

Greatham Parish Council

Minutes of the Annual General Meeting held at Greatham Village Hall on Monday 18th May 2015 at 7.30pm

Present Chairman C Rudd, Councillors A Cheesman, S Jerrard, E Packett, T Whelan, S Regan, Mrs Sarah Bettin (Council Clerk)

15 members of the public were also present.

The clerk announced that item 5 and item 9 had already been dealt with before the meeting. She pointed out the fire exits, asked everybody to turn off their mobile phones and sign in, explained public question time and informed the public that the meeting was being recorded. The clerk then introduced the first item of business.

1. Election of Chairman to the Parish Council for 2015/2016

The first item of business was introduced, to elect a Chairman. Councillor Jerrard proposed Councillor C Rudd for Chair, and Councillor Cheesman 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 2015/16

The newly elected Chairman asked for any proposals for Vice Chair. Councillor Whelan proposed Councillor Regan. Councillor Jerrard proposed Councillor Packett and Councillor Cheesman seconded the proposal. All councillors voted for Councillor Packett.

4. Declaration of acceptance of Office.

Councillor Packett accepted the office and signed the declaration of acceptance in front of the Proper Office of the Council (The Clerk).

5. Parish councillors Declaration of Office – for all Parish Councillors to sign a declaration of acceptance of office before the proper officer of the council.

All councillors had signed their declarations before the meeting.

6. Chairman's Announcements

The announcements had been made at the beginning of the meeting.

7. Apologies for Absence

The council had received apologies from District Councillor Judy Onslow.

8. Declarations of Interest

There were no declarations of interest.

9. Electronic Delivery of Summonses for Meetings – for all Parish Councillors to sign a consent form to receive summons to attend meetings via email

All councillors had signed the consent form before the meeting.

10. Completion of ‘Register of Interest’ Forms – each councillor to complete a register of interest form.

The Chairman reminded councillors that had not completed their forms that these needed to be completed and returned to the clerk on or before the next meeting.

11. Election of members of Sub Committees – to elect councillors to form the subcommittees of the Parish Council.

(a) **Planning** - All current members of the Planning Subcommittee i.e. Councillors A Cheesman, D Rudd and E Packett were happy to remain. Councillor S Regan also offered to stand. All councillors agreed. Councillor Whelan proposed and Councillor C Rudd seconded Councillor Packett as Chairman. All councillors agreed.

(b) **Old Church** – Councillor D Rudd had volunteered to continue. Councillor Whelan also offered to stand. A vote followed with Councillors Jerrard, Cheesman and C Rudd voting for Councillor D Rudd and Councillors Packett, Regan and D Rudd voting for Councillor Whelan. After discussion it was agreed that both councillors would stand. 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.

12. Election of Representatives to existing Organisations, Outside Bodies, Working Parties, and Groups.

The Chairman went through the organisations as listed in the agenda.

- a) **Playground** – Cllr A Cheesman. All agreed.
It was agreed to combine Highways and Public Transport with the Traffic Working Party
- b) **Highways and Public Transport** – Cllr D Rudd, Packett and Regan. All agreed
- c) **Traffic Working Party** – Cllr D Rudd, Packett and Regan. All agreed
- d) **Footpaths and Bridleways** – Cllr Packett and S Booton. All agreed.
- e) **Tree Warden** – Adam Gibson. All agreed. Anna Dale-Harris also volunteered to be a tree warden. All agreed.
- f) **Greatham Village Hall** – Cllr C Rudd. All agreed.
- g) **Coryton Trust** – Cllr Jerrard, Cllr C Rudd. All agreed.
- h) **Liss, Greatham, Hawkley Friendship Fund** – Cllr Jerrard. All agreed.
- i) **HALC/EHAPTC** – Cllr C Rudd and Regan. All agreed.
- j) **Greatham Allotment Charity** – This item was adjourned to allow the clerk to check when the trustees terms are up.
- k) **Community Forum** – This item was adjourned.
- l) **Eco- Town Standing Conference** – This no longer exists.
- m) **Joint meeting of SDNPA and HALC** – Cllr D Rudd and Regan. All agreed.
- n) **CTCG** – Cllr Jerrard. All agreed.

