

Greatham Parish Council

Minutes of the Parish Council meeting held at Greatham Village Hall on Monday 3rd November 2014 at 8.00pm

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

There were 8 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 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.

A member of the public commented that it was nice to see the village hall clock wound up and working!

A member of the public enquired why the meeting had started later. The Chairman confirmed that Councillor D Jerrard had had a meeting at another parish and the later time was to enable him to attend both meetings.

5. Minutes of the Parish Council Meeting on Monday 6th October 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 6th October 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.	7.10.13 Item 13f	CR	Cllr C Rudd to follow up decision on moving the phone box at next Village Hall Committee meeting.	Closed
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.	Closed
4.	07.07.14 Item 17 No.10	SB	The village hall rent to be put in the next budget.	Closed
5.	01.09.14 Item 12 (d)	SB	The clerk to contact council to remove trolley from bridleway.	Closed
6.	01.09.14 Item 12 (o)	DR	Councillor D Rudd to obtain two more quotes for felling silver birch at the Old Church.	Closed
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.	Closed
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.	Closed
10.	06.10.14 Item 12	SB	The clerk to progress getting two more quotes for work at Old Church.	C/F
11.	06.10.14 Item 12	SB	The clerk to start applying for grants for Old Church.	C/F
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.	Closed
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.	Closed
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.	Closed
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.	Closed
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.	Closed

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.	Closed
18.	06.10.14 Item 15	SB	The clerk to make payments.	Closed
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.	Closed
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.	Closed
21.	06.10.14 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.	Closed
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.	C/F

Item 1. The clerk to research renovating and moving the phone box and installing a defibrillator. To report back at the next meeting. Action SB

Item 8. The clerk reported that £10,000 was transferred to the Old Church account on 17/10/2007 to aid a grant application to English Heritage. The funds were transferred back to the Parish Council Reserve Account on 30/01/2009.

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

The County Councillor reported on the latest unemployment figures. Hampshire has the third lowest grant per head. The salt stocks have been increased to 25,000 tonnes this year. The transport consultation has now been assessed and the Petersfield/Bordon 73 service will be discontinued. The full report is filed with these minutes.

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

There was no report. The Chairman commented that she was disappointed that the District Councillor would not be laying a wreath at the memorial service.

10. Speedwatch Scheme – update on volunteers.

The clerk confirmed that there are six volunteers so far. After discussion it was decided that a minimum of 12 volunteers would be needed to progress successfully. One of the volunteers suggested that a leaflet drop throughout the village would be beneficial to attract volunteers. It was agreed that the purchase of the speedwatch equipment should be put on the next agenda. The clerk to apply for the grant. Action SB

11. The Old Church – to consider proposals from the Old Church Sub-committee:

- a. To accept quote for felling the Silver Birch tree – cost £295, chipping brushwood into a pile and stacking logs at base of tree or £375, as above and to remove all chippings and logs. After discussion Councillor Cheesman proposed and Councillor S Jerrard seconded that the £295 quote be accepted. All agreed. The clerk to action. Action SB
- b. To order a sign for the grounds of the Old Church – cost £101.65 – sign to read “Ancient C13th Church of St John the Baptist”. After discussion Councillor S Jerrard proposed and Councillor Packett seconded that the sign be ordered. The clerk to action Action SB

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

- a) **Playground** – Councillor Cheesman reported that there is a problem with dog fouling generally around the village hall. The clerk to email the village hall committee to bring this to their attention. Action SB
- b) **Highways and Public Transport** – Councillor D Rudd reported that people have been double parking on the Longmoor Road. Parents dropping their children off at school have not been using the allocated parking and there have been vehicles parked outside the village hall on the brow of the hill and verge. The clerk to write to the school to ask them to remind the parents of the allocated spaces at the church, pub and Eurotec. At the same time to request that parents do not park on the verge near the southern most pinch point. Action SB
Horseboxes have been parking on the Longmoor Road which have caused problems for the buses to pass. The clerk to write to the stables asking that any horseboxes park within the stables grounds. Action SB
- c) **Traffic Working Party** – Councillor Packett.
- d) **Footpaths and Bridleway** – Councillor C Rudd and Mrs Booton. Councillor Packett reported that there is a fallen tree on footpath 36 – the clerk has reported this. Councillor Cheesman reported that there have been horses riding up a footpath that leads from the Longmoor Road onto the army land. The clerk to contact the MOD to report this. Action SB
Councillor Packett reported that there is a fallen tree down on footpath 5. The clerk to report this. Action SB
- e) **Tree Warden** – Adam Gibson.
- f) **Greatham Village Hall** – Councillor C Rudd. Councillor C Rudd reported that the village hall had reapplied 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. A meeting is being held in the near future.
- h) **Liss Greatham and Hawkley Friendship Fund**. Councillor S Jerrard reported that following the meeting in October the Fund is going to try and raise awareness to local residents.
- i) **HALC/ EHAPTC** – Councillors D Jerrard & C Rudd.
- j) **Greatham Allotment Charity** – Councillor S Jerrard.
- k) **Community Forum** – Councillor D Jerrard. Councillor Packett had attended the most recent meeting and reported that there was nothing discussed regarding Greatham. The clerk reminded councillors of the Petersfield Forum being held on 11th November 2014.
- l) **Eco-Town Standing Conference** – Councillors D and S Jerrard.
- m) **Joint Meeting of SDNPA and HALC** – Councillors D Jerrard and D Rudd. Councillor D Jerrard will be attending the meeting on 12th November in Meonstoke. The meeting is about planning in the SDNP and the Local Plan. He reported that the SDNP Local Plan will not be complete until 2018. EHDC's Joint Core Strategy will be brought into effect in April 2015. Because Greatham does not have a housing allocation it is not necessary to develop a Neighbourhood plan.
- n) **CTCG** – Councillor S Jerrard.
- o) **The Old Church** – Councillor D Rudd reported that the sub-committee were concerned about the state of the Old Church. Councillor Packett enquired about the French drain. Councillor D Rudd confirmed that it needed to be checked to see if it was working. There will be a Carol Concert with mince pies and mulled wine on 6th December 2014.

