

Greatham Parish Council

Minutes of the Parish Council meeting held at Greatham Village Hall on Monday 2nd November 2015 at 7.30pm

Present Chairman C Rudd, Councillors, Cheesman, Packett, D Rudd, Jerrard and Whelan, Mrs S Bettin (the clerk), Ms S Spence (the clerk)

11 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 and Councillor Regan.

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 parishioner asked what action the Parish Council was going to take regarding the Fern Farm planning application. The Planning Chairman confirmed that the planning application would be discussed at the next planning meeting on 19th November.

5. Minutes of the Parish Council Meeting on Monday 5th October 2015

The minutes were reviewed and accepted as a true and accurate record of the meeting, proposed by Councillor Cheesman and seconded by Councillor Whelan, all agreed and they were signed by the Chairman.

6. Matters arising from the Parish Council Meeting on Monday 5th October 2015

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.	06.10.14 Item 12	SB	The clerk to start applying for grants for Old Church.	Ongoing

2.	01.06.15 Item 4	SB	The clerk to write to the owner of the land alongside the footpath at Todmore to ask them to clear the ditch.	Closed
3.	01.06.15 Item 19d	SB	The clerk to circulate the bank mandates for signature by Cllrs Packett, Whelan and Regan.	Closed
4.	01.06.15 Item 21 No.1	SR	Cllr Regan to research on the consultation on future affiliation to NALC and circulate the information to the other councillors.	C/F
5.	06.07.15 Item 6	SR	Website development.	C/F
6.	06.07.15 Item 11	CR	Cllr C Rudd to raise the condition of the basketball court at the Village Hall AGM.	Closed
7.	06.07.15 Item 16h	All	All councillors to email feedback to Cllr Regan regarding the Parish Charter. Cllr Regan to submit feedback.	C/F
8.	06.07.15 Item 19	SB	The clerk to look at the Small Grants Scheme application process in relation to possible signs for the Old Church.	Closed
9.	07.09.15 Item 13	SB	The clerk to find the previous draft Neighbourhood Plan and circulate to all councillors.	Closed
10.	07.09.15 Item 14	AC	Councillor Cheesman to produce a specification for the playground maintenance.	C/F
11.	07.09.15 Item 14	SB	The clerk to obtain re-quotes for the playground maintenance.	C/F
12.	07.09.15 Item 16c	SB	The clerk to put advert in Village Magazine for people to pick up after their dogs.	Closed
13.	07.09.15 Item 16m	SB	The clerk to research brown signs for the Old Church	Closed
14.	07.09.15 Item 20	SB	The clerk to contact Susan Ramage to find out if information from the annual conference will be disseminated.	Closed
15.	05.10.15 Item 4	SB	The clerk to research extending the parking layby in Bakers Field	C/F
16.	05.10.15 Item 4	SB	The clerk to research the possibility of getting additional litter bins in Bakers Field and throughout the village.	C/F
17.	05.10.15 Item 7	SB	The clerk to include a survey in the next Newsletter regarding the pub and registering it as a community asset,	C/F
18.	05.10.15 Item 13	SB	The clerk to speak to Paul Larner regarding managing the domain and getting individual email addresses. To also talk to Andrew Crick and report back at the next meeting.	Closed
19.	05.10.15 Item 14 b	SJ	Cllr Jerrard to report the parking issues in Hopeswood and on the Longmoor Road at the next CTCG meeting.	Closed
20.	05.10.15 Item 14 c	SB	The clerk to write to Mr Redman to thank him for putting the fence up on footpath 10	Closed
21.	05.10.15 Item 14d	SB	The clerk to research who is responsible for pruning the Millennium Oak and replacing the protective stumps around the base of some trees.	Closed
22.	05.10.15 Item 14 o	SB	The clerk to include reporting back on the village survey on the next agenda.	C/F

23.	05.10.15 Item 15	SB	The clerk to arrange a budget meeting with Cllrs C Rudd and Whelan.	Closed
24.	05.10.15 Item 16	SB	The clerk to make the payments.	Closed

- 8. Appointment of Parish Council Clerk** – to hear a report from the councillors who have conducted the recruitment process to identify a new clerk for the Parish Council and consider the appointment of the recommended candidate as the new clerk to the Parish Council

The Chairman reported that a working party had interviewed several candidates and most of the councillors had met the selected candidate. The Chairman introduced Ms Spence, and welcomed her as the new clerk and she joined the meeting.

