

Greatham Parish Council

Minutes of the Annual General Meeting held at Greatham Village Hall on Monday 12th May 2014 at 7.30pm

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

6 members of the public were also present.

1. Election of Chairman to the Parish Council for 2014/2015

The first item of business was introduced, to elect a Chairman. Councillor A Cheesman proposed Councillor C Rudd for Chair, and Councillor J Trodden 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 2014/2015

The newly elected Chairman asked for any proposals for Vice Chair. Councillor J Trodden proposed Councillor D Jerrard. Councillor A Cheesman 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 apologies from Councillor D Jerrard and Councillor D Rudd.

7. Declarations of Interest

Councillor Trodden confirmed that there was a planning application on the agenda for the shop which he owns. He confirmed he would like to comment and then would leave the meeting. There were no other 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 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 S Jerrard seconded the proposal. All councillors agreed.
- (b) **Old Church** – Councillor D Rudd had volunteered to continue. Councillor S Jerrard proposed that Councillor D Rudd continue to represent the Parish Council. Councillor A Cheesman 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 Trodden proposed, Cllr S Jerrard seconded. All agreed.
- b) **Highways and Public Transport** – Cllr D Rudd. Cllr Trodden proposed, Cllr Cheesman seconded. All agreed
- c) **Traffic Working Party** – Cllr J Trodden, Cllr A Cheesman, Cllr D Rudd. Cllr S Jerrard proposed, Cllr C Rudd seconded. All agreed.
- d) **Footpaths and Bridleways** – Cllr C Rudd and S Booton. Cllr Cheesman proposed, Cllr S Jerrard seconded. All agreed.
- e) **Tree Warden** – Cllr J Trodden. Cllr C Rudd proposed, Cllr Cheesman seconded. All agreed.
- f) **Greatham Village Hall** – Cllr C Rudd. Cllr Cheesman proposed, Cllr S Jerrard seconded. All agreed.
- g) **Coryton Trust** – Cllr D Jerrard, Cllr C Rudd. Cllr S Jerrard proposed, Cllr Trodden seconded. All agreed.
- h) **Liss, Greatham, Hawkley Friendship Fund** – It was agreed that electing a representative would be adjourned until it was known if it needed to be a councillor or if it could be a parishioner.
- i) **HALC/EHAPTC** – Cllr D Jerrard, Cllr C Rudd. Cllr S Jerrard proposed, Cllr Trodden seconded. All agreed.
- j) **Greatham Allotment Charity** – Cllr S Jerrard. Cllr C Rudd proposed, Cllr Cheesman seconded. All agreed
- k) **Community Forum** – Cllr D Jerrard, Cllr Trodden (reserve). Cllr S Jerrard proposed, Cllr C Rudd seconded. All agreed.
- l) **Eco- Town Standing Conference** – Cllr S Jerrard and Cllr D Jerrard to share the role. Cllr C Rudd proposed and Cllr Cheesman seconded. All agreed.
- m) **Joint meeting of SDNPA and HALC** – Cllr D Jerrard, Cllr D Rudd. Cllr S Jerrard proposed and Cllr Trodden seconded. All agreed.
- n) **CTCG** – Cllr S Jerrard. Cllr C Rudd proposed and Cllr 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.

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 parishioner enquired about footpath 10 (by Bakers Field onto the Petersfield Road). The clerk confirmed that it had been reported in February and followed up recently and the warden should be contacting her with an update. The clerk to continue monitoring. **Action SB**

A parishioner enquired about the bollards in Church Lane and the layby near the school. The clerk confirmed that she had chased up the bollards in Church Lane and she would continue to remind the relevant authority about both issues. **Action SB**

12. Minutes of the Parish Council meeting on Monday 7th April 2014

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

13. Matters arising from the minutes of the Parish Council meeting on Monday 7th April 2014

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.	1.7.13 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
2.	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
3.	7.10.13 Item 13f	CR	Cllr C Rudd to follow up decision on moving the phonebox at next Village Hall Committee meeting.	C/F
4.	6.1.13 Item 7 Point 2	JT	Councillor Trodden to email sketch for repositioning the bus stop and provide a parking bay outside Woodlands cottages.	C/F
5.	6.1.13 Item 16	DJ	Councillor D Jerrard to produce a report on behalf of the Parish Council regarding the Coryton Almshouses.	C/F
6.	6.1.13 Item 21 No. 6	CR	Councillor C Rudd to raise the question of using the village hall during power cuts.	C/F
7.	3.3.14 Item 7 No.10	DJ/JT/ DR	Councillor's D Jerrard, Trodden and D Rudd to form a working party to address the issue of progressing the provision of a parking bay near Woodlands Cottages	Closed

