

Greatham Parish Council

Minutes of the Annual General Meeting held at Greatham Village Hall on Monday 13th May 2013 at 7.30pm

Present Chairman C Rudd, Councillors A Cheesman, S Jerrard, J Trodden, D Rudd, Mrs Sarah Bettin (Council Clerk)

County Councillor V Clarke
2 members of the public were also present.

1. Election of Chairman to the Parish Council for 2013/2014

The Clerk introduced the first item of business, to elect a Chairman. Councillor A Cheesman proposed Councillor C Rudd for Chair, and Councillor S Jerrard seconded the proposal. There were no other proposals. All councillors voted for Councillor C Rudd.

2. Declaration of acceptance of Office.

Councillor C Rudd accepted the office and signed the declaration of acceptance in front of the Proper Officer of the Council (The Clerk).

3. Election of Vice Chairman to the Parish Council for 2013/2014

The newly elected Chairman asked for any proposals for Vice Chair. Councillor C Rudd proposed Councillor D Jerrard. Councillor J Trodden seconded the proposal. There were no other proposals. All councillors voted for Councillor D Jerrard

4. Declaration of acceptance of Office.

As Councillor D Jerrard was unable to attend the meeting he had previously confirmed that he would be happy to accept the office. The declaration of acceptance was completed for Councillor D Jerrard to sign in front of the Proper Officer of the Council (The Clerk).

5. Chairman's Announcements

Councillor C Rudd welcomed members of the public to the meeting, reminded people to switch mobile phones off and pointed out the fire exits.

6. Apologies for Absence

The council had received an apology from Councillor D Jerrard who was attending another meeting.

7. Declarations of Interest

There were no declarations of interest.

8. Election of Sub Committees

- (a) **Planning** - All current members of the Planning Subcommittee i.e. Councillors D Jerrard, A Cheesman, D Rudd and J Trodden stated they were happy to remain and Councillor D Jerrard was happy to continue as Chairman. Councillor J Trodden proposed the committee remain the same, and Councillor A Cheesman seconded the proposal. All councillors agreed.
- (b) **Old Church** – Councillor D Rudd volunteered to continue. Councillor A Cheesman proposed that Councillor D Rudd continue to represent the Parish Council. Councillor S Jerrard seconded the proposal and all councillors were in agreement. Mr Alan Bridgeman had previously confirmed that he would be happy to continue as Chairman. The additional members are Debbie Hedicker, David Redman and Anna Dale-Harris.

9. Election of Representatives to existing Organisations, Outside Bodies, Working Parties, and Groups.

The Chairman went through the organisations as listed in the agenda. Most of the group representatives remained unchanged.

- a) **Playground** – Cllr A Cheesman. Cllr C Rudd proposed, Cllr J Trodden seconded. All agreed.
- b) **Highways and Public Transport** – Cllr D Rudd. Cllr A Cheesman proposed, Cllr J Trodden seconded. All agreed
- c) **Traffic Working Party** – Cllr J Trodden, Cllr A Cheesman, Cllr D Rudd, S Osman. Cllr A Cheesman proposed, Cllr J Trodden seconded. All agreed.
- d) **Footpaths and Bridleways** – Cllr C Rudd and S Booton. Cllr A Cheesman proposed, Cllr J Trodden seconded. All agreed.
- e) **Tree Warden** – Cllr J Trodden. Cllr D Rudd proposed, Cllr A Cheesman seconded. All agreed.
- f) **Greatham Village Hall** – Cllr C Rudd. Cllr D Rudd proposed, Cllr S Jerrard seconded. All agreed.
- g) **Coryton Trust** – Cllr D Jerrard, Cllr D Rudd. Cllr J Trodden proposed, Cllr A Cheesman seconded. All agreed.
- h) **Liss, Greatham, Hawkley Friendship Fund** – Cllr D Jerrard, Cllr D Rudd. Cllr J Trodden proposed, Cllr A Cheesman seconded. All agreed
- i) **Blackmoor Recycling Panel** – Cllr D Jerrard. Cllr C Rudd proposed, Cllr J Trodden seconded. All agreed
- j) **HALC/EHAPTC** – Cllr D Jerrard, Cllr C Rudd. Cllr D Rudd proposed, Cllr J Trodden seconded. All agreed.
- k) **Greatham Allotment Charity** – Cllr S Jerrard. Cllr D Rudd proposed, Cllr J Trodden seconded. All agreed
- l) **Community Forum** – Cllr D Jerrard, Cllr S Jerrard (reserve). Cllr J Trodden proposed, Cllr D Rudd seconded. All agreed.
- m) **Eco- Town Standing Conference** – Cllr S Jerrard and Cllr D Jerrard to share the role. Cllr J Trodden proposed and Cllr D Rudd seconded. All agreed.
- n) **Joint meeting of SDNPA and HALC** – Cllr D Jerrard, Cllr D Rudd. Cllr S Jerrard proposed and Cllr A Cheesman seconded. All agreed.
- o) **CTCG** – Cllr S Jerrard. Cllr J Trodden proposed and Cllr A Cheesman seconded. All agreed.