13. 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 the meaning of the abbreviations of HALC, EHAPTC and CTCG. HALC stands for Hampshire Association of Local Councils, EHAPTC stands for East Hampshire Association of Parish and Town Councils. CTCG stands for Community Tasking and Co-ordinating Group.

A parishioner asked for assurance that the points raised by the public at the APM will be discussed by the Parish Council. The Chairman confirmed that they will be discussed at the June meeting.

A parishioner asked about the website and commented that they felt the tone of it was very negative and the photos needed updating. A lot of the information is out of date. The clerk asked for volunteers to help her update the website and several came forward. The clerk to arrange a meeting to progress updating the website. Action SB

A parishioner asked about the street lights that have been on 24 hours a day for at least 6 weeks. The clerk confirmed that she had reported this and the parishioner had also. The County Councillor confirmed he would enquire why this is happening. The clerk to email the numbers of the street lights that are affected. Action SB

A parishioner asked if the A3 would be resurfaced between the Ham Barn roundabout and Griggs Green and if so if it would be done in quiet tarmac. The County Councillor reported that he had spoken to Highways and he understood that it would be resurfaced this year subject to funding. A parishioner queried this as she understood from the website that the A3 will only be resurfaced up to the Ham Barn roundabout. Highways are not responsible for the Woolmer link road but it was resurfaced last year. The County Councillor said he would enquire whether quiet tarmac could be used when the Selborne Road is resurfaced.

A parishioner enquired if there was any update on the Toll House Corner. The County Councillor confirmed he would find out.

14. Minutes of the Parish Council meeting on Monday 13th April 2015

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

15. Matters arising from the minutes of the Parish Council meeting on Monday 13th April 2015

Councillor Whelan queried the outstanding action for Councillor D Jerrard. Councillor S Jerrard confirmed that he was happy to still complete this action and would send an update to the next meeting.

16. Review of action log – the action log was reviewed with the following updates.

	Meeting Date / Agenda Item	Who	Action	Status
1.	06.10.14 Item 12	SB	The clerk to start applying for grants for Old Church.	Ongoing

2.	01.12.14 Item 7 No. 5	DJ	Cllr D Jerrard to contact the Crime Commissioner and the CPS regarding the land at Fern Farm	C/F
3.	01.12.14 Item 17e	SB	The clerk to contact the landowner on the northern side of the Longmoor Road to ask them to cut back and maintain the trees.	C/F
4.	02.03.15 Item 15 b	SB	The clerk to report the damaged pavement on the Longmoor Road	Closed
5.	02.03.15 Item 15 d	DR/SB	Councillor D Rudd and the clerk to make a site visit to the bridleway and fields nearby regarding who the landowners are. The clerk to write to the landowners to ask them to maintain the ditches.	Closed Closed
6.	13.04.15 Item 10	SB	The clerk to contact GBSport & Leisure to confirm their quote has been accepted and to schedule in the work.	Closed
7.	13.04.15 Item 11	SB	The clerk to action the necessary admin and paperwork to implement the Protocol	Closed
8.	13.04.15 Item 12 d	SB	The clerk to report the stiles that need repairing.	C/F
9.	13.04.15 Item 12 d	SB	The clerk to contact the landowner regarding crop clearing footpath 3	C/F
10.	13.04.15 Item 12 l	SB	The clerk to research whether the Eco-Town Standing Conference still exists.	Closed
11.	13.04.15 Item 14	SB	The clerk to make payments.	Closed
12.	13.04.15 Item 15 No. 1	SB	The clerk to research the workplace pension requirements and report back.	C/F
13.	13.04.15 Item 15 No. 4	SB	The clerk to respond to the rural broadband provision survey	Closed
14.	13.04.15 Item 15 No. 7	SB	The clerk to forward Mr Sellers email to the County Councillor	Closed
15.	13.04.15 Item 16	SB	The clerk to complete the application form to register the pub as an asset of community value.	C/F
16.	13.04.15 Item 16	SB	The clerk to write to the pub landlord and landlady with a message of goodwill and support.	Closed
17.	13.04.15 Item 21	SB	The clerk to draft a letter to change the standing order for the clerk's salary to reflect the increase in hourly rate.	Closed

