

Greatham Parish Council

Minutes of the Parish Council meeting held at Greatham Village Hall on Monday 7th October 2013 at 7.30pm

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

14 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. The Chairman also requested that members of the public sign in.

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 confirmed that the meeting would be recorded for purposes of minute taking and requested that members of the public give their name before speaking for the benefit of the clerk and minute taking. The Chairman also reminded the public that comments should be addressed to the chairman and no one else.

2. Apologies for Absence

Apologies had been received from District Councillor Onslow and Councillor Cheesman. County Councillor Clarke and Councillor D Rudd would be late. Josh Dale Harris was hoping to attend but was stuck at Waterloo.

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.

A concern was raised that at item 17 of the agenda there would be an exempt session to discuss matters concerning grants at the village hall. As the payment had already been agreed it was queried why an exempt session was needed to authorise the payment. Cllr D Jerrard confirmed that there were matters of a confidential and sensitive nature which would be discussed during the exempt session. The Chairman confirmed that the payment of £5000 to the Village Hall was on the payments list of payments to be made. Cllr D Jerrard confirmed that it was also under the exempt session. A member of the public gave the opinion that the number of exempt sessions were destroying the community and adding suspicion. The Chairman commented that hopefully this can be rectified in the future.

A concern was raised that correspondence received from a parishioner had not been put on the agenda under correspondence. This issue had already been raised with the clerk. The point was made that any correspondence received from any parishioner should be put on the agenda.

Reference was also made to overhearing conversations in public about what would be discussed in and the outcome of the exempt session. The Chairman confirmed that that was not acceptable. Cllr D Jerrard confirmed the procedure for the public to speak at a Parish Council meeting, other than at the discretion of the chairman, is within the period for public question time. Cllr D Jerrard confirmed that there had been a meeting between the Chairman, Vice Chairman and clerk of the Parish Council and the Chairman and Vice Chairman of the Village Hall Committee and he had specifically asked that nothing be put in writing that may be of a sensitive nature following the meeting.

A query was raised with regard to grants for the allotments. There is a general feeling that there is a block on progressing the allotments. The Chairman confirmed that grants for the allotments had been discussed at the last meeting and that because a specific amount had not been requested from the Developers Contributions the Parish Council was unable to confirm their support but would support an application in principle. The GVLGS representative confirmed that without the Parish Council's endorsement it is not possible to progress any further with a Developers Contribution application which is frustrating. It was also confirmed that at the last meeting a Parish Council grant to the GVLGS of £1000 was approved. Another member of the public queried the amount of Developer's Contributions which were available. The GVLGS representative commented that there is a general feeling that they are being fobbed off. The East Hants Forum in October has now been missed. The Chairman confirmed that if the quotations for the work were up to date and the GVLGS's request for the Parish Council's endorsement of £2-3000 from the Developer's Contributions was on next month's agenda then it could be considered. Cllr J Trodden pointed out that the Parish Council is in support of the allotments project. Cllr D Jerrard also confirmed the Parish Council's support and pointed out the two issues were where they should be and how to pay for them.

Action SB

A query was raised why the children's playground was being replaced and although the current playground may not appeal to an older age group there were plans within the field development for a BMX route which would appeal to the older age group. The Chairman confirmed that it would either be refurbished or replaced and there would be funding and grants sort to contribute towards the cost. Cllr D Jerrard pointed out that there were four major projects that required funds, the drainage of the field, the allotments, the playground and the old church.

A member of the public requested to be able to speak during the exempt session. It was also commented that every question asked of the Village Hall by the Parish Council with regard to the drainage works had been answered. It was questioned why there is such animosity between the allotment association, the village hall association and the parish council and the whole situation could have been resolved sensibly in a proper meeting. Cllr D Jerrard pointed out that the Parish Council has asked to attend Village Hall meetings but has been refused. It was queried if following the exempt session if individuals have been discussed will those individuals be informed of the discussion. It was commented that the Village Hall Chairman was an inspiration to the community. The Chairman brought discussions to a close.

5. Minutes of the Parish Council Meeting on Monday 2nd September 2013

The minutes were reviewed. It was proposed by Councillor S Jerrard and seconded by Councillor J Trodden that they be accepted as a true and accurate record of the meeting, all agreed and they were signed by the Chairman.

