

# Greatham Parish Council

## Minutes of the Parish Council meeting held at Greatham Village Hall on Monday 6<sup>th</sup> October 2014 at 7.30pm

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

There were 7 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.

### 2. Apologies for Absence

Apologies had been received from District Councillor Onslow. County Councillor Clarke had confirmed he was intending to attend but may be delayed.

### 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.

Mrs Cheesman thanked everyone that had helped and attended the McMillan Coffee Morning. £232 was raised.

Mr Bridgman reminded the council that it took possession of the Old Church in 1998 and is therefore liable for its maintenance and upkeep when considering item 12 on the agenda. Councillor D Rudd enquired what had happened to the £10000 that had been set aside for the Old Church previously. A member of the public also made the same enquiry. The clerk to check the minutes and bank accounts to clarify the position. Action SB

Councillor Packett enquired if the funds had been transferred to the Old Church and then back to the Parish Council should the funds now be reallocated to the Old Church. Councillor D Jerrard confirmed that even if monies had been transferred between accounts this does not constitute a decision to use the money. The internal auditor had previously recommended that the bank accounts should be combined. The Parish Council had decided to maintain two accounts.

### 5. Minutes of the Parish Council Meeting on Monday 1<sup>st</sup> September 2014

The minutes were reviewed. It was proposed by Councillor S Jerrard and seconded by Councillor Cheesman 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 1<sup>st</sup> September 2014**

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.	1.7.13 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.	Closed
2.	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
3.	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
4.	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.	Closed
5.	07.07.14 Item 7 Point 8	DR	Councillor D Rudd to contact the landowner regarding footpath 10.	C/F
6.	07.07.14 Item 17 No.10	SB	The village hall rent to be put in the next budget.	C/F
7.	04.08.14 Item 4	SB	Clerk to contact HCC and copy in the County Councillor regarding vegetation overgrowing road signs.	Closed
8.	01.09.14 Item 7	SB	Appointment of Tree Warden to be put on next agenda.	Closed
9.	01.09.14 Item 10	SB	The speedwatch scheme to be put on next agenda.	Closed
10.	01.09.14 Item 12 (d)	SB	The clerk to contact council to remove trolley from bridleway.	C/F
11.	01.09.14 Item 12 (h)	SB	The clerk to inform LGHFF of Councillor S Jerrards appointment.	Closed
12.	01.09.14 Item 12 (i)	SB	The clerk to confirm Councillors D Jerrard and C Rudd's attendance at HALC AGM.	Closed
13.	01.09.14 Item 12 (o)	DR	Councillor D Rudd to obtain two more quotes for felling silver birch at the Old Church.	C/F
14.	01.09.14 Item 14	SB	The clerk to make payments.	Closed
15.	01.09.14 Item 14	SB	The clerk to ask LWB Horticulture to send invoices earlier so they can be included on agenda.	Closed
16.	01.09.14 Item 15 No. 7	AC	Councillor Cheesman to report dog fouling in the village hall field to the dog warden.	Closed
17.	01.09.14 Item 15 No.8	AC	Councillor Cheesman to provide a copy of his playground inspection training to the clerk. Also to provide inspection reports.	C/F

**8. Report of County Councillor – to hear the report from the County Councillor and raise any concerns.**

There was no report.

**9. Report of District Councillor** – to hear the report from the District Councillor and raise any concerns.

There was no report.

**10. Appointment of Tree Warden** – to discuss the proposal to appoint Adam Gibson as the Tree Warden.

Councillor Cheesman confirmed he had spoken to Adam Gibson and he is happy to be the Tree Warden and the Parish Council should let him know if any trees need looking at. Councillor Cheesman proposed and Councillor D Jerrard seconded the proposal to appoint Adam Gibson as the Tree Warden. All agreed.

**11. Speedwatch Scheme** – to discuss the feasibility of introducing a Speedwatch Scheme within the parish and the current grant available. Total cost of scheme would be approximately £2500. The grant available is £1000.

The clerk explained that there is a grant available from the Police and Crime Commissioner of a contribution of up to £1000 per scheme to assist with the launch of up to 70 new Community Speed Watch Schemes over the next two years. The equipment can cost up to £2500. Six or more volunteers are required including a coordinator.