10. Review of Register of Interests by each councillor

All councillors confirmed that there were no changes to their register of interests apart from Councillor Cheesman – details to be taken after the meeting. **Action SB**

11. Public Question Time. 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.

A member of the public enquired about the Liss, Greatham, Hawkley Friendship Fund as a letter had come to light at the church meeting. Cllr D Rudd confirmed that Greatham cannot be removed from the charity whether it donates money or not. The Charity Commission had confirmed this. The Friendship Funds reasoning for removing Greatham was that there is the Allotment Charity for people in Greatham. The Allotment Charity is a different type of charity. The Charity Commission confirmed that the LGHFF should raise funds and not just expect donations. It was requested that Cllr D Jerrard email the Charity Commission's email to Mrs Booton. Cllr J Trodden thanked Cllr D Jerrard for his swift action in responding to the situation. It was suggested that an advert be placed in the Parish Magazine for food parcels. Councillor D Rudd confirmed that this would be discussed at the next PCC meeting. **Action DJ/DR**

A member of the public enquired about the Greatham Leisure Garden Society's application to the community project fund and the reference in the application to their request for financial support from the Parish Council. They are awaiting confirmation that some support has been set aside with a figure of £1000. It was stated that it had previously been minuted at a Parish Council meeting and the member of the public asked at which meeting that decision was made and a copy of the minutes were requested. The Chairman confirmed that there was money set aside in the budget. The member of the public gave the opinion that the funds were for the Village Hall. The Chairman confirmed that the clerk would check and confirm. **Action SB**

12. Minutes of the Parish Council meeting on Monday 8th April 2013

The minutes were reviewed. Councillor D Rudd proposed that they be accepted as a true and accurate record of the meeting. Councillor S Jerrard seconded the proposal. All councillors agreed.

13. Matters arising from the minutes of the Parish Council meeting on Monday 8th April 2013

There were no matters arising.

14. Review of action log – the action log was reviewed with the following updates.

	Meeting Date / Agenda Item	Who	Action	Status
1.	1.10.12 Item 10 a ii	AC	Councillor to arrange minor repairs for £50 or less	C/F
2.	4.3.13 Item 10	SB	Clerk to approach EHDC to ask what assistance is available with regard to dog fouling.	Closed
3.	4.3.13 Item 11a(i)	AC	Proposal for the playground sign for next agenda	C/F
4.	4.3.13 Item 11b	DR	Councillor to arrange a meeting with Steve Neat and report back.	C/F

