

Greatham Parish Council

Minutes of the Parish Council meeting held at Greatham Village Hall on Monday 3rd June 2013 at 7.30pm

Present Chairman C Rudd, Councillors A Cheesman, D Jerrard, S Jerrard, D Rudd,
County Councillor Vaughan Clarke
2 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 their mobile phones.

2. Apologies for Absence

Apologies had been received from District Councillor Onslow and Councillor Trodden.

3. Declarations of Interest

There were no declarations of interest.

4. 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. There was a request for the playground to be discussed and the Chairman said it could be discussed at Agenda Item 13.

5. Minutes of the Annual General Meeting on Monday 13th May 2013

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

6. Matters arising from the Annual General Meeting on Monday 13th May 2013

Councillor D Jerrard confirmed that he was unable to find the email from the Charities Commission under point 11 to forward to Mrs Booton and enquired if anyone else has a copy. Councillor Cheesman and the Clerk confirmed that they may still have a copy. **Action SB**

7. 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 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.	Closed
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	Closed
10.	13.5.13 Item 10	SB	Update Register of Interests	Closed
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.	Closed
12.	13.5.13 Item 11	SB	Clerk to check previous minutes for support for Greatham Leisure Garden Society.	Closed
13.	13.5.13 Item 14 Log # 2	SB	Clerk to try to source dog fouling stickers	Closed
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	C/F
15.	13.5.13 Item 18	SB	Clerk to investigate ownership and replacement value of bus shelters.	C/F
16.	13.5.13 Item 18	SB	Telephone box, positioning and use of to be item on next Agenda	Closed
17.	13.5.13 Item 18 & 19	SB	Clerk to make payments	Closed
18.	13.5.13 Item 20	SB	Grant Aid for Victim Support to be item on next Agenda	Closed
19.	13.5.13 Item 21 k)	SB	Greatham Allotment Charity Trustees to be item on next Agenda	Closed
20.	13.5.13 Item 23	SB	Clerk to comment on planning applications by appropriate dates.	Closed

8. Report of County Councillor

County Councillor Clarke was yet to arrive so Item 8 was actually heard after Item 13a. The report included statistics from the 2011 census which included a population rise in Hampshire of 5.8%. The second language in East Hants is Polish spoken by 570 people followed by Nepalese spoken by 120 people. On the housing front 35% of the population own their houses outright and 36% have mortgages. Hampshire now has a very up to date website dealing with crime figures, which is updated daily. The system is open to any member of the public. The County Councillor is now the county representative for the South Down National Park. The full report is filed with these minutes.

Councillor D Jerrard enquired about how funding in schools is changing. For example with Acadamys does the funding come from central government and privately. The County Councillor confirmed that the funding has not come from the council for a number of years. The funding now goes directly to the schools. Acadamys then choose where they purchase their services. The County Council do not deal with any schools funds.

9. Report of District Councillor

There was no report.

10. Grant Aid Victim Support – to consider a letter requesting financial support.

Councillor D Rudd enquired if the letter was asking for a specific sum. The clerk confirmed that the letter was a generic letter that had gone out to all parish councils. Councillor D Rudd confirmed that the Parish Council do support the Citizen Advice Bureau locally and the amount donated has been increased. Councillor C Rudd commented that if any support were to be given she would prefer funds to go to a local charity. Councillor A Cheesman proposed and Councillor C Rudd seconded a proposal not to donate any funds. All agreed.

11. Greatham Allotment Charity Trustees – to discuss the vacancy on the Greatham Allotment charity following the resignation of Paul Lerner – chairman and secretary.

The Chairman read out an email received from Paul Lerner tendering his resignation as Chairman and Secretary of the charity. It was confirmed that Sue Booton and Alan Bridgeman were happy to restand as trustees. Councillor D Jerrard gave a vote of thanks to Paul Lerner for his hard work for the charity and holding the post of both Chairman and Secretary. Cllr D Jerrard confirmed that in 2004 he had reviewed all the charities at the request of the then chairman. Reviewing the papers again Cllr D Jerrard felt that the Parish Council should ask the trustees to look again at whether the Greatham Allotment Charity can buy allotments. If the Parish Council do have to buy allotments then if the Greatham Allotment Charity funds were available they could be used. The position of the charity needs to be reviewed but a replacement chairman needs to be appointed. Cllr C Rudd volunteered to stand as a trustee. It was confirmed that there should be five trustees who stand for a four year term. The position of secretary was also discussed and all agreed with Paul Larners idea that the clerk becomes the secretary for the charity – it was envisaged that this would be 5-10 hours work per year. It was agreed that the clerk should ask the current trustees what their thoughts are and the item was adjourned to the next meeting. Action SB