The Chairman invited a member of the public to speak. Mr Driver represented residents from Silver Birch Mews and raised concerns about vehicles speeding on the Petersfield Road at the north of the village. The clerk to email the Speedwatch information to Mr Driver and advertise Speedwatch in the Village Magazine. Councillor Packett suggested that Selborne Parish Council be contacted to enquire if they own their own Speedwatch equipment. Action SB

**12. The Old Church** – to discuss the Schedule of Works and the quote received to complete work. Work includes lime washing the chancel roof, clearing and repairing the French drain, work on South, North and West Wall, repair to Chancel arch wall. The quote for the work totals £17413 + VAT.

The clerk confirmed that only one quote for the work had been obtained at this point and the person providing the quote had been recommended by the architect. She then went on to explain that Chris Young's had compiled a file note in 2008 which gave the history of the Old church and stated that any future expenditure on the maintenance of the Old Church the only power the Parish Council has to do this is under Section 137 of the Local Government Act 1972. This gives an amount per elector in the parish per year which is currently £7.20 and currently there are just over 600 electors which gives an amount of £4334.40. The clerk confirmed that she had also contact Vendy Treagust at HALC to ask her advice and she confirmed that Section 137 would be the relevant power unless the Parish Council has attained the General Power of Competence. So this would give a limit on what can be spent on the Old Church. Councillor D Jerrard pointed out that this limit was what could be spent in total on all items that would come under this power.

A discussion followed regarding possible grants that could be applied for. The clerk confirmed that there is a Historic Building Grant that EHDC give as well as the Hampshire and the Island Historic Churches Trust. The Chairman confirmed that if the clerk is to apply for the grants it would involve more work. An email from Anna Dale-Harris regarding the quote was read out.

Councillor Jerrard confirmed that there were three possible sources for funding, grants, possibly developer's contributions and the precept. Councillor Packett enquired if there was anybody within the Parish that could become a patron.

It was agreed that the clerk would progress getting two more quotes for the work and start applying for grants. Action SB

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

- a) **Playground** – Councillor Cheesman reported that there had been a meeting of the Playground Working Party and quotes had been received for a new zip wire. Quotes had been received and the preferred supplier was GBSport at a cost of approximately £7000. There was some concern from residents about the positioning of the new zip wire and this was still under discussion. The clerk enquired if the Parish Council was happy to apply for Developers Contributions for the cost and all councilors were happy to do this.
- b) **Highways and Public Transport** – Councillor D Rudd reported that the cycleways within the village at the pinch points are overgrown and needed clearing. There is a gas trench in Wolfmere Lane that needs refilling. There are overgrown hedges on the Longmoor Road particularly just past the stables. At the top of the Longmoor Road, at NBK Leisures land the trees are overgrowing the road and there are potholes that need repairing. The verge that was used by SE Water is now bare soil and people are parking on it and it will shortly become a complete mess. There is a bollard missing in the pinch point at the south of the village. The layby beyond the church would benefit from a footpath from it to the lytch gate. The pinchpoint near the Longmoor Road needs posts on the verge to stop people driving on the verge round the pinchpoint. The clerk to report all of the above. Action SB
- c) **Traffic Working Party** – Councillor Packett.
- d) **Footpaths and Bridleway** – Councillor C Rudd and Mrs Booton. Councillor Packett has started compiling a report on the footpaths.
- e) **Tree Warden** – Adam Gibson.
- f) **Greatham Village Hall** – Councillor C Rudd. Councillor C Rudd reported that the village hall was reapplying for planning permission for the allotments due to the change in dimensions. An additional cost is involved.
- g) **Coryton Trust** – Councillors D Jerrard & C Rudd.
- h) **Liss Greatham and Hawkley Friendship Fund.** Councillor S Jerrard confirmed that there is a meeting on 22<sup>nd</sup> October 2014.
- i) **HALC/ EHAPTC** – Councillors D Jerrard & C Rudd. Both councilors were unable to attend the AGM.
- j) **Greatham Allotment Charity** – Councillor S Jerrard.
- k) **Community Forum** – Councillor D Jerrard. An email had been received inviting all parishes to attend the Community Forum meeting on Tuesday 11<sup>th</sup> November at Penns Place. The main topic of the Forum will be focusing on preparation for severe weather. The clerk to find out if this topic will be on the next agenda at the local Community Forum meeting. Action SB
- l) **Eco-Town Standing Conference** – Councillors D and S Jerrard.
- m) **Joint Meeting of SDNPA and HALC** – Councillors D Jerrard and D Rudd. An email had been received regarding Travelers in the SDNP and asking for volunteers to establish a small group of Councillors to join a meeting with executives from SDNP. Councillor D Jerrard volunteered. The clerk to email David Caukill to confirm this. Action SB
- n) **CTCG** – Councillor S Jerrard. Concerns were raised at the last meeting about the number of breakins to sheds. Advice to residents was to record serial numbers of items.
- o) **The Old Church** – Councillor D Rudd.