5.	4.3.13 Item 11f	DR	Councillor to raise the question of why the bonfire has not been cleared at next village hall meeting.	C/F
6.	4.3.13 Item 15 No. 4	DJ	Councillor to consult Paul Lerner on Broadband speed.	C/F
7.	4.3.13 Item 16 & 8.4.13 Item 16	SB	Clerk to write to Mrs Hopkins at EHDC to complain that no response has been received to the letter sent on 7 th January 2013 and to request a meeting.	Closed
8.	4.3.13 Action Log # 3	JT	Additional signage outside school – to be raised at the APM	Closed
9.	4.3.13 Action Log # 4/5	SB	Clerk to arrange for the trees to be cut back on bridleway.	Closed
10.	4.3.13 Action Log # 7	CR	Dog fouling – to be raised at the APM	Closed
11.	8.4.13 Item 10	JT	Parking outside Woodland Cottages – to be raised at APM	Closed
12.	8.4.13 Item 11b and 8	DR	Councillor D Rudd to report flickering street lights.	C/F
13.	8.4.13 Item 11e and 8	JT	To report large oak tree on Blackmoor Road to Steve Neat	C/F
14.	8.4.13 Item 11g	SB	To write a letter to the Coryton Trust.	Closed
15.	8.4.13 Item 11h	DJ/ SB	To write a letter to the Liss, Greatham & Hawkley Friendship Fund	C/F
16.	8.4.13 Item 13	SB	Clerk to make payments	Closed
17.	8.4.13 Item 15 No. 3	JT	Councillor Trodden to attend the meeting if possible.	Closed

Action 1 Councillor A Cheesman confirmed that the work has been assessed and will be carried out imminently.

Action 2 Councillor D Rudd confirmed that there was a problem with dog fouling in the churchyard. The clerk to try and source some stickers. **Action SB**

Action 6 The County Councillor confirmed that there is a map for East Hampshire which confirms the speed at any particular location and that work was being done to increase speeds in certain areas but that Greatham was not one of those areas. It was hoped that additional funds would become available to widen the project.

Action 7 The clerk confirmed that a meeting was in the process of being arranged.

Action 13 It was requested that the Clerk write to Whitehill Town Council and point out the issue with the tree. **Action SB**

15. Report of County Councillor

Councillor Vaughan Clarke read out his report which included a breakdown of the makeup of the Council. The number of female councillors has dropped. The new leader of the County Council is Roy Perry. The energy saving scheme is now up and running – Switch Hampshire – this will enable consumers to combine their purchasing power and get a better deal on their bills. Registration before 3rd June 2013 is required. Hampshire is the third biggest county, but it has the most cars. The full report is filed with these minutes.

16. Report of District Councillor

There was no report.

17. Parish Council Finances

- a. The Clerk presented a summary of the council bank balances, payments and receipts.
- b. It was acknowledged that the Council's annual budget was small and that the Council had no public facilities other than the play area beside the Village Hall and the Old Church. Most of the expenditure was on administration and enabling grants to community organisations. Income other than precept, interest and the VAT refund was minimal. Overall risk levels were considered low. The Practitioners' Guide indicated three areas for managing risk.
 - I. Using Insurance – the Council is required to have the mandatory insurance cover for public, employer and similar liabilities. The other principal risk to be covered was property damage to street furniture and office equipment. Insurance has been effected for these areas.
 - II. Working with third parties- the Council has arranged for a risk assessment on the play area through the annual safety inspection by NW Adams Engineering Design Services
 - III. Self- management of risks – the Council considered the internal controls in place, notably the approval of all payments by the Council (two signatories and no pre-signing of cheques); the accounting systems maintained by the Clerk; the budgetary review process; and the annual review by internal audit. The council considered that existing controls and procedures were appropriate for the annual expenditure levels.

Councillor C Rudd proposed and Councillor A Cheesman seconded the proposal to approve the annual return subject to audit; and to confirm that the council had considered its risks and management of those risks appropriate. All voted in favour of the proposal.

18. Insurance renewal

Councillor J Trodden confirmed that the insurance had been compared over the last two years and the current policy provided comprehensive cover and value for money. The clerk confirmed that the insurers had confirmed that the values within the policy needed to be current replacement values. The various sections of cover were considered and it was confirmed that the clerk should investigate ownership of the bus shelters and replacement value for them. There was a discussion with regard to the telephone box and possibly moving it and using it for display of information. It was agreed that this should be put on the next Agenda. The quote of £1,279.16 was considered as reasonable and the level of cover satisfactory in relation to identified risks. The renewal included signing up to a new three year agreement with a 12% discount over the three year period. The renewal date would now be 1st October. Councillor J Trodden proposed to accept the quote and make payment, and Councillor A Cheesman seconded the proposal. All councillors agreed. Action SB

19. Approval of Payments

The Clerk presented the following payments for approval.