12. Greatham Village Telephone Box – to discuss the siting and usage of the telephone box.

Councillor D Rudd felt that the telephone box should be in the village hall car park. To resite it in the village hall grounds would need permission from the village hall committee. Councillor C Rudd commented that it should be restored and used to put notices and information in. It was commented that at the moment there is information and leaflets in the village hall but the public are unable to access it most of the time. Councillor A Cheesman suggested that an investigation into the cost of moving and renovating it should be done. All Councillors were in agreement that it should be moved to the Village Hall car park. It was agreed that the Village Hall Committee should be approached on the possibility of moving it to the Village Hall grounds. Action SB

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

a) **Playground** – Councillor A Cheesman. Councillor C Rudd confirmed that she had taken the quotes for the playground replacement to the school fete and had received positive support. She also confirmed that the school would be willing for the Parish Council to go in and talk to the children. Mrs Booton was invited to speak. She confirmed that she supported the playground replacement but had carried out some local lobbying and from this she felt that the zipwire should be repaired or replaced imminently as there is nothing in the playground for teenagers to use. The basketball was also discussed and it was confirmed that this is the Village Hall's responsibility. Cllr Cheesman proposed and Cllr D Rudd seconded that advice be sort from Nick Adams with regard to what is required and the cost of bringing the zipwire back into service and the replacement of the zipwire be put on the next agenda. All agreed. Action SB

Cllr Cheesman proposed and Cllr D Jerrard seconded that the clerk write to the Village Hall Committee requesting that the Parish Council would like to take over responsibility of the basket ball so it can be replaced. All agreed. Action SB

b) **Highways and Public Transport** – Councillor D Rudd

- c) **Traffic Working Party** – Councillor J Trodden .
- d) **Footpaths and Bridleways** – Councillor C Rudd. The clerk confirmed that the additional work on the bridleway is due to take place at the end of the week beginning 17th June 2013.
- e) **Tree Warden** – Councillor J Trodden
- f) **Greatham Village Hall** – Cllr C Rudd. At the last village hall meeting the £5000 grant from the Parish Council was mentioned. A request had been received from the Village Hall Committee Chairman for the payment of the grant to be made as work had commenced. The clerk confirmed that currently there is no application form in place for organisations that are applying for a grant. The Chairman felt that it would be good practice to have an application form. The Chairman brought it to the attention of the Parish Council that concerns have been raised about the landscape contractor. Cllr D Jerrard enquired if there was a breakdown of the costs of the work involved and the payment structure. The clerk distributed the Schedule of Works and Payment Structure that had been received from the Village Hall Committee Chairman. Cllr D Jerrard enquired about the fencing around the garden. Cllr D Rudd confirmed that there had been two quotes for the fencing, one from Kebur and one from Mr Cottle. Cllr D Rudd believed that Kebur's price was discussed with Mr Cottle and he lowered his price accordingly. This decision was reached by email and Cllr D Rudd was not included in the decision and Cllr C Rudd had stated that because of the amount of money she felt it inappropriate to make the decision by email – this was minuted at the next meeting. Cllr D Rudd confirmed that he showed Mr Cottle round to quote for the painting of the village hall and gave a quote of £4000. Cllr D Rudd also obtained another quote which was just over £2000. Cllr D Rudd had received a letter from the Village Hall Chairman confirming that he did not wish him to contact the lower price tender even though it had been agreed at the previous Village Hall meeting to go ahead with it. Cllr C Rudd and Cllr D Rudd confirmed that they are concerned that Mr Cottle is being used. Cllr D Rudd confirmed that he has carried out a credit check with a company called Top Services which showed that he did not fulfill his obligation as a limited company and this information has been passed to the Village Hall Chairman. He expressed concern at payments being made in advance of work being carried out. Cllr D Jerrard had been asked by a parishioner to look into the position of Longmeadows, Mr Cottle's company. The current company has been in existence for just over two years and Mr Cottle is the only Director. The company has not filed any accounts or an annual return. There was a previous company which was dissolved having never filed an annual return or accounts. There was another company formed in 2001 which was struck off by companies house, accounts were filed once. If the work is not carried out satisfactorily and the company has been dissolved then there is no recourse. Cllr D Jerrard confirmed that the Chairman had asked him to look into the procedure for councils when issuing grants. He confirmed that it would normally be expected for a form to be filled in by the body applying for the grant. It would be expected that if it was a public body asking for the grant that they have effectively used the same processes that the Parish Council would use i.e. they would have to go through a tender process and that it is not good practice to discuss tenders with individual tenderers. He understood that Kebur's price for the fencing was discussed and matched. Cllr D Jerrard had been advised that the Parish Council should ask the Village Hall Committee to disclose their tender process. Public funds should not be released unless the Parish Council is satisfied that value for money is going to be received.

