

# Greatham Parish Council

## Minutes of the Parish Council meeting held at Greatham Village Hall on Monday 7<sup>th</sup> July 2014 at 7.30pm

**Present** Chairman C Rudd, Councillors, D Rudd, D Jerrard, S Jerrard, A Cheesman and E Packett

10 members of the public were also present.

### 1. Chairman's Announcements

The Chairman welcomed the members of the public to the meeting, pointed out the fire exits, asked members of the public to turn off their mobile phones and requested that members of the public sign in. The Chairman also explained public question time and requested that when members of the public speak to please confirm their name and to address all comments to the Chairman. It was also confirmed that the meeting was being recorded.

The Chairman thanked John Cheesman, who had sadly passed away recently, for all he had done in the village.

### 2. Apologies for Absence

Apologies had been received from District Councillor Onslow. County Councillor Clarke would be late.

### 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.

Anna Dale-Harris reported that a resident living next to the Old Church considered that there had been some deterioration in the state of the walls of the Old Church. There was concern that there may be potential danger to the public from loose masonry. The Chairman suggested putting signs up. Alan Bridgman brought to the attention of the council the Quinquennial Review once again. After discussion it was agreed that the clerk would contact Julian Livingstone, the architect that carried out the Quinquennial Review to gain his advice on costs for the work that needs carrying out so grant funding can be progressed.

The Chairman to contact Alan Waterhouse regarding advice on funding.

The Old Church funding to be put on the next agenda.

The clerk to organise putting warning signs up immediately.

Action SB

Action CR

Action SB

Action SB

### 5. Minutes of the Parish Council Meeting on Monday 2<sup>nd</sup> June 2014

The minutes were reviewed. It was proposed by Councillor Cheesman and seconded by Councillor S Jerrard 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 2<sup>nd</sup> June 2014**

Councillor Packett confirmed that he attended the last GVEC meeting and that GVEC were fairly happy to hold the fireworks event this year but would need financial support from the parish council and there were concerns about building the bonfire. Councillor Cheesman confirmed he had spoken to the army already. Councillor Packett also confirmed that GVEC were reluctant to sell tickets beforehand. The Chairman of the Village Hall confirmed that they were happy for the event to go ahead. It was agreed that Councillor Packett would ask GVEC to hold a meeting to discuss fireworks and parish councillors would attend. **Action EP**

The clerk pointed out that the fireworks would need to be ordered and paid for imminently. An amount of £1500 had been put in the budget for fireworks.

**7. 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	Closed
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
5.	6.1.13 Item 16	DJ	Councillor D Jerrard to produce a report on behalf of the Parish Council regarding the Coryton Almshouses.	Closed
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.	12.5.14 Item 11	SB	The clerk to follow up again regarding the footpath by Bakers Field.	Closed
9.	12.5.14 Item 17	SB	The clerk to ask for a meeting with the residents, Parish Council and David Fitzgerald.	Closed
10.	02.06.14 Item 2	EP	Councillor Packett to return Declaration of Interests to clerk within 28 days.	Closed
11.	02.06.14 Item 5	SB	The clerk to find out why the rubbish bin outside the school has been moved.	Closed
12.	02.06.14 Item 8 Point 4	SB	The clerk to forward Councillor Trodden's sketch to Ian Janes.	Closed
13.	02.06.14 Item 11	SB	The clerk to advertise the WRVS Thursday lunch club in the Village Magazine	Closed
14.	02.06.14 Item 12	SB	The clerk to arrange a meeting between Councillors D Jerrard and Trodden and Josh Dale-Harris, Neil Casson and Andy Sands.	Closed
15.	02.6.14 Item 12	SB	The Zip Wire to be put on the next agenda,	Closed
16.	02.06.14 Item 13	EP	Councillor Packett to liaise with Jane MacDonald and report back to the clerk regarding Fireworks.	Closed

17.	02.06.14 Item 14	SB	The clerk to try and ascertain more detailed figure on accidents on the longmoor junction of the A3 and to contact Highways to ask how many times the barriers have been repaired.	C/F
18.	02.06.14 Item 18	SB	The clerk to make the payments.	Closed

Point 8. Councillor D Rudd to contact the landowner regarding work on footpath. **Action DR**  
The footpath between 6 and 7 Bakersfield was mentioned as it is overgrown. The clerk to find out who is responsible for it. **Action SB**

### 8. Report of County Councillor

The County Councillor reported on the latest unemployment figures. The government has announced a £168 million pot of money to deal with potholes. Hampshire was given £6 million and this is on top of the £11.5 million that has already been awarded. The money will be invested in a range of solutions to extend the life of roads. The full report is filed with these minutes.