9. Report of the County Councillor

The County Councillor reported on the County Councils target to reduce carbon emissions by 20% over 5 years. The total savings to date are 22.8% which has reduced energy costs by £2.7m. Figures have recently been published for the Registration Department for Hampshire. The Registration Service has been given extra responsibility to work with other agencies to prevent fraud. From October to April all of Hampshire's 51 salting vehicles are on standby and road conditions are continually monitored. The County Library Service is currently undergoing a review of its services with Petersfield Library being one of only eleven Tier 1 libraries in the County. There will be no reduction in the hours of any library, though operating costs will be reduced by the withdrawal of poorly used collections.

Councillor Packet asked if the number of juvenile refugees in the county had increased and the County Councillor confirmed it had.

Councillor Whelan asked about the superfast broadband. The County Councillor confirmed that Greatham would not be reached in the current funding envelope.

The full report is filed with these minutes.

10. Report of District Councillor

There was no report.

- 11. Greatham Parish Council Website, domain and email addresses** – to consider a proposal to transfer the domain to a 1and1 account in the name of the Parish Council and to set up individual email addresses for each councillor.

Further to discussion with Paul Larner and Andrew Crick, the proposal was to create a new account in the Parish Council's name and move the domain to this account. The monthly cost from 1&1 would be £1.99, providing up to 20 separate email addresses. Additionally there would be a charge of £3.49 per year for the domain. The clerk would pay for this and claim it as expenses. Paul Larner would manage the set up and transfer process at a cost of £25 per hour with a time frame of two hours to complete the transfer. Councillor Cheesman proposed and Councillor Jerrard seconded the proposal. All agreed. The clerk to contact Paul Larner to begin the transfer. **Action SS**

- 12. GVEC Greatham Street Party** – to consider a request from GVEC for a grant of £1000 towards a street party to be held on 12th June 2016.

An email proposal had been received from Jane MacDonald, Chairman of GVEC. The proposal is to hold a Street Party in the village in 2016 to celebrate the Queen's 90th Birthday. GVEC has requested financial support from the Parish Council in the form of a £1,000 grant towards the event. All were in favour with the proviso that any profit generated by the event be returned to the Parish Council. Councillor Packett proposed and Councillor Jerrard seconded. All agreed.

13. Greatham Allotment Charity – to approve and sign the Annual Return and Accounts.

Mr Don Jerrard pointed out that the accounts needed to be signed at a meeting of the Allotment Charity. It was agreed that as all trustees were present that this would be held immediately after the Parish Council meeting.