6. Matters arising from the Parish Council Meeting on Monday 2nd September 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.	4.3.13 Item 11a(i)	AC	Proposal for the playground sign for next agenda	C/F
2.	1.7.13 Item 12	SB	Clerk to research and carry out risk assessments	C/F
3.	1.7.13 Item 12	SB	The clerk to research arboriculturalists	C/F
4.	1.7.13 Item 13	JT	Councillor Trodden to contact Philip Sheppard regarding the Longmoor Junction	C/F
5.	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.	C/F
6.	2.9.13 Item 6	DJ	Councillor D Jerrard to write a report to send the Hampshire Police. The Parish Council to also make a complaint to the Charities Commission	C/F
7.	2.9.13 Item 10	SB	The clerk to email Mr Tweddle confirming that in principle the Parish Council is supportive of the GVLGS application for Developers Contributions	Closed
8.	2.9.13 Item 13	SB/CD	The clerk and chairman to put together a proposal for the playground for the next meeting.	C/F
9.	2.9.13 Item 13	JT	Councillor Trodden to forward to the clerk his idea for additional stay supports for the zipwire	C/F
10.	2.9.13 Item 14b	SB	The clerk to ascertain who is responsible for cutting the grass on the bank opposite the shop	C/F
11.	2.9.13 Item 14f	SB	The clerk to check if the Parish Council has a copy of the lease	C/F
12.	2.9.13 Item 16	SB	The clerk to make payments.	Closed
13.	2.9.13 Item 17 No. 1	SB	The clerk to attend the planning training	Closed

Point Six – Cllr D Jerrard confirmed that a new agent is going to be appointed.

Point Seven – Cllr Trodden confirmed that he would forward a simple diagram to the clerk. He queried the whereabouts of the wire and seat. The clerk confirmed that she understood that Handmade Places have them but she will double check. **Action SB**

8. Report of County Councillor

The County Councillor confirmed that the last census cost £500 million and employed 35000 people. The Office for National Statistics propose a change to either an internet based modernised census or a rolling annual survey of 4% of the population. Life expectancy in Hampshire has been updated. With winter approaching new salt spreaders have arrived bringing the number to over 40. The street lighting in Greatham will be replaced in November 2014. The full report is filed with these minutes.

9. Report of District Councillor

There was no report.

10. The Playground – The Annual Inspection Report. The clerk confirmed that there were no high risk items but there were medium and low risk items. The medium risk items require appropriate action within resources and individual site assessment. There is some work that needs to be done which has a cost implication. Two companies have made a site visit to assess the playground and their

opinion is that the playground has a further lifespan of approximately 2 years. It was requested that the clerk get some quotes to carry out the work contained in the report. **Action SB**

Dog Fouling in the Playground – it was agreed that some new signs be purchased and put up. Anyone seen allowing their dog to foul in the playground to be reported to the clerk. There is one rubbish bin and the clerk confirmed that she had received a comment from a parishioner that the bin is full all of the time. The Chairman suggested that there should be two bins. The clerk to research getting additional bins. **Action SB**

11. **Speedwatch Scheme** – feasibility of setting up a speedwatch scheme in Greatham.

Cllr D Jerrard confirmed that individual Parish Councils can invest in the equipment and volunteers are then needed to carry out the scheme. Liphook invested £500. It was agreed that an advert be placed in the Parish Magazine asking for volunteers before any commitment be made to the scheme and any volunteers to contact the clerk. Cllr J Trodden commented that he would not wish to seem the scheme in the village and he felt that flashing speed signs were more effective. **Action SB**

12. **Greatham Allotment Charity** – trustees and administration of the charity.