Cllr C Rudd also confirmed that the zipwire had been mentioned and she understood that they wished to use the area under the zipwire to disperse surplus soil from the drainage work. No costs were mentioned. The landscaper had also emailed giving details of costs to carry out work in the zipwire area totally £312.

It was agreed to ask the Village Hall to complete an application form for the £5000 grant and within the form information be obtained on what work is being done, what the money is paying

for, what is the tender process that has been completed, why the contractor had been chosen. All Councillors were in agreement. **Action SB**

All Councillors agreed that the clerk should respond to Linda Carr's email confirming that the Parish Council are considering reinstating the zipwire and will be investigating the feasibility and costs of doing so. To also ask her to inform Mr Cottle of this decision. **Action SB**

- g) **Coryton Trust** – Councillors D Jerrard & D Rudd. Cllr D Jerrard gave a brief history of the Coryton Almshouses. They were constructed for the widows of farm and agricultural workers in Hawkley, Liss and Greatham. A trust was set up in 1936 when it was made into a charity. To be eligible people have to have lived wholly or mainly in one of the three parishes, they should be over the age of 60. Since 1991 the wrong people have been given the houses apart from one person. Since 1995 the properties have been advertised almost like normal houses. Around 2000 one of the properties was given to the Matron of Churchers College who had never lived in Hawkley, Liss or Greatham. Last year one of the tenants died, there was no advertisement and it was announced that a new tenant would move in. This was raised at the last trustees meeting and nothing was done. It has been reported to the Charity Commissions and the response is awaited. Discounted rents should be provided, a fund should be kept for repair and any surplus is meant to be used to look after the people living in the Almshouses. Previously there was a proposal to pass some of the funds to the LG&HFF. This was not allowable because that charity was for a different purpose. This was turned down by the Charities Commission.
- h) **Liss Greatham and Hawkley Friendship Fund** – Councillors D Jerrard & D Rudd. Recently the Liss, Greatham and Hawkley Friendship Fund have tried to exclude Greatham from the charity and before a letter of complaint from the Parish Council had been sent to the LG&HFF the Charities Commission confirmed that this cannot be done because it is not allowable to transfer money from one charity to another. At the last meeting of the friendship fund Cllr D Jerrard confirmed that the Parish Council object strongly to Greatham being removed from the charity. The Treasurer confirmed that he did not understand the Charity Commission's decision and that he would write to them requesting that they look at it again. It was suggested that people who apply from Greatham should be sent to the Greatham Allotment Charity. Cllr D Jerrard confirmed that this was not correct and they have a right to apply to whichever charity they wish. The Treasurer has now resigned. The position needs to be continually reviewed and ensure that the Charity Commission is kept informed.
- i) **Blackmoor Recycling Liaison Panel** – Councillor D Jerrard
- j) **HALC/ EHAPTC** – Councillors D Jerrard & C Rudd. The next meeting is on 12th June 2013
- k) **Greatham Allotment Charity** – Councillor S Jerrard.
- l) **Community Forum** – Councillors D Jerrard & J Trodden
- m) **Eco-Town Standing Conference** – Councillor A Cheesman
- n) **Joint Meeting of SDNPA and HALC** – Councillors D Jerrard and D Rudd
- o) **CTCG** – Councillors A Cheesman and S Jerrard.

14. Parish Council Finances

- a. Financial Report – the clerk presented the current financial report.
- b. Annual Return – complete section 2 of the Annual Return – Annual Governance Statement
Page 2 of the annual return was considered and completed and signed by the Chairman and the Clerk.

15. Approval of Payments – the following payments were authorised.

Payee	Purpose	Amount
Mrs. Sarah Bettin	Salary 1 st May to 31 st May 2013	£433.33
LWB Horticulture	Maintenance of Play Area Invoice no 0632	£137.00
Mrs Sarah Bettin	Mileage expenses for clerk training courses	£48.60
	TOTAL PAYMENTS	£618.93

Cllr A Cheesman proposed and Cllr C Rudd seconded the approval of the above payments. All agreed.