### 14. Parish Council Finances

- a. **Financial Report** – the clerk presented the current financial report
- b. **Report on Completion of Annual Audit** – certified annual return has been returned with no issues arising or actions to take. The clerk pointed out that there had been a minor issue which

had been pointed out. That was that part of the precept is received as a grant and should be recorded in box 3 and not box 2 of the annual return. Councillor D Jerrard raised the point that a new Internal Auditor needed to be appointed. The clerk to contact Eleanor Green who audits Liphook to enquire if she would be available. Action SB

- c. **To consider a proposal to form a working party to draft the Budget for 2015/2016** – after discussion the Chairman proposed that a working party be formed of the Chairman, Vice-Chairman and Clerk to draft the budget. Councillor D Rudd seconded the proposal. All agreed. The working party to organise a meeting. Action SB/CR/DJ
- d. **To consider a proposal to add Councillor Packett as a signatory on the bank account and to remove Councillor Trodden** – all councillors agreed. The clerk to complete the relevant paperwork. Action SB

- 15. Approval of Payments** – The following payments were proposed by Councillor C Rudd and seconded by Councillor Packett. All councillors agreed. The clerk to make payments. Action SB

Payee	Purpose	Amount
Mrs. Sarah Bettin	Salary 1 <sup>st</sup> September 2014 – 30 <sup>th</sup> September 2014	£433.33
BDO LLP	Auditing the annual return for the year ended 31 March 2014	£120.00
LWB Horticulture	Playground maintenance – September	£146.00
SLCC	Annual Membership	£101.00
	<b>TOTAL PAYMENTS</b>	<b>£800.33</b>

- 16. Correspondence** – to discuss items of correspondence received:

Date	From	Details
No. 1 – 26.08.14	Chris Paterson – Strategy Lead – Communities	South Downs National Park Authority – Parish Council Workshops.
No. 2 – 27.08.14	Liz Banks – Stakeholder Engagement Team	Hampshire Community Resilience Event – 3 <sup>rd</sup> October 2014
No. 3 – 08.09.14	Rachel Webb – Community Transport Project Officer	East Hampshire Passenger Transport Forum – Tuesday 18 <sup>th</sup> November 2014.
No. 4 – 11.09.14	East Hants Citizen Advice Bureau	East Hants CAB District Wide meeting and AGM Friday 10 <sup>th</sup> October 9.30am
No. 5 – 02.10.14	Lisa Papps Democratic Services Asst	EHDC – Parish and Town Councils – Community Forum 11 <sup>th</sup> November 2014 6.30pm
No. 6 – 02.10.14	Wendy Shone EHAPTC	Travellers in the SDNP
No. 7 – 05.10.14	Anna Dale-Harris	St John The Baptist, Greatham, Old Church

No. 1 Councillors D Jerrard and D Rudd to attend – the clerk to forward information and agenda when received. Action SB

No. 3 Councillors D Rudd and Packett to attend. Clerk to forward agenda when received. Action SB

No. 4 Councillor Packett will try to attend.

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

The Chairman reported that a planning application for land at the rear of Kingshott Cottages had been considered but had recently been withdrawn.

The planning application for a house at the stables had been commented on and a plan of the parking provision had been sent through by the applicant. The Parish Council were expecting to receive a report from the consultant. The clerk to contact the applicant to enquire if there is a report and ask for a copy if there is one. Action SB

An email had been received from Karen Dawes introducing the new District Commander Beth Perie. Councillor D Jerrard commented that it was resolved a while ago that it would be looked to see if anything could be done about Fern Farm under the Proceeds of Crime Act. This could give the Parish Council the opportunity to contact Beth Perie regarding this issue. It could be purchased in theory for the benefit of the village, possibly for affordable housing.