Payee	Purpose	Amount
Mrs Sarah Bettin	Salary 1 st April to 30 th April 2012	£433.33
Dell Products	Laptop	£633.60
Viking Direct	Stationery	£44.22
PC Connections	Setting up laptop	£50.00
Came and Company	Insurance from 1 st June 2013 to 31 st Sept 2013	£1279.16
	TOTAL PAYMENTS	£2440.31

Councillor J Trodden proposed the payments be made, Councillor A Cheesman seconded the proposal, and all agreed. Action SB

20. Correspondence – To discuss items of correspondence received:

Date	From	Details
(i) 9 th April	Victim Support	Letter: Grant Aid for Victim Support
(ii) 26 th April	Philip Shepherd	Email: Estimated programme for construction of the A3 Ham Barn roundabout scheme.
(iii) 26 th April	Tim Wall	Letter: Whitehill & Bordon Eco-town Traffic Management Strategy

The following comments were made:-

Item (i) – County Councillor Clarke confirmed that the letter had been received by all Parish Councils. Councillor J Trodden felt that the request for assistance should be considered. It was decided that this item should be on the next agenda. Action SB

21. Reports from of outgoing representatives of Organisations, Outside Bodies, Working parties and Groups.

- a) **Playground** – Councillor A Cheesman confirmed that some parents had complained about the caravan club parking in front of the children’s playground which obscures their view of the children when playing. There has also been a complaint from a parent about the beekeepers and hives. Councillor C Rudd confirmed that she would take the playground quotes to the school fete on Saturday.
- b) **Highways and Public Transport** – Councillor D Rudd
- c) **Traffic Working Party** – Councillor J Trodden confirmed that there was ongoing correspondence with Ian Janes following a meeting in April. This would be progressed.
- d) **Footpaths and Bridleways** – Councillor C Rudd
- e) **Tree Warden** – Councillor J Trodden
- f) **Greatham Village Hall** – Councillor C Rudd confirmed that new windows had been fitted and that the drainage work was due to be started but that the main part of the field would be done after the Funday.
- g) **Coryton Trust** – Councillors D Jerrard & D Rudd
- h) **Liss Greatham and Hawkey Friendship Fund** – Councillors D Jerrard & D Rudd
- i) **Blackmoor Recycling Liaison Panel** – Councillor D Jerrard
- j) **HALC/ EHAPTC** – Councillors D Jerrard & C Rudd
- k) **Greatham Allotment Charity** – Councillor S Jerrard. The Chairman confirmed that Paul Lerner would be resigning and a replacement is needed. This would be on the next agenda. Action SB
- l) **Community Forum** – Councillors D Jerrard & J Trodden
- m) **Eco-Town Standing Conference** – Councillor A Cheesman confirmed that the new bus service had started and he had requested that the timetable be relooked at as there was no bus to return to Greatham after 3.27pm. The bus does not go into Tesco’s.
- n) **Joint Meeting of SDNPA and HALC** – Councillors D Jerrard and D Rudd
- o) **CTCG** – Councillors A Cheesman and S Jerrard.

22. Report of Planning Chairman

There was no report.

