Field

It was noted that it has been delivered.

19. To consider the action required regarding employment of contractor for grass cutting.

Councillor A Cheesman proposed that the clerk writes to the current contract to terminate the current agreement and to advertise in the parish magazine, public house and shop for a new contractor. Councillor C Rudd seconded the proposal and all agreed.

Action AH

20. Correspondence

Date	From	Discussion
(i)	HALC	Localism document - noted for reference.
(ii)	HALC	Copies of service brochure – distributed
(iii)	HALC	Development sessions – identified for AH and DJ *
(iv)	HCC/EHDC	To collate transport information – C/F to working party meeting of 13 th Jan 2012.
(v)	Community Forum	Meeting 17 th January 8pm – policing, and funding/ grants are of interest

*Councillor D Jerrard proposed that he should attend the Finance for Councillors training and that the clerk should attend the ‘Nuts and Bolts’ training for information on funding.

Councillor C Rudd seconded the proposal. All Agreed. The clerk was actioned to book the sessions

Action AH

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

- a. **Playground** – The issue of the purchase of play bark will be considered after information is available on grants. Councillor A Cheesman proposed the council approve the expenditure of £24 + VAT for a new swing. Councillor D Jerrard agreed. The supplier details were passed to the clerk to order.
Action AH
- 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.

22. To consider the purchase of projector for Parish Council business at the Village Hall – this item was carried forward to next meeting.
Action PL

23. Minutes of the Parish Council Planning Meeting on Thursday 24th November 2011.

Due to time constraints this item was carried forward to the next meeting.

24. Matters arising from minutes of the Parish Council Planning committee on Thursday 24th November 2011.

C/F as above

25. Report of chairman of planning committee.

Councillor D Jerrard told the council that the application at 8 Woolmer Cottages had been refused but that the appeal was still ongoing, and he asked the clerk to keep checking the situation, as the council would like to speak at any public enquiry.

Councillor D Jerrard told the council that there will be a regulatory meeting on 11th January regarding the Blackmoor Recycling Site application, and the recommendation is to allow the application. He requested that the clerk arrange for him to be able to speak if he can attend in time, but that he had another court appearance on the same day.

Action AH

26. Planning applications – this item was discussed earlier in the meeting. (Between Item 9 and 10).

27. Date of future meetings - Councillor C Rudd confirmed that 14th May could be held in the church. The schedule of meetings was distributed by the clerk. It was decided that The Annual Meeting will be the 14th May, and that the Annual Parish Meeting would be, in order of choice, on 19th April, 31st May, and 28th June subject to availability of the village hall.

Action AH

28. The Chairman reminded the councillors that the next meeting would be Monday 6th February 2012 and the planning meeting (if any applications are received) will be 26th January 2012.
29. Close of the meeting – the Meeting was closed at 10.10pm

See next page for actions

Summary of Actions

Meeting Date / Agenda Item	Who	Action	Status
7.11.11 Item 20 (a)	AC	To conduct risk assessment & appropriate checks and provide written records for clerk to keep	Open
5.12.11 Item 11	AH	Clerk to approach SDNPA for advice on Old Church	Open
9.1.12 Item 4	AH	Clerk to report broken stile on Forest Road, (footpath no 10) to HCC	Open
9.1.12 Item 7	AH	Clerk to include on agenda for February item to review sub committees and invite Alan Bridgeman to the meeting	Open
9.1.12 Item 11	AH	To request £10,000 precept.	Open
9.1.12 Item 12	AH	Clerk to make payments	Open
9.1.12 Item 14	AH	Clerk to put Bridleway item on agenda for February for further updates	Open
9.1.12 Item 16	AH/ PL/ DR	To form a working party to progress the refurbishment of the war memorial	Open
9.1.12 Item 17	AH	Clerk to confirm land ownership for site of Bench at entrance to Bakers Field	Open
9.1.12 Item 19	AH	Clerk to take necessary steps to employ contractor for grass cutting	Open
9.1.12 Item 20	AH	Clerk to book training sessions	Open
9.1.12 Item 21	AH	Clerk to order new swing for playground	Open
9.1.12 Item 22	PL	To determine technical specification required for projector and report to council	Open
9.1.12 Item 25	AH	Clerk to contact the regulatory committee to request Cllr D Jerrard may make representation on issue of Blackmoor Soil Recycling site	Open

Meeting Date / Agenda Item	Who	Action	Status
9.1.12 Item 23	AH	To c/f approval of planning minutes from 24 th November to next appropriate meeting	Open
9.1.12 Item 27	AH	To book hall for April 19 th for Annual Parish meeting	Open