### 9. Report of District Councillor

There was no report.

### 10. Resignation of Councillor Trodden – to discuss the resignation of Councillor Trodden and the recruitment of a new councillor.

Councillor D Jerrard expressed the Parish Council's thanks for the efforts of Councillor Trodden over his time as a councillor especially the work on providing additional parking outside Woodland Cottages. The clerk to write a letter of thanks to Councillor Trodden. **Action SB**  
The clerk confirmed that the councillor vacancy was being advertised.

### 11. Village Hall Grant Application – to consider a grant application from the Village Hall. The Parish Council to contribute £700 per annum towards the cost of maintenance of the new football pitch (overall cost £2225 per annum).

The Chairman of the Village Hall Trustees confirmed that there had been a lot of interest from potential users including the school and Liss Football Club, the football pitch will be their home ground for under 8's and under 9's. Other companies within the village have been approached for sponsorship. Councillor D Jerrard asked when the payment would be needed. Councillor D Rudd commented that he felt that the Old Church was of a higher priority. Councillor C Rudd proposed and Councillor S Jerrard seconded a proposal for the £700 to be put in the budget for next year and paid in April 2015 and then reviewed annually. All agreed.

### 12. Greatham Primary School Grant Application – to consider a grant application from Greatham Primary School. The Parish Council to contribute towards a scheme to install a scooter pod and a cyclepod. Total cost approximately £2000.

The clerk confirmed that she had spoken to the Head teacher of the school and £700 has been allocated from County Councillor Clarke so the grant application is for £1300. The ethos of pods is to reduce the traffic within the village. Following discussion it was felt that as the majority of the students come from outside the village and the parish council's funds should be used for residents of the village that the Parish Council could not contribute. All agreed. The clerk to contact the Headteacher to confirm. **Action SB**

**13. Annual Inspection Report of the Play Area at the Recreation Ground** – to review the annual inspection.

The clerk confirmed that the contractor who is going to lift and relay the mats has been contacted to confirm when this work will be carried out. Additionally LWB Horticulture will be treating all of the equipment with preservative. Councillor Cheesman voiced concern regarding the basketball area and the condition of the tarmac.

**14. 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** – to confirm who will replace Councillor Trodden. Councillor Packett will be the new representative.
- d) **Footpaths and Bridleway** – Councillor C Rudd and Mrs Booton. To clarify which footpath has been uncut through crop so it can be reported. Mrs Booton stated that it is important that someone walks the footpaths regularly and The Manor used to do an annual report on the footpaths. Councillor Packett confirmed that he would also report on the footpaths. The clerk to contact The Manor to see if they would do an annual report. Action SB
- e) **Tree Warden** – to confirm who will replace Councillor Trodden. Councillor Cheesman to ask Adam Gibson if he will report to the council. Action AC
- f) **Greatham Village Hall** – Cllr C Rudd
- g) **Coryton Trust** – Councillors D Jerrard & C Rudd.
- h) **Liss Greatham and Hawkley Friendship Fund** – to confirm who the representative will be for the current year. Councillor D Rudd went to the last meeting and Alan Booton's name was put forward for the representative and he has confirmed he would be willing. If anybody else wants to put their name forward it would then be considered at the next meeting.
- i) **HALC/ EHAPTC** – Councillors D Jerrard & C Rudd. There is a quarterly meeting of EHAPTC coming up and traffic issues will be raised. Any Parish Councillor can attend.
- j) **Greatham Allotment Charity** – Councillor S Jerrard.
- k) **Community Forum** – Councillors D Jerrard. The future of the community forum is to be discussed at a meeting of EHAPTC and EHDC.
- l) **Eco-Town Standing Conference** – Councillors D and S Jerrard.
- m) **Joint Meeting of SDNPA and HALC** – Councillors D Jerrard and D Rudd.
- n) **CTCG** – Councillor S Jerrard

**15. Parish Council Finances**

- a. **Financial Report** – the clerk presented the current financial report
- b. **Internal Audit Report** – The clerk to report to the Parish Council following the completion of the internal audit – internal auditors advice not to reduce reserves below annual expenditure.