8.	3.3.14 Item 11	CR/DJ/ SB	The Chairman, Vice-Chairman and clerk to compile a list of priorities and requirements to present at the APM.	Closed
9.	3.3.14 Item 12a	SB	The clerk to contact the contractor who installed the drainage in the playground to ask them to check that no damage has been done.	C/F
10.	3.3.14 Item 15 No. 3	SB	The clerk to contact the police to obtain the statistics for accidents at the Longmoor junction.	Closed
11.	7.4.14 Item 4	SB	The clerk to contact the relevant authority and the owner of the shop to facilitate the signs advertising the shop be removed.	Closed
12.	7.4.14 Item 4	SB	The clerk to follow up regarding the footpath by Bakers Field.	Closed
13.	7.4.14 Item 4	SB	Bakers Field on next agenda	Closed
14.	7.4.14 Item 9	SB	The clerk to write to the District Councillor regarding the bus consultation.	Closed
15.	7.4.14 Item 10	SB	The clerk to confirm the grant and enquire if it is possible to include the minutes of the Parish Council meetings in the magazine.	Closed
16.	7.4.14 Item 11	SB	The clerk to confirm with LWB Horticulture that the better quality anti-slip paint be used	Closed
17.	7.4.14 Item 12 b	SB	The clerk to contact the relevant person to report the verge and hedge needing cutting back between Deal Farm and Longmoor Road.	Closed
18.	7.4.14 Item 12 b	SB	The clerk to contact the dog warden to ask for a patrol.	Closed
19.	7.4.14 Item 12 c	SB	The clerk to place an advert in the village magazine asking people to clear up after their dogs.	Closed
20.	7.4.14 Item 12 c	SB	Councillor Cheesman to forward information to the clerk regarding dog poo bag dispensers.	C/F
21.	7.4.14 Item 12 c	SB	The clerk to research dog poo bag dispensers	C/F
22.	7.4.14 Item 14	SB	The clerk to make payments.	Closed
23.	7.4.14 Item 15 No.2	CR	The Chairman to give information to Dot Upfield.	Closed
24.	7.4.14 Item 15 No. 3	DJ	Councillor D Jerrard to comment on consultation	Closed
25.	7.4.14 Item 15 No. 4	SB	The clerk to research TAG airspace and report at next meeting.	Closed
26.	7.4.14 Item 15. No. 7	SB	The clerk to ask Councillor D Jerrard if he will be the PC representative	C/F
27.	7.4.14 Item 15 No. 8	SB	The clerk to contact the village hall regarding the location of the new bin.	Closed

Action 1 Councillor Trodden confirmed he would email the sketch to the clerk tomorrow.

Action 3 The Chairman addressed the members of the public present to gain their opinion on moving the phonebox and the general feeling was that it was a very good idea.

Action 10 The safety of the Longmoor junction of the A3 to be put on the next agenda.

Action SB

15. Report of County Councillor

There was no report.

16. Report of District Councillor

There was no report.

17. Bakers Field – to consider a parishioners request for assistance with issues at Bakers Field.

The specific problem at the moment is that there are sheep in the garden which brings noise and smell. The house is left open and the windows are broken so the weather gets in. There are concerns over the current planning status of the caravans on site. All of this is reducing the value of the surrounding properties.

The clerk confirmed that she had emailed David Fitzgerald, Principal Environmental Health Officer and he had asked for more information on what the concerns were.

After discussion it was agreed that the clerk would ask for an onsite meeting with Mr Fitzgerald, the residents and the Parish Council. Action SB

18. Playground Maintenance – to consider the quote from LWB Horticulture for treating the playground with preservative.

The clerk presented the quote which totalled £390. Councillor Cheesman proposed and Councillor Trodden seconded that the quote be accepted. All agreed. The clerk to confirm with LWB Horticulture to go ahead with the work. Action SB

19. 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 Trodden proposed and Councillor 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.

20. Approval of Payments

The Clerk presented the following payments for approval.

Payee	Purpose	Amount
Mrs S. Bettin	Salary 1 st April to 30 th April 2014	£433.33
GVLGS	Payment of Allotment Grant	£1000.00
Benifice Joint Account	Payment of Village Magazine Grant	£380.00
LWB Horticulture	Treating horizontal surfaces of play area with anti-slip paint.	£380.00
	TOTAL PAYMENTS	£2193.33

Councillor Trodden proposed the payments be made, Councillor S Jerrard seconded the proposal, and all agreed. Action SB

21. Correspondence – To discuss items of correspondence received:

Date	From	Details
No. 1 – 09.04.14	Robin Crittenden	Grant Application – Greatham Parish Council
No. 2 – 16.04.14	Jane Brighton	GVEC
No. 3 – 29.04.14	Steve Shaw	Urgent – please support more funds for parish councils proposal.
No. 4 – 01.05.14	Unipar Services	Speed Detection/Speedwatch Equipment