23. Planning Applications

Ref No	Address	Proposal/Councillor	Consultation End Date
SDNP/13/01253/HOUS	2 Fairlawns Petersfield Road, Greatham, GU33 6HA	Replacement conservatory to rear/Councillor D Jerrard	14th May 2013

Councillor A Cheesman confirmed that he had visited the property with Councillor D Jerrard and that this application was for a replacement conservatory with the same footprint. He proposed that no objection be made. Action SB

Ref No	Address	Proposal/Councillor	Consultation End Date
SDNP/13/01874/TCA	The Barn House, Forest Road Liss, GU33 6HD	Fell one Scots Pine and repollard two Goat Willows/ Councillor J Troddon	15th May 2013

Councillor J Troddon confirmed that he had visited the site. There are three Scots pines in the garden and in his opinion all three need felling. He proposed that no objection be made and recommend that the applicant considers felling all three Scots pines. Action SB

24. Date of next meeting

The Chairman reminded the councillors that the next Parish Council meeting will be Monday 3rd June 2013 and if there is a planning meeting it will be Thursday 30th May 2013.

25. Close of meeting

The meeting was closed at 8.55pm

Action Log

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1.	1.10.12 Item 10 a ii	AC	Councillor to arrange minor repairs for £50 or less	C/F
2.	4.3.13 Item 11a(i)	AC	Proposal for the playground sign for next agenda	C/F
3.	4.3.13 Item 11b	DR	Councillor to arrange a meeting with Steve Neat and report back.	C/F
4.	4.3.13 Item 11f	DR	Councillor to raise the question of why the bonfire has not been cleared at next village hall meeting.	C/F
5.	4.3.13 Item 15 No. 4	DJ	Councillor to consult Paul Lerner on Broadband speed.	C/F
7.	8.4.13 Item 11b and 8	DR	Councillor D Rudd to report flickering street lights.	C/F
8.	8.4.13 Item 11e and 8	JT	To report large oak tree on Blackmoor Road to Steve Neat	C/F
9.	8.4.13 Item 11h	DJ/SB	To write a letter to the Liss, Greatham & Hawkley Friendship Fund	C/F
10.	13.5.13 Item 10	SB	Update Register of Interests	Open
11.	13.5.13 Item 11	DJ/DR	Councillor D Jerrard to forward Charity Commissions email to Mrs Booton. Councillor D Rudd to bring up advertising food parcels in the Parish Magazine at the next PCC meeting.	Open
12.	13.5.13 Item 11	SB	Clerk to check previous minutes for support for Greatham Leisure Garden Society	Open
13.	13.5.13 Item 14 Log # 2	SB	Clerk to try to source dog fouling stickers	Open
14.	13.5.13 Item 14 Log # 13	SB	Clerk to write to Whitehill Town Council regarding oak tree on junction with A325 and Blackmoor Rod	Open
15.	13.5.13 Item 18	SB	Clerk to investigate ownership and replacement value of bus shelters.	Open
16.	13.5.13 Item 18	SB	Telephone box, positioning and use of to be item on next Agenda	Open
17.	13.5.13 Item 18 & 19	SB	Clerk to make payments	Open
18.	13.5.13 Item 20	SB	Grant Aid for Victim Support to be item on next Agenda	Open
19.	13.5.13 Item 21 k)	SB	Greatham Allotment Charity Trustees to be item on next Agenda	Open
20.	13.5.13 Item 23	SB	Clerk to comment on planning applications by appropriate dates.	Open

**Representatives to existing Organisations, Outside Bodies, Working Parties and Groups –
Representatives to liaise between Greatham Parish Council and the following;**

Body / Group	Councillor / Representative
Playground	A Cheesman
Highways and public Transport	D Rudd
Traffic working party	J Trodden, A Cheesman, D Rudd, S Osman
Footpaths and Bridleways	C Rudd and S Booton
Tree Warden	J Trodden
Greatham Village Hall	C Rudd
Coryton Trust	D Jerrard, D Rudd
Liss, Greatham, Hawkley Friendship Fund	D Jerrard, D Rudd
Blackmoor Recycling panel	D Jerrard
HALC/ EHAPTC	D Jerrard, C Rudd,
Greatham Allotment Charity	S Jerrard
Community Forum	D Jerrard (reserve S Jerrard)
Eco- Town Standing Conference	S Jerrard/D Jerrard
Joint meeting of SDNPA and HALC	D Jerrard, D Rudd
CTCG	S Jerrard