

Greatham Parish Council

Minutes of the Parish Council meeting held at Greatham Village Hall on Monday 1st July 2013 at 7.30pm

Present Chairman C Rudd, Councillors A Cheesman, D Jerrard, S Jerrard, D Rudd and J Trodden

1 member of the public was 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.

2. Apologies for Absence

Apologies had been received from County Councillor Clarke.

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 were no public questions.

5. Minutes of the Parish Council Meeting on Monday 3rd June 2013

The minutes were reviewed. Councillor D Jerrard pointed out a typographical error on page four which was pen amended. All councillors were in agreement that they were a true and accurate record of the meeting and they were signed by the Chairman.

6. Matters arising from the Parish Council Meeting on Monday 3rd June 2013

There were no matters arising.

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 & 1.7.13 Item 7	DR/CR	Councillor to raise the question of why the bonfire has not been cleared at next village hall meeting. Councillor C Rudd to ask Village Hall to write to Councillor Trodden to clear the bonfire.	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	Closed
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	Closed
8.	13.5.13 Item 18	SB	Clerk to investigate ownership and replacement value of bus shelters.	Closed
9.	3.6.13 Item 6	SB	Clerk to forward email from Charity Commission to Mrs Booton.	Closed
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.	Closed
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	Closed
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.	Closed
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.	Closed
14.	3.6.13 Item 13b	SB	Clerk to forward to the Village Hall Chairman an application for the £5000 grant.	Closed
15.	3.6.13 Item 13b	SB	Clerk to respond the Linda Carr's email regarding the zipwire.	Closed
16.	3.6.13 Item 15	SB	Clerk to make payments.	Closed
17.	3.6.13 Item 16	SB	Clerk to liaise with Heather Sharman re: meeting on 18 th June 2013	Closed
18.	3.6.13 Item 18	SB	Clerk to comment on planning applications.	Closed

8. Report of County Councillor

The clerk confirmed that County Councillor had provided a report but she had forgotten to print it off. The full report is filed with these minutes.

9. Report of District Councillor

There was no report.

- 10. Greatham Village Leisure Gardeners Society** – to discuss the email received requesting the Parish Council's support for an application for Developers Contributions.

There was a discussion regarding Developers Contributions. An amount of £7,500 is going to the Village Hall Committee for the drainage. It was agreed that further information would be required from the GVLGS before it could be considered. The GVLGS to confirm what amount they would be applying from the Developers Contributions and what the money would be used for. An application for a grant had also been received from the GVLGS but could not be discussed as it was not on the agenda. Both the above items would be put on the agenda for the next meeting. **Action SB**

Additionally during the discussion the grant payment of £5,000 to the Village Hall Committee was discussed. Information has been brought to the Parish Council's attention that there may be potential irregularities with regard to Mr Cottle and his business Longmeadows. It was proposed by Councillor Cheesman and seconded by Councillor D Rudd that the clerk write a letter to the Village Hall Committee confirming that before the grant is paid the Parish Council will require written confirmation from HMRC that Mr Cottle's tax affairs are in order. Also to confirm that the grant will not be paid until the work has been completed. All councillors agreed. **Action SB**

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

It was confirmed by Councillor D Jerrard that there were three trustee vacancies. One due to the resignation of Paul Larner and two due to Sue Booton and Alan Bridgeman coming to the end of their four year terms. Councillor C Rudd proposed and Councillor D Jerrard seconded Jacqui Cheesman as the trustee to replace Paul Larner. All councillors agreed. Councillor D Jerrard proposed Councillor C Rudd. It was agreed that clarification was needed from both Sue Booton and Alan Bridgeman if they are happy to restand. **Action SB**

- 12. Review of Insurance** – to assess what is required following an email from Came & Company. To sign the undertaking to bind cover for a further three years.

The email from the insurers referred to risk assessments for each area of responsibility and it was agreed that those areas were the old church, the bus shelters and the telephone box. The clerk to research if there are risk assessments in place and if not to carry out risk assessments. **Action SB**

The play area inspection folder should be kept up to date with weekly inspection checklists. Councillor Cheesman confirmed that he will forward the current inspections to the clerk. **Action AC**

The council needs to clarify whether a responsibility for trees exists and if so an arboriculturalist report should be arranged and an ongoing plan for maintenance agreed. The yew tree in the old church grounds was discussed. The clerk confirmed she would research arboriculturalists and report at the next meeting. **Action SB**

The council needed to clarify ownership of the bus shelters and the war memorial and look to obtain valuations for replacement value. The clerk confirmed that the war memorial and the two bus shelters in the middle of the village near the Greatham Inn were owned by the Parish Council. Replacement value for the bus shelters was approximately £6,500 each. A replacement value for the war memorial is being researched.