Item 3. This item to be put on the next agenda. Action SB

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

- a) **Playground** – Councillor A Cheesman confirmed that he had been in touch with John Coney and the site meeting with Melissa Juniper was progressing.
- 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** – Councillor C Rudd
- g) **Coryton Trust** – Councillors D Jerrard & D Rudd
- h) **Liss Greatham and Hawkey Friendship Fund** – Councillors D Jerrard & D Rudd
- i) **HALC/ EHAPTC** – Councillors D Jerrard & C Rudd
- j) **Greatham Allotment Charity** – Councillor S Jerrard confirmed that there was one possible application.
- k) **Community Forum** – Councillors D Jerrard & J Trodden
- l) **Eco-Town Standing Conference** – Councillor D Jerrard/Councillor S Jerrard
- m) **Joint Meeting of SDNPA and HALC** – Councillors D Jerrard and D Rudd
- n) **CTCG** – Councillor S Jerrard confirmed that there was a meeting next Wednesday.

23. Report of Planning Chairman

There was no report.

24. Planning Applications

Ref No	Address	Proposal/Councillor	Consultation End Date
SDNP/14/0157/FUL	3 Woolmer Villas, Petersfield Road, Greatham, GU33 6AY	Change of Use of Ground Floor Shop and Tea Room into 2 Bedroom Residential Unit	23 May 2014

Councillor Trodden commented that he had lived in the village for 30 years. He also confirmed that there had been an application for change of use three years ago but he had taken over the shop and wanted to try and make it work. Unfortunately the shop was not viable and has constantly made a loss. He confirmed that the application is for a conversion into a two bedroom flat. Councillor Trodden then left the meeting.

A parishioner enquired whether it would become two properties and it was confirmed that it would. They also enquired what would happen about the grant that had been received.

Councillor S Jerrard commented that converting the whole property back into a house would be better and the general feeling was that it would be preferable if the property could be kept as one dwelling which would be in keeping with the other properties nearby.

Councillor Cheesman proposed and Councillor C Rudd seconded the proposal to object to the planning application as it would become two living units and to also comment that the Parish Council would support a proposal for the conversion to one dwelling. The clerk to make action making the comment.

Action SB

25. Date of next meeting

The Chairman reminded the councillors that the next Parish Council meeting will be Monday 2nd June 2014 and if there is a planning meeting it will be Thursday 29th May 2014.

26. Close of meeting

The meeting was closed at 8.40pm

Action Log

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2.	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
3.	7.10.13 Item 13f	CR	Cllr C Rudd to follow up decision on moving the phonebox at next Village Hall Committee meeting.	C/F
4.	6.1.13 Item 7 Point 2	JT	Councillor Trodden to email sketch for repositioning the bus stop and provide a parking bay outside Woodlands cottages.	C/F
5.	6.1.13 Item 16	DJ	Councillor D Jerrard to produce a report on behalf of the Parish Council regarding the Coryton Almshouses.	C/F
6.	6.1.13 Item 21 No. 6	CR	Councillor C Rudd to raise the question of using the village hall during power cuts.	C/F
7.	3.3.14 Item 12a	SB	The clerk to contact the contractor who installed the drainage in the playground to ask them to check that no damage has been done.	C/F
8.	7.4.14 Item 12 c	AC	Councillor Cheesman to forward information to the clerk regarding dog poo bag dispensers.	C/F
9.	7.4.14 Item 12 c	SB	The clerk to research dog poo bag dispensers	C/F
10.	7.4.14 Item 15. No. 7	SB	The clerk to ask Councillor D Jerrard if he will be the PC representative	C/F
11.	12.5.14 Item 11	SB	The clerk to follow up again regarding the footpath by Bakers Field.	Open
12.	12.5.14 Item 11	SB	The clerk to contact the relevant person about replacing the bollards in Church Lane and the layby near the school.	Open
13.	12.5.14 Item 14	SB	Safety at the Longmoor junction of the A3 to be put on the next agenda.	Open
14.	12.5.14 Item 17	SB	The clerk to ask for a meeting with the residents, Parish Council and David Fitzgerald.	Open
15.	12.5.14 Item 18	SB	The clerk to confirm with LWB Horticulture to go ahead with the work.	Open
16.	12.5.14 Item 20	SB	The clerk to make payments.	Open
17.	12.5.14 Item 21 No. 3	SB	This item to be put on the next agenda.	Open
18.	12.5.14 Item 24	SB	The clerk to comment on the planning application.	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
Footpaths and Bridleways	C Rudd and S Booton
Tree Warden	J Trodden
Greatham Village Hall	C Rudd
Coryton Trust	D Jerrard, C Rudd
Liss, Greatham, Hawkley Friendship Fund	To be confirmed
HALC/ EHAPTC	D Jerrard, C Rudd,
Greatham Allotment Charity	S Jerrard
Community Forum	D Jerrard (reserve J Trodden)
Eco- Town Standing Conference	S Jerrard/D Jerrard
Joint meeting of SDNPA and HALC	D Jerrard, D Rudd
CTCG	S Jerrard