The Chairman confirmed that a meeting should be held as soon as possible. Cllr D Jerrard queried the election of the last vacancy. The Chairman pointed out that there was not a vacancy as Alan Bridgman had confirmed that he is happy to continue. Cllr D Jerrard confirmed that the Parish Council have to elect all trustees and they stand for four year terms. He confirmed that recently Jackie Cheesman and Carole Rudd had been elected, Susan Jerrard and Doris Voice were in the middle of their terms. A discussion ensued regarding alleged secret meetings held by Mr Bridgman when he was Chairman of the Parish Council. Cllr D Jerrard commented that he would not endorse Mr Bridgman having any part to play in any charity within the village. Cllr D Jerrard confirmed that the correct procedure if Mr Bridgman has indicated that he is willing to stay on there would need to be a proposer and seconder and then all councilors vote. Cllr S Jerrard queried whether the other trustees of the charity should be present. Cllr D Jerrard confirmed that the Parish Council elect the trustees of the charity. The Chairman queried if this had been done in the past. Cllr S Jerrard commented that the vote should not take place until all councilors are present. The Chairman queried whether all five trustees have to be appointed. Cllr D Jerrard confirmed that the four trustees should hold a meeting as soon as possible and the first item on the agenda should be the election of the Chairman. The Chairman proposed Mr Bridgman as a trustee, there was no seconder.

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

- a) **Playground** – Councillor A Cheesman.
- b) **Highways and Public Transport** – Councillor D Rudd.
- c) **Traffic Working Party** – Councillor J Trodden .
- d) **Footpaths and Bridleways** – Councillor C Rudd.
- e) **Tree Warden** – Councillor J Trodden
- f) **Greatham Village Hall** – Cllr C Rudd confirmed that there will be a Country & Western Evening on the 16th November. The clerk queried whether the telephone box was discussed at the last meeting. Cllr C Rudd confirmed that she would raise it at the next meeting. **Action CD**
- g) **Coryton Trust** – Councillors D Jerrard & D Rudd.
- h) **Liss Greatham and Hawkley Friendship Fund** – Councillors D Jerrard & D Rudd.
- i) **Blackmoor Recycling Liaison Panel** – Councillor D Jerrard
- j) **HALC/ EHAPTC** – Councillors D Jerrard & C Rudd. AGM on 19th October 2013.
- k) **Greatham Allotment Charity** – Councillor S Jerrard.
- l) **Community Forum** – Councillors D Jerrard & S Jerrard.

- m) **Eco-Town Standing Conference** – Councillors D and S Jerrard are unable to attend the meeting next week.
- n) **Joint Meeting of SDNPA and HALC** – Councillors D Jerrard and D Rudd.
- o) **CTCG** – Councillor S Jerrard attended the last meeting.

14. Parish Council Finances

- a. Financial Report – the clerk presented the current financial report.
- b. Report on Completion of Annual Audit – it was confirmed that the Certified Annual Return had been returned with no issues arising or actions to take. The Chairman thanked the clerk for her efforts in completing the Annual Audit.
- c. To consider a proposal to form a working party to draft the Budget for 2014/15. It was agreed that the Chairman and clerk to draft the budget and present it at the next meeting. **Action CD/SB**

Cllr D Jerrard requested that the clerk research any training available regarding Developers Contributions. **Action SB**

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

Payee	Purpose	Amount
Mrs. Sarah Bettin	Salary 1 st September 2013 – 30 th September 2013	£433.33
LWB Horticulture	Grass cutting and maintenance – play area September	£85.00
BDO LLP	Auditing the Annual Return for the year ended 31 st March 2013	£120.00
Greatham Village Hall	Grant for playing field drainage	£5000.00
Society of Local Council Clerks	Membership Fee	£100.00
	TOTAL PAYMENTS	£5738.33

16. Correspondence – to discuss items of correspondence.

Date	From	Details
No. 1 – 03.09.13	Stephanie Woodruff	Coryton Almshouse Trust – protocol for selecting new tenants.
No. 2 – 04.09.13	Stephen Lugg	Localisation of Council Tax Support – passing of funding to Parish Councils 2013/14
No. 3 – 12.09.13	Jane Brighton	GVEC enquiry regarding fireworks organisation.
No. 4 – 18.09.13	Linda Carr	Village Hall updated terms and conditions of hire
No. 5 – 19.09.13	Sandy Hopkins	Email response.
No. 6 – 24.09.13	John Lowe	Confirmation of second precept payment.
No. 7 – 24.09.13	Alexandra Burn	Hampshire Village Agent Project.
No. 8 – 01.10.13	Rachel Webb	East Hampshire Passenger Transport Forum – 16 th October 2013

No 3. Cllr D Jerrard confirmed that following a discussion with Jane Brighton and the fact that no volunteers had come forward the fireworks display would not go ahead. Cllr C Rudd commented that the Parish Council had not been proactive. The County Councillor commented that he was not aware of any Parish Council who organise their own fireworks display.