Item 5 Councillor D Rudd reported that the ditches that abut the bridleway need clearing. The ditches surrounding the fields and the river would benefit from clearing but it would be a huge task. Mrs Booton confirmed that the Shipwrights Way will be using the bridleway and some work to improve the surface would be part of this.

A parishioner enquired whether drainage would be put in for the zip wire. It had been agreed to install the zip wire first and if drainage is necessary it will be possible to install around the installation.

17. Report of County Councillor

The County Councillor reported that the statistical department that is responsible for forecasting the change of population in the County is noted for its accurate forecasting. Because of its accuracy it has been given the contract to supply all the figures for Bristol. The current population of Hampshire

is 1.33 million. He also reported the unemployment figures and work completed by Highways in March. The full report is filed with these minutes.

A Parisioner enquired when the superfast broadband would be installed in the village. The County Councillor confirmed he would find out more information.

18. Report of District Councillor

There was no report.

19. Parish Council Finances – to present the current position of the Parish Council’s finances

The clerk reported that bank statements had not been received at the beginning of May so she had compiled the financial statement from the payments and receipts that had been confirmed. The current and reserve account balance was £28952.12. The Old Church account balance was £1648.40. The clerk also reported on her enquiries regarding purchasing chairs for the Village Hall. If the Parish Council purchase the chairs and the invoice is to the Parish Council then the VAT can be claimed back. The Chairman thanked Mrs Cheesman for this suggestion.

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 2015	£433.33
Greatham Village Hall	Payment of Football Pitch Grant	£700.00
Viking Direct	Stationery	£55.82
LWB Horticulture	Playground Maintenance – April 2015	£93.00
Mrs S Bettin	Clerk’s Expenses	£20.29
	TOTAL PAYMENTS	£1302.44

Councillor Cheesman proposed the payments be made, Councillor D Rudd seconded the proposal, and all agreed. Action SB

21. Correspondence – To discuss items of correspondence received:

Date	From	Details
No. 1 – 04.05.15	Sir J Dunt, Chairman Liss NPSG	Liss Neighbourhood Plan
No. 2 – 05.05.15	Mark Webb Planning Comm Officer	Parish an Town Council Training – Planning 2015
No. 3 – 06.05.15	Joann Utting Community Safety Officer	CTCG Membership Review May 2015
No. 4 – 08.05.15	Susan Ramage	South Downs NPA Elections
No. 5 – 06.05.15	Stephen Sellers	Woolmer road traffic/Bordon increased housing
No. 6 – 14.05.15	Dr L Smiley	Traffic Issues on Forest Road
No. 7 – 13.05.15	Stuart Tripp Longmoor NPT	Invitation to meet Longmoor Neighbourhood Policing Team

- No. 1 Clerk to confirm Councillor S Regan is point of contact. Action SB
- No. 2 Clerk to book Councillors D Rudd, Packett and Regan onto planning training Action SB
- No. 5 Clerk to email Mr Sellers with an update Action SB
- No. 6 Clerk to email letter to County Councillor to ask for his assistance. Action SB