16. Correspondence – to discuss items of correspondence.

Date	From	Details
No. 1. – 21.05.13	Heather Sharman	Meeting between the Parish Council, Sandy Hopkins and Tom Horwood, 6pm, Tuesday 18 th June 2013.
No. 2 - 24.05.13	Graham Horn	East Hampshire Passenger Transport Forum, Wednesday 12 th June 2013, 10am, Penns Place.
No. 3 – 27.05.13	Linda Car & Josh Dale-Harris	Area around zipwire – drainage work.

No. 1 All Councillors confirmed that they were planning to attend the meeting. It was confirmed that the Parish Council would like Chris White the Area Commander to attend the meeting. The clerk to liaise with Heather Sharman. **Action SB**

No. 3 had been previously discussed earlier in the meeting.

17. Report of Planning Chairman – there was no report.**18. Planning Applications**

Ref No	Address	Details	Consultation end date
SDNP/13/01771/HOUS	The Hammers, Longmoor Road, Greatham, GU33 6AH	Two storey extension to side/front and single storey extension to rear following demolition of conservatory. Councillor D Jerrard	7 th June 2013

Cllr D Jerrard gave details of the application and confirmed that he had visited the neighbours at Kings Holt Cottage and they have no objections. It is a large extension but he saw no planning objection apart from the size. After discussion and considering the councillors views, Cllr D Jerrard proposed that the Parish Council object to the application and comment that the house is already large and the extension would make it too large which will detract from the character of the area which is in the main smaller houses in a village environment in the national park. All agreed.

Ref No	Address	Details	Consultation end date
SDNP/13/02240/LDE	Longmoor Lodge, Longmoor Road, Greatham, GU33 6AP	Lawful development certificate for existing use – continued use of land for storage and conversion of lorries and trucks into horseboxes. Councillor D Jerrard	14 th June 2013

Cllr D Jerrard confirmed that the application is actually within Whitehill and we are consulted as a neighbouring parish. The applicant has been visited and has confirmed that the land has been used for the past 20 years. It is immediately opposite to Longmoor Camp buildings. After discussion Cllr D Jerrard proposed that the Parish Council object to the application and comment that they have concerns about the number of private houses being used for commercial purposes.

Ref No	Address	Details	Consultation end date
SDNP/13/02112/HOUS	Ford Arrun, Snailing Lane, Greatham, GU33 6HQ	Single storey extension to rear with two dormer window (revision to that approved under SDNP/13/00053/HOUS Councillor D Jerrard	17 th June 2013

Cllr D Jerrard confirmed that the application is for additional dormer windows to a previous application and there is no significant difference to the house. He proposed that the Parish Council have no objection. All agreed.

19. Date of next meeting.

The council was reminded that the next meeting would be Monday 1st July 2013. A planning meeting will be held on Thursday 20th June 2013 if applications are received.

20. Close of meeting

The council meeting was closed at 9.50pm

Action List

	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 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
6.	8.4.13 Item 11e and 8	JT	To report large oak tree on Blackmoor Road to Steve Neat	C/F
7.	13.5.13 Item 14 Log # 13	SB	Clerk to write to Whitehill Town Council regarding oak tree on junction with A325 and Blackmoor Road	C/F
8.	13.5.13 Item 18	SB	Clerk to investigate ownership and replacement value of bus shelters.	C/F
9.	3.6.13 Item 6	SB	Clerk to forward email from Charity Commission to Mrs Booton.	Open
10.	3.6.13 Item 11	SB	Clerk to contact Greatham Allotment Charity Trustees following the resignation of the Chairman. Item to be on July Agenda.	Open
11.	3.6.13 Item 12	SB	Clerk to approach the Village Hall Committee regarding the possibility of moving the telephone box to the village hall car park	Open
12.	3.6.13 Item 13a	SB	Clerk to seek advice from Nick Adams regarding the reinstatement feasibility and costs for the zipwire. Item to be on July Agenda.	Open
13.	3.6.13 Item 13a	SB	Clerk to write to the Village Hall Committee to request that the Parish Council take over responsibility for the basketball area so it can be replaced.	Open
14.	3.6.13 Item 13b	SB	Clerk to forward to the Village Hall Chairman an application for the £5000 grant.	Open
15.	3.6.13 Item 13b	SB	Clerk to respond the Linda Carr's email regarding the zipwire.	Open
16.	3.6.13 Item 15	SB	Clerk to make payments.	Open
17.	3.6.13 Item 16	SB	Clerk to liaise with Heather Sharman re: meeting on 18 th June 2013	Open
18.	3.6.13 Item 18	SB	Clerk to comment on planning applications.	Open