The undertaking to bind cover for a further three years was signed by the chairman.

- 13. Longmoor Camp Junction** – to discuss safety of junction and rescheduling meeting that was proposed for earlier in the year.

The clerk confirmed that the person to contact was Philip Sheppard at the Highways Agency. Councillor Trodden confirmed he would make contact and report at the next meeting. **Action JT**
The clerk to forward the contact details for Philip Sheppard to Councillor Trodden. **Action SB**

- 14. Zipwire** – Reinstatement feasibility and costs. Update following inspection by Gareth Palmer of Playscene.

The clerk confirmed that she had contacted Nick Adams who inspects the play area and he had recommended a company called Playscene. Following an onsite meeting with Playscene they will provide a quote for replacement cost for the zipwire and cost to reinstate.

The location of the zipwire itself was questioned. The clerk to contact Handmade Places to ascertain if they have the wire, also to contact Ann Hart for more information. Nick Adams had also forwarded details of another company, GB Sport & Leisure, the clerk to contact them to obtain a comparable quote. **Action SB**

- 15. Complaint about parking outside stables opposite Wolfmere Lane.**

A letter had been received from a resident. Visitors to the stables have been parking in the layby opposite and blocking resident's driveways. Cllr D Jerrard will check the status of the parking conditions on the stables planning and report back to the clerk. Depending on this outcome the clerk to write a letter to the stables. **Action DJ/SB**

- 16. Reports from representatives of Organisations, Outside Bodies, Working Parties and Groups.**

- a) **Playground** – Councillor A Cheesman.
- b) **Highways and Public Transport** – Councillor D Rudd confirmed that he will write to Steve Neat and arrange a meeting.
- c) **Traffic Working Party** – Councillor J Trodden confirmed that Ian Janes will be contacted following the meeting held with him in April before the next meeting.
- d) **Footpaths and Bridleways** – Councillor C Rudd. The clerk confirmed that the additional work on the bridleway has now been completed.
- e) **Tree Warden** – Councillor J Trodden
- f) **Greatham Village Hall** – Cllr C Rudd confirmed that the AGM had been held and a new trustee voted on and Mr Dale-Harris re-elected.
- g) **Coryton Trust** – Councillors D Jerrard & D Rudd. Cllr D Jerrard referred to an email that had been received from Stephanie Woodruff confirming she had contacted the Charities Commission and they have confirmed that there will be no investigation regarding the complaint made by Councillor D Jerrard. Cllr D Jerrard confirmed that he will contact Stephanie Woodruff to ask who she contacted at the Charities Commission, who gave her the authority to contact the charity commissions and what information was obtained. **Action DJ**
- h) **Liss Greatham and Hawkley Friendship Fund** – Councillors D Jerrard & D Rudd. Councillor D Jerrard updated the Parish Council on the current situation and confirmed that Greatham is still part of the Friendship Fund and people from Greatham can still apply to the Friendship Fund.
- i) **Blackmoor Recycling Liaison Panel** – Councillor D Jerrard
- j) **HALC/ EHAPTC** – Councillors D Jerrard & C Rudd.
- k) **Greatham Allotment Charity** – Councillor S Jerrard confirmed that she had received a box of paperwork from Paul Larner.

- l) **Community Forum** – Councillors D Jerrard & S Jerrard
- m) **Eco-Town Standing Conference** – Councillors D and S Jerrard
- n) **Joint Meeting of SDNPA and HALC** – Councillors D Jerrard and D Rudd
- o) **CTCG** – Councillor S Jerrard. The next meeting is on the 17th July 2013

17. Parish Council Finances

Financial Report – the clerk presented the current financial report.