No. 5. It was agreed that another meeting with Sandy Hopkins would be required by the Parish Council.

No. 7. It was agreed that the project be advertised on the website and in the Parish Magazine. The clerk to find out if there is a senior group within the village. If required an advert to be placed in the shop. Action SB

No. 8. The clerk to ask Cllr D Rudd and Cllr A Cheesman if they are able to attend. Action SB

17. Exclusion of members of the public and press

The Motion: "This Council resolves to exclude members of the public and the press during the consideration of the following items, as it is likely, in view of the nature of the business to be transacted, of the nature of the proceedings, that if members of the public were to be present during that item there would be disclosure of exempt information as specified in paragraphs 3, 4 and 5 of Part 1 of Schedule 12A (as amended) to the Local Government Act 1972.

Unanimous vote.

Matters concerning Grants at the Village Hall.

The payment of the £5000 grant to the Village Hall had been made earlier in the meeting.

The Parish Council still has concerns about the tender process used and for any future grants a proper and transparent tender process be used which the Parish Council is involved in.

18. Date of next meeting.

The council was reminded that the next meeting would be Monday 4th November 2013. A planning meeting will be held on Thursday 24th October 2013 if applications are received.

19. Close of meeting

The council meeting was closed at 9.30pm

Action List

	Meeting Date / Agenda Item	Who	Action	Status
1.	4.3.13 Item 11a(i)	AC	Proposal for the playground sign for next agenda	C/F
2.	1.7.13 Item 12	SB	Clerk to research and carry out risk assessments	C/F
3.	1.7.13 Item 12	SB	The clerk to research arboriculturalists	C/F
4.	1.7.13 Item 13	JT	Councillor Trodden to contact Philip Sheppard regarding the Longmoor Junction	C/F
5.	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.	C/F
6.	2.9.13 Item 6	DJ	Councillor D Jerrard to write a report to send the Hampshire Police. The Parish Council to also make a complaint to the Charities Commission	C/F
7.	2.9.13 Item 13	SB/CD	The clerk and chairman to put together a proposal for the playground for the next meeting.	C/F
8.	2.9.13 Item 13	JT	Councillor Trodden to forward to the clerk his idea for additional stay supports for the zipwire	C/F
9.	2.9.13 Item 14b	SB	The clerk to ascertain who is responsible for cutting the grass on the bank opposite the shop	C/F
10.	2.9.13 Item 14f	SB	The clerk to check if the Parish Council has a copy of the lease	C/F
11.	7.10.13 Item 7	SB	Clerk to confirm if Handmade Places have the zipwire cable and seat.	Open
12.	7.10.13 Item 10	SB	Clerk to obtain quotes for work detailed in Playground Annual Inspection Report.	Open
13.	7.10.13 Item 10	SB	Clerk to purchase signs for playground.	Open
14.	7.10.13 Item 10	SB	Clerk to research additional bins for playground	Open
15.	7.10.13 Item 11	SB	Clerk to place advert in parish magazine for volunteers for Speedwatch Scheme	Open
16.	7.10.13 Item 13f	CR	Cllr C Rudd to follow up decision on moving the phonebox at next Village Hall Committee meeting.	Open
17.	7.10.13 Item 14c	CR/SB	Chairman and clerk to draft the budget and present at next meeting.	Open
18.	7.10.13 Item 16 No.7	SB	Clerk to advertise the scheme on the website and in the magazine.	Open
19.	7.10.13 Item 16 No.7	SB	Clerk to find out if there is a senior citizens group within the village.	Open
20.	7.10.13 Item 16 No. 8	SB	Clerk to ask Cllr Cheesman and Cllr D Rudd if they are able to attend the EHPTF meeting on 16/10/13	Open