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

- a) **Playground** – Cllr Cheesman reported that the ground underneath the zip wire may need drainage. Additionally if possible one of the poles should be raised to cope with heavier children/adults. The clerk to contact GBSport & Leisure to find out if this is possible. **Action SS**
- b) **Highways, Public Transport and Traffic** – Cllrs D Rudd, Packett and Regan.
- c) **Footpaths and Bridleway** – Cllr Packett and Mrs Booton. It was noted that the footpath from the Petersfield Road to Todmore still needs to be cleared.
- d) **Tree Warden** – Adam Gibson and Anna Dale-Harris. Anna Dale-Harris reported that she had been advised by EHDC that the wooden stakes around the trees which protect them from strimmer damage would not be replaced by the council.
- e) **Greatham Village Hall** – Cllr C Rudd reported that the village hall does not intend to replace the basketball hoop. The clerk to inform Nick Adams to not inspect the basketball court next year as part of his inspection. **Action SS**
- f) **Coryton Trust** – Cllrs Jerrard and C Rudd.
- g) **Liss Greatham and Hawkley Friendship Fund** – Cllr Jerrard had attended the last meeting and it had been noted that Greatham was not going to make a donation to the fund. After discussion it was decided not to alter this decision. The next meeting will be in January 2016
- h) **HALC/ EHAPTC** – Cllrs C Rudd & Regan. There was no update.
- i) **Greatham Allotment Charity** – Cllr Jerrard. There was no update
- j) **Community Forum** – Cllr Jerrard noted that Alton Police Station was to be closed.
- k) **Joint Meeting of SDNPA and HALC** – Cllrs D Rudd & Regan. There was no update.
- l) **CTCG** – Cllr Jerrard. PCSO Wade Hicks represents the Bordon area and he is to visit all Parish Councils in the locality. It was suggested that he be invited to the next meeting. **Action SJ**
- m) **The Old Church** – Cllrs D Rudd & Whelan. The Old Church sub-committee had met on 19th October and there was a site meeting with SPAB on 29th October. Johnny Garlick (SPAB technical advisor) visited the Old Church and was very enthusiastic about the building. An application has been submitted for the SPAB working party to be held at the Old Church in July 2016. There are several other sites that have also applied. Anne Ballard was thanked for hosting the ploughman's lunch, the next fundraiser will be the carol concert with mulled wine and mince pies on 5th December. It has been advised that tarpaulins should not be put over the walls during the winter as they will do more harm than good.
- n) **Lengthsman Scheme** – All Councillors. The clerk advised that only one item of work had been completed to date. The Parish has 50 allocated man hours which need to be used before the end of March 2016. The clerk has asked the lead parish for an update on when the outstanding work will be completed and how many hours will then be left. The clerk to follow this up and report back at the next meeting. **Action SS**
- o) **Parish Communications** – All Councillors. Councillor Whelan reported on an EDHC email with a link. The clerk to put this information in the next Newsletter. **Action SB**

- p) **Speedwatch** – to appoint a representative. Councillor Packett was appointed as the representative. A member of the Speedwatch volunteers group attended the meeting and expressed frustration at the pace of developments. Councillor Packett advised that the co-ordinator, Jim Smith was largely working alone and had spent a lot of time preparing and researching for the scheme. It is his intention to contact all volunteers in the next week to organize a rota to start at the beginning of December.

15. Parish Council Finances

- a. **Financial Report** – the clerk presented the current financial report. The current account balance was £50.00 with £133.00 of undrawn cheques. The reserve account balance was £22,963.68. The Old Church account balance was £5,415.79.
- b. **Draft Budget** – to present to the council the draft budget. The clerk presented the draft budget which was approved by all.

- 16. Approval of Payments** – The following payments were authorised. Cllr Cheesman proposed and Cllr Whelan seconded, all agreed. The clerk to make the payments. Action SB

Payee	Purpose	Amount	VAT Amnt
Mrs. Sarah Bettin	Salary 1 st October 2015 – 31 st October 2015	£476.67	£0
P Beenham	Grass cutting at the playground	£15.00	£0
GB Sport & Leisure	Grass matting replacement in playground	£974.40	£162.40
HALC	Pension Workshop	£60	£10
The Royal British Legion	Remembrance Wreath	£17.00	£0
TOTAL PAYMENTS		£1543.07	£172.40

The clerk advised that she would send an update out to all councillors following the Pensions Workshop. Action SB

Mr Jerrard, Cllr from Bramshott and Liphook advised that they would be investigating in more detail how pensions might be implemented and offered to share any learning with Greatham.

17. Correspondence – to discuss items of correspondence.

Date	From	Details
No. 1 – 08.10.15	East Hants Citizen Advice Bureau	Thank you for grant.
No. 2 – 22.10.15	Nicola Winter, Home-Start Butser	Grant Application
No. 3 – 22.10.15	Josh Dale-Harris	Greatham Village Hall – decision to plant trees/hedge/shrubs at trustee meeting on Monday 21 st October 2015
No. 4 – 19.10.15	Linda Carr	Thank you from GVLGS for grant.
No. 5 – 23.10.15	Ian Janes, Traffic Management	Greatham Traffic & Safety Matters

The Home Start Butser grant application was discussed. The clerk has sent an application form for them to complete and return. Additionally it was suggested that the details of the Allotment Charity be passed to Nicola Winter as a potential additional source of funds for the Greatham family in need. The clerk to action. Action SS

All councillors to email comments to the clerk on the proposal from Ian Janes. Action All

The clerk to collate the councillors comments and forward them to Ian Janes. The clerk to ask Ian Janes for another site visit. Action SS

18. Report of Planning Chairman – to highlight any current issues. There was no report.

19. Minutes of the Parish Council Planning Sub-Committee Meeting on Monday 26th October 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.