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

- a) **Playground** – Councillor A Cheesman thanked all the Councillors who helped at the working party recently
- b) **Highways and Public Transport** – Councillor D Rudd
- c) **Traffic Working Party** – Councillor Packett
- d) **Footpaths and Bridleways** – Councillor C Rudd. A discussion regarding horses riding on footpaths within the village followed.
- e) **Tree Warden** – Adam Gibson.
- f) **Greatham Village Hall** – Councillor C Rudd. The Chairman of the Village Hall Trustees reported that an architect is producing a masterplan for the hall. Substantial funds will need to be raised and the village will be consulted.
- g) **Coryton Trust** – Councillors D Jerrard & C Rudd
- h) **Liss Greatham and Hawkley Friendship Fund** – Councillors S Jerrard & D Rudd. Next meeting is on 10th June 2015.
- i) **HALC/ EHAPTC** – Councillors D Jerrard & C Rudd
- j) **Greatham Allotment Charity** – Councillor S Jerrard.
- k) **Community Forum** – Councillor D Jerrard
- l) **Eco-Town Standing Conference** – Councillor D Jerrard/Councillor S Jerrard. This no longer exists.
- 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.
- o) **Old Church** – Councillor D Rudd

23. Minutes of the Parish Council planning meeting on Wednesday 6th May 2015 – 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 Packett updated the meeting on the planning meeting. The minutes were approved and signed.

24. Matters arising from the minutes of the Parish Council planning meeting on Wednesday 6th May 2015 – 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.

25. Date of next meeting

The Chairman reminded the councillors that the next Parish Council meeting will be Monday 1st June 2015 and if there is a planning meeting it will be Thursday 28th May 2015.

26. Close of meeting

The meeting was closed at 9.06pm

Action Log

Meeting Date / Agenda Item	Who	Action	Status
06.10.14 Item 12	SB	The clerk to start applying for grants for Old Church.	Ongoing
01.12.14 Item 7 No. 5	DJ	ClIr D Jerrard to contact the Crime Commissioner and the CPS regarding the land at Fern Farm	C/F
01.12.14 Item 17e	SB	The clerk to contact the landowner on the northern side of the Longmoor Road to ask them to cut back and maintain the trees.	C/F
13.04.15 Item 10	SB	The clerk to contact GBSport & Leisure to confirm their quote has been accepted and to schedule in the work.	C/F
13.04.15 Item 12 d	SB	The clerk to report the stiles that need repairing.	C/F
13.04.15 Item 12 d	SB	The clerk to contact the landowner regarding crop clearing footpath 3	C/F
13.04.15 Item 15 No. 1	SB	The clerk to research the workplace pension requirements and report back.	C/F
13.04.15 Item 16	SB	The clerk to complete the application form to register the pub as an asset of community value.	C/F
18.04.15 Item 13	SB	The clerk to arrange a meeting to progress updating the website.	Open
18.04.15 Item 13	SB	The clerk to email the County Councillor with the numbers of the faulty street lights.	Open
18.04.15 Item 20	SB	Clerk to make payments.	Open
18.04.15 Item 21 No.1	SB	Clerk to confirm Councillor Regan is point of contact for Liss Neighbourhood Plan	Open
18.04.15 Item 21 No.2	SB	Clerk to book Councillors D Rudd, Packett and Regan onto planning training.	Open
18.04.15 Item 21 No.5	SB	Clerk to email Mr Sellers with an update,	Open
18.04.15 Item 21 No.6	SB	Clerk to email Dr Smiley's letter to the County Councillor and ask for his assistance.	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, Public Transport & Traffic	D Rudd, E Packett, S Regan
Footpaths and Bridleways	E Packett and S Booton
Tree Warden	Adam Gibson & Anna Dale-Harris
Greatham Village Hall	C Rudd
Coryton Trust	S Jerrard, C Rudd
Liss, Greatham, Hawkley Friendship Fund	S Jerrard
HALC/ EHAPTC	C Rudd, S Regan
Greatham Allotment Charity	S Jerrard
Community Forum	To be confirmed
Joint meeting of SDNPA and HALC	D Rudd, S Regan
CTCG	S Jerrard