The clerk reported that the internal audit was now complete and the audit has been sent off to the external auditor. The internal auditor is now retiring so a new internal auditor will need to be employed. The internal auditor had raised the point of the council's financial reserves and his opinion was that a reasonable amount to hold as general reserves for working capital and against contingencies would be no less than the annually recurring expenditure which currently approximately £18,000. The budget for the current year anticipates reserves falling to approximately £17,500 by the end of this financial year. His advice would be not to reduce reserves any lower.

**16. Approval of Payments** – The following payments were proposed by Councillor C Rudd and seconded by Councillor D Rudd. All councillors agreed.

Payee	Purpose	Amount
Mrs. Sarah Bettin	Salary 1 <sup>st</sup> June 2014 – 30 <sup>th</sup> June 2014	£433.33
N W Adams	To carry out the annual play area inspection	£88.80
Alan J Harland	To carry out internal audit 2013	£205.00
LWB Horticulture	Maintenance of playground in June	£143.00
Viking	Stationery and ink cartridges	£48.55
LWB Horticulture	Purchase of wood preservative to treat playground	£80.00
	<b>TOTAL PAYMENTS</b>	

The payments, including two additional to Viking and LWB Horticulture were proposed by Councillor D Rudd and seconded by Councillor Cheesman. All agreed. The clerk to make payments. **Action SB**

**17. Correspondence – to discuss items of correspondence.**

Date	From	Details
No. 1 – 24.04.14	Highways Transport East	Petersfield Road – Greatham, Temporary Road Closure 24 <sup>th</sup> July 2014 for approximately 30 days to install a new drinking water main.
No. 2 – 30.05.14	Jessica Hill	Community Infrastructure Levy Draft Charging Schedule Consultation.
No. 3 – 10.06.14	Ian Janes	Greatham Village – Parking outside Woodland Cottages.
No. 4 – 10.06.14	South East Water	Water main replacement in Petersfield Road, Greatham.
No. 5 – 13.06.14	Susan Ramage	Funding opportunity from the PCC towards Speed Watch.
No. 6 – 16.06.14	David Fitzgerald	Concerns about issues from 5 Bakersfield.
No. 7 – 18.06.14	Josh Dale-Harris	GVH – zipwire & soccer pitch. GVH Trustee unanimous decision to decommission the zipwire and to work with GPC to install a new zipwire in another position on village hall land.
No. 8 – 19.06.14	Steve Shaw, Local Works	Empowering Parish Councils to sell electricity – request to submit a proposal under the Sustainable Communities Act asking for the government to give all parish and town councils the right to sell electricity that they generate from local schemes.
No. 9 – 20.06.14	Michelle Leadbitter	Rural Housing Policy Review – Parish Council Questionnaire.
No. 10 – 20.06.14	Linda Carr	Village Hall Rent Agreement. The agreement comes to an end at the end of this financial year (31 <sup>st</sup> March 2015).

No. 5 The clerk to investigate costs of the scheme.

No. 9 The clerk to complete the questionnaire.

No. 10 The Village Hall rent to be put in next budget.

**18. Report of Planning Chairman** – to highlight any current issues

Councillor D Jerrard pointed out that there is a caravan parked in the layby on the Petersfield Road near Digby Way with a wheelclamp. The clerk to find out if this is allowable and to report it to the relevant authority if it is not. **Action SB**

- 19. Minutes of the Parish Council Planning Sub-Committee Meeting on Thursday 19<sup>th</sup> June 2014** – to review and approve the minutes of the Parish Council Planning Meeting, to make any amendments and sign them as a true and accurate record of the meeting.

Councillor D Jerrard proposed and Councillor Cheesman seconded that the minutes be approved. All agreed. The Planning Chairman signed the minutes.