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

Payee	Purpose	Amount
Mrs. Sarah Bettin	Salary 1 st June 2013 – 30 th June 2013	£433.33
S Jerrard	Reimbursement of expenses for cheese & wine at APM	£30.27
N W Adams Engineering	Play Area Inspection	£73.80
K Lockyer	Construction & painting of notice board – Old Church	£280.00
Alan J Harland	Providing Council's internal audit year end 31/03/13	£246.00
LWB Horticulture	Grass Cutting and maintenance at playground	£120.00
MB Coles & Sons Ltd	Work at Wolfmere Lane Bridleway	£1521.60
	TOTAL PAYMENTS	£2705.00

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

19. Correspondence – to discuss items of correspondence.

Date	From	Details
No. 1 – 11.06.13	Jo Barden-Hernandez	Code of Conduct Complaint
No. 2 – 15.06.13	Alan Harland	Internal Audit – confirmation of his retirement after the audit of 2014
No. 3 – 19.06.13	Steven Lugg	Village of the Year Competition
No. 4 – 19.06.13	Mant Leisure	Play Seminar – 9 th July 2013

No. 1 Cllr D Jerrard referred to the meeting held on 18th June 2013 with Sandy Hopkins. There was reference made at that meeting to the code of conduct complaint and the Parish Council's insistence that the need to exclude the monitoring office from any investigation. Sandy Hopkins confirmed that an independent person would be involved in the process. The letter received was dated 11th June 2013 – 7 days before the meeting. Sandy Hopkins had no knowledge of this at the meeting. Cllr D Jerrard confirmed that he will draft a letter for the clerk to send in response to the Code of Conduct Complaint response letter.

Action DJ/SB

No. 4 Clerk to attend the play seminar.

Action SB

20. Report of Planning Chairman.

Councillor D Jerrard reported on the Joint Core Strategy and presented a Travellers Accommodation Assessment Report.

21. Planning Applications

Ref No	Address	Details	Consultation end date
SDNP/13/02720/FUL	Le Court, Selborne Road, Greatham, Liss, Hants, GU33 6HJ	Detached dwelling (revision to planning permission EHDC 23298/015 for plot 2)	10 July 2013

Cllr D Jerrard confirmed that he believed it was a new application for a different house but had not had time to look at the application. He confirmed that he will look at the application and confirm to the clerk. If this is the case there will be no comment. All agreed. Action DJ/SB

22. Date of next meeting.

The council was reminded that the next meeting would be Monday 2nd September 2013. A planning meeting will be held on Thursday 18th 2013 if applications are received.

23. Close of meeting

The council meeting was closed at 9.30pm

Action List

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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.	1.7.13 Item 10	SB	Clerk to contact GVLGS to confirm amount of developer's contributions and what money will be used for.	Open
7.	1.7.13 Item 10	SB	Clerk to write to the Village Hall Committee requesting written confirmation from HMRC regarding Mr Cottle's tax affairs and confirming that the grant will not be paid until the work has been completed	Open
8.	1.7.13 Item 11	SB	Clerk to obtain clarification from Sue Booton and Alan Bridgeman if they are happy to restand as trustees	Open
9.	1.7.13 Item 12	SB	Clerk to research and carry out risk assessments	Open
10.	1.7.13 Item 12	AC	Councillor Cheesman to provide clerk with playground inspection checklists	Open
11.	1.7.13 Item 12	SB	The clerk to research arboriculturalists	Open
12.	1.7.13 Item 13	JT	Councillor Trodden to contact Philip Sheppard regarding the Longmoor Junction	Open
13.	1.7.13 Item 13	SB	The clerk to forward Philip Sheppard's contact details to Councillor Trodden	Open
14.	1.7.13 Item 14	SB	The clerk to progress getting quotes etc for reinstating the zipwire	Open
15.	1.7.13 Item 15	DJ/SB	Councillor D Jerrard to check the status of parking conditions on the stables planning and report back to the clerk. The clerk to write to the stables.	Open
16.	1.7.13 Item 16 g	DJ	Councillor D Jerrard to contact Stephanie Woodruff regarding the Charities Commission complaint	Open
17.	1.7.13 Item 18	SB	The clerk to make payments	Open
18.	1.7.13 Item 19	DJ/SB	Councillor D Jerrard to draft and the clerk to send a letter in response to the correspondence received in regard to the Code of Conduct Complaint	Open
19.	1.7.13 Item 19	SB	The clerk to attend the play seminar	Open
20.	1.7.13 Item 21	DJ/SB	Councillor D Jerrard to look at the application and report to the clerk. The clerk to comment on the planning application	Open