The minutes were reviewed and accepted as a true and accurate record of the meeting, proposed by Councillor C Rudd and seconded by Councillor Jerrard, all agreed and they were signed by the Chairman.

20. Matters arising from the minutes of the Parish Council Planning Sub-Committee Meeting on Monday 26th October 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.

21. Planning Applications

Application	Address	Proposal/Designated Councillor	Consultation Expiry Date
SDNP/15/05312/TCA	The Old Rectory, Petersfield Road, Greatham, GU33 6HA	Fell the following trees – T1 Cherry, T2 Swamp Cypress, T3 Yew and T4 Yew.	11 November 2015
Cllrs Packett & C Rudd			

Councillors Packett and C Rudd had made a site visit. Councillor Packett proposed that no objection be made to the application, all agreed. The clerk to submit the comments. Action SS

Application	Address	Proposal/Designated Councillor	Consultation Expiry Date
SDNP/15/05154/HOUS 6AR	9 Todmore, Greatham, GU33 6AR	Single storey rear extension following demolition of conservatory.	12 November 2015
Cllrs Cheesman & Jerrard			

Councillor Cheesman had made a site visit and proposed that no objection be made to the application, all agreed. The clerk to submit the comments. Action SS

22. Date of next meeting.

The council was reminded that the next Parish Council meeting would be Monday 7th December 2015. A planning meeting will be held on Thursday 19th November 2015.

23. Close of meeting

The council meeting was closed at 8.50pm.

ACTION LIST

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5.	07.09.15 Item 14	AC	Councillor Cheesman to produce a specification for the playground maintenance.	C/F
6.	07.09.15 Item 14	SB	The clerk to obtain re-quotes for the playground maintenance.	C/F
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8.	05.10.15 Item 4	SB	The clerk to research the possibility of getting additional litter bins in Bakers Field and throughout the village.	C/F
9.	05.10.15 Item 7	SB	The clerk to include a survey in the next Newsletter regarding the pub and registering it as a community asset.	C/F
10.	05.10.15 Item 14 o	SB	The clerk to include reporting back on the village survey on the next agenda.	C/F
11.	02.11.15 Item 11	SB/SS	The clerk to contact Paul Larner to progress website transfer and email creation.	Open
12.	02.11.15 Item 14a	SB/SS	The clerk to contact GBSport & Leisure to find out if zip wire can be raised.	Open
14.	02.11.15 Item 14e	SB/SS	The clerk to contact Nick Adams to inform him not to inspect the basketball court on his next inspection.	Open
15.	02.11.15 Item 14l	SJ	Cllr Jerrard to invite PCSO Wade Hicks to attend a Parish Council meeting.	Open
16.	02.11.15 Item 14n	SB/SS	The clerk to get an update on all outstanding work and number of hours used from the Lengthsman.	Open
17.	02.11.15 Item 14o	SB/SS	The clerk to put this information in the next newsletter.	Open
18.	02.11.15 Item 16	SB/SS	The clerk to make the payments.	Open
19.	02.11.15 Item 17	SB/SS	The clerk to email a report from the Pension Workshop to all councillors.	Open
20.	02.11.15 Item 17	SB/SS	The clerk to contact Home Start Butser regarding the Greatham Allotment Charity.	Open
21.	02.11.15 Item 17	All	All councillors to email comments regarding the Toll House Corner road alterations to the clerk.	Open
22.	02.11.15 Item 17	SB/SS	The clerk to submit comments to Ian Janes and ask him to make another site visit.	Open
23.	02.11.15 item 21	SB/SS	The clerk to submit the planning application comments.	Open