- 20. Matters arising from the minutes of the Parish Council Planning Sub-committee Meeting on Thursday 19<sup>th</sup> June 2014** – to discuss any matters arising from the minutes of the Parish Council Planning Meeting and identify whether any matters should be discussed at a future meeting.

There were no matters arising.

## 21. Planning Applications

Ref No	Address	Details	Consultation end date
SDNP/14/02922/FUL	Access Road Parking & Grassed Areas, Silver Birch Mews, Greatham, Liss, Hampshire	Formation of 2 no. parallel parking spaces on existing access road to residential parking.  Councillor D Jerrard	15 July 2014

Councillor Cheesman confirmed that two trees would have to be removed but there would be replacement planting. Councillor D Jerrard recommended that no objection be made. All agreed. The clerk to make the comment. Action SB

Ref No	Address	Details	Consultation end date
SDNP/14/03148/DCOUP	Kemps Place, Selborne Road, Greatham, Liss, Hampshire, GU33 6HG	Change of use of existing B1 (office) to two C3 (residential) dwellings.  Councillor D Rudd	21 July 2014

Councillor D Rudd confirmed that the building currently has two offices and one residential unit and seven people are currently employed in the offices. Councillor D Jerrard commented that there would be employment opportunities lost. Councillor D Rudd proposed that the Parish Council object to the change of use as there is very little employment space within the village. Three in favour, one abstention. The clerk to make the comment. Action SB

## 22. Date of next meeting.

The council was reminded that the next Parish Council meeting would be Monday 1<sup>st</sup> September 2014. A planning meeting will be held on Thursday 24<sup>th</sup> July 2014 if applications are received.

## 23. Close of meeting

The council meeting was closed at 9.25pm

## Action List

	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.	7.10.13 Item 13f	CR	ClIr C Rudd to follow up decision on moving the phonebox at next Village Hall Committee meeting.	C/F
3.	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
4.	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
5.	02.06.14 Item 14	SB	The clerk to try and ascertain more detailed figure on accidents on the longmoor junction of the A3 and to contact Highways to ask how many times the barriers have been repaired.	C/F
6.	07.07.14 Item 4	SB	The clerk to contact the architect who carried out the Quinquennial Inspection of the Old Church to gain his advice on costs for the work that needs carrying out.	Open
7.	07.07.14 Item 4	CR	The Chairman to contact Alan Waterhouse regarding advice on funding for the Old Church.	Open
8.	07.07.14 Item 4	SB	The Old Church funding to be on the next agenda.	Open
9.	07.07.14 Item 4	SB	The clerk to organise putting up warning signs immediately.	Open
10.	07.07.14 Item 6	EP	Councillor Packett to contact GVEC to ask if they will hold a meeting to discuss the fireworks and parish councillors to attend.	Open
11.	07.07.14 Item 7 Point 8	DR	Councillor D Rudd to contact the landowner regarding footpath 10.	Open
12.	07.07.14 Item 7 Point 8	SB	The clerk to find out who is responsible for the path between 6 and 7 Bakers Field.	Open
13.	07.07.14 Item 10	SB	The clerk to write a letter of thanks to Councillor Trodden.	Open
14.	07.07.14 Item 12	SB	The clerk to contact the Head Teacher to confirm that the grant application was unsuccessful.	Open
15.	07.07.14 Item 14 d	SB	The clerk to contact The Manor to see if they would do an annual report on footpaths within the parish.	Open
16.	07.07.14 Item 14 e	AC	Councillor Cheesman to approach Adam Gibson to become the Tree Warden.	Open
17.	07.07.14 Item 16	SB	The clerk to make payments.	Open
18.	07.07.14 Item 17 No.5	SB	Clerk to investigate costs of Speedwatch scheme.	Open
19.	07.07.14 Item 17 No.9	SB	The clerk to complete the questionnaire.	Open
20.	07.07.14 Item 17 No.10	SB	The village hall rent to be put in the next budget.	Open
21.	07.07.14 Item 18	SB	The clerk to find out if parking a caravan in a layby is allowable and to report it to the relevant authority if it is not.	Open
22.	07.07.14 Item 21	SB	The clerk to make planning application comments.	Open