13. Parish Council Finances

- a. **Financial Report** – the clerk presented the current financial report.
- b. **Draft Budget** – to present to the council the draft budget
The clerk presented the draft budget, a copy of which is filed with these minutes and brought to the attention of the council the internal auditors advice that he considered a reasonable amount to hold as general reserves for working capital and against contingencies would be equivalent to

the Council's annual recurring expenditure. Expenditure in 2012/13 was £21,000, in 2013/14 was £18,500 and for the current year was expected to be £14,500. The draft budget spending for 2015/16 amounts to nearly £20,000. Councillor Packett queried why there was not a larger amount in the budget for work on the Old Church. A discussion followed regarding funding and grants for the Old Church. Councillor Packett pointed out that the Parish Council may have to match funds received from grants. Councillor D Jerrard suggested that all Councillors put forward proposals for the budget for discussion at the next meeting.

- c. **To sign relevant paperwork to add Councillor Packett as a signatory on the bank account.** There were two forms to complete, one of which Councillor Packett took away to complete to return to the clerk. **Action EP**

With regard to the bank mandate form it was resolved that the signing rules in the current mandate, for the accounts detailed in section 2, be replaced in accordance with section 4. Additionally the authorised signatories in the current mandate, for the accounts detailed in section 2, be changed in accordance with sections 5 and 6 and the current mandate will continue as amended.

- d. **Internal Auditor** – to consider the quote received of £185 per annum from Eleanor Greene to complete the Internal Audit. After discussion Councillor S Jerrard proposed and Councillor Cheesman seconded that Eleanor Green be engaged to complete the annual internal audit. The Chairman signed the letter of engagement. The clerk to action. **Action SB**

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

Payee	Purpose	Amount
Mrs. Sarah Bettin	Salary 1 st October 2014 – 30 th October 2014	£433.33
LWB Horticulture	Playground maintenance – October	£18.00
Royal British Legion	Remembrance Wreath	£18.00
	TOTAL PAYMENTS	£469.33

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

Date	From	Details
No. 1 – 27.10.14	Keith Foster Temporary Traffic Orders	Temporary Road Closures East Hants
No. 2 – 27.10.14	Steve Neat	Greatham – additional layby near school. Implementation to be in February 2015.
No. 3 – 01.09.14	Damian Hind	Rights that exist to declare your local pub an “asset of community value”.
No. 4 –	Profs. John & Stoker	Parish Councillor Recruitment Project 2015
No. 5 –	Rev. B Woodage	Maintenance/Upkeep of Churchyard

No. 2 Councillor Packett enquired had there been any update regarding the Parish Council's proposal for parking outside Woodland Cottages. There has been none. The clerk to follow up. **Action SB**

No. 5 The payment to the church to be put on the next agenda. **Action SB**

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

There was no report.

17. Date of next meeting.

The council was reminded that the next Parish Council meeting would be Monday 1st December 2014. A planning meeting will be held on Thursday 20th November 2014 (if applications were received).

18. Close of meeting

The council meeting was closed at 9.30pm

Action List

	Meeting Date / Agenda Item	Who	Action	Status
1.	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
2.	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
3.	06.10.14 Item 12	SB	The clerk to progress getting two more quotes for work at Old Church.	C/F
4.	06.10.14 Item 12	SB	The clerk to start applying for grants for Old Church.	C/F
5.	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.	C/F
6.	03.11.14 Item 7, Item 1	SB	The clerk to research renovating and moving the phone box and installing a defibrillator. To report back at next meeting.	Open
7.	03.11.14 Item 10	SB	Purchase of Speedwatch equipment to be put on the next agenda. The clerk to apply for the grant.	Open
8.	03.11.14 Item 11	SB	The clerk to action the felling of the silver birch and the purchase of the sign at the Old Church.	Open
9.	03.11.14 Item 12 a	SB	The clerk to email the village hall committee to bring to their attention the issue of dog fouling in the village hall grounds.	Open
10.	03.11.14 Item 12 b	SB	The clerk to email the school to ask them to remind parents to use allocated parking and to not park on the verge near the southern most pinch point.	Open
11.	03.11.14 Item 12 b	SB	The clerk to email the stables asking that any horseboxes park within the stable grounds.	Open
12.	03.11.14 item 12 d	SB	The clerk to contact the MOD to report horses using the footpath leading from the Longmoor Road.	Open
13.	03.11.14 Item 12 d	SB	The clerk to report a fallen tree on footpath 5	Open
14.	03.11.14 Item 13 c	EP	To complete NatWest form and return to the clerk	Open
15.	03.11.14 Item 13 d	SB	The clerk to contact Eleanor Green to confirm engagement as Internal Auditor	Open
16.	03.11.14 Item 14	SB	The clerk to make payments.	Open
17.	03.11.14 Item 15 No 2	SB	The clerk to follow up on proposal for parking outside Woodland Cottages with Ian Janes.	Open
18.	03.11.14 Item 15 No 5	SB	The clerk to put the payment to the church on the next agenda.	Open