The clerk to put this on the next agenda. Action SB

- 18. Minutes of the Parish Council Planning Sub-Committee Meeting on Friday 19<sup>th</sup> September 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.

The minutes were reviewed, approved and signed by the Planning Sub-Committee Chairman.

- 19. Matters arising from the minutes of the Parish Council Planning Sub-Committee Meeting on Friday 19 September 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.

A discussion regarding the minutes had taken place under the report from the planning chairman.

- 20. Date of next meeting.**

The council was reminded that the next Parish Council meeting would be Monday 3<sup>rd</sup> November 2014. A planning meeting will be held on Thursday 23<sup>rd</sup> October 2014.

- 21. Close of meeting**

The council meeting was closed at 9.25pm

## Action List

	Meeting Date / Agenda Item	Who	Action	Status
1.	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
2.	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
3.5.	07.07.14 Item 7 Point 8	DR	Councillor D Rudd to contact the landowner regarding footpath 10.	C/F
4.	07.07.14 Item 17 No.10	SB	The village hall rent to be put in the next budget.	C/F
5.	01.09.14 Item 12 (d)	SB	The clerk to contact council to remove trolley from bridleway.	C/F
6.	01.09.14 Item 12 (o)	DR	Councillor D Rudd to obtain two more quotes for felling silver birch at the Old Church.	C/F
7.	01.09.14 Item 15 No. 8	AC	Councillor Cheesman to provide a copy of his playground inspection training to the clerk. Also to provide inspection reports.	C/F
8.	06.10.14 Item 4	SB	The clerk to check the minutes and bank account regarding transfer of funds to the Old Church.	Open
9.	06.10.14 Item 11	SB	The clerk to email the Speedwatch information to Mr Driver and advertise for volunteers in the Village Magazine.	Open
10.	06.10.14 Item 12	SB	The clerk to progress getting two more quotes for work at Old Church.	Open
11.	06.10.14 Item 12	SB	The clerk to start applying for grants for Old Church.	Open
12.	06.10.14 Item 13 (b)	SB	The clerk to report the following. Cycleways at pinchpoints overgrown and need clearing. Gas trench in Wolfmere Lane needs refilling. Overgrown hedges on Longmoor Road. Longmoor Road, NBK Leisure – trees overgrowing the road and potholes. Bollard missing at pinch point at south of village. See if it is possible to have a footpath put in from layby south of church to lytch gate. Pinch point near the Longmoor Road needs posts on verge to stop people driving on verge to get round.	Open
13.	06.10.14 Item 13 (k)	SB	The clerk to find out if the local Community Forum will have a presentation on severe weather.	Open
14.	06.10.14 Item 13 (m)	SB	The clerk to email David Caukill to confirm Councillor D Jerrard would be happy to be group to meet with SDNP to discuss travellers in SDNP.	Open
15.	06.10.14 Item 14	SB	The clerk to contact Eleanor Green who audits Liphook Parish Council to enquire if she would be available to carry out internal audit.	Open
16.	06.10.14 Item 14	SB	The Chairman, Vice-Chairman and Clerk to form a working party to draft the 2015/16 budget and report back at next meeting.	Open

17.	06.10.14 Item 14	SB	The clerk to complete necessary paperwork to add Councillor Packett as a signatory and present at next meeting.	Open
18.	06.10.14 Item 15	SB	The clerk to make payments.	Open
19.	06.10.14 Item 16 No. 1	SB	Councillors D Jerrard and D Rudd to attend SDNPA Workshop – the clerk to forward information and agenda when received.	Open
20.	06.10.14 Item 16 No. 3	SB	Councillors D Rudd and Packett to attend East hants Passenger Transport Forum – the clerk to forward agenda when received.	Open
21.	06.1014 Item 17	SB	Planning application at The Stables. The clerk to contact the applicant to enquire if there is a report and ask for a copy if there is one.	Open
22.	06.10.14 Item 17	SB	The clerk to put contacting the new District Commander about Proceeds of Crime Act and the land at Fern Farm on the next agenda.	Open