

Greatham Parish Council

Minutes of the Parish Council Meeting held at the Church of St John the Baptist on Monday 5th June 2017 at 7.30pm

Present Chairman C Rudd, Councillors E Packett, A Cheesman, S Jerrard, D Rudd, T Whelan.
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 – There were no apologies for absence.

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.

A member of the public asked the District Councillor why he refers to the Gypsy Site as being on Longmoor Camp rather than on the Engineering Park on Longmoor Road. The District Councillor commented that there had been a possibility of EHDC buying land on the camp but the MOD have pulled out of any deal. He also commented that the view of the District Council is that the land at the Engineering Park is employment land and they would not want to see a change of use.

A member of the public asked about his request for an update on Fern Farm from the last meeting. A planning meeting will be held in June and this will be included. A discussion followed regarding a Neighbourhood Plan and provision of affordable housing.

A member of the public asked why there was a councillor vacancy. The Chairman explained that if a councillor does not attend meetings for six months they automatically cease to be a parish councillor and there is a legal process to be followed. The Chairman also confirmed that the clerk had spoken to Nick Leach, Monitoring Officer at EHDC to clarify the procedure to follow.

A resident of Bakers Field asked for an update on the provision of further parking. The District Councillor confirmed he would find out and forward the response to the council.

5. Minutes of the Parish Council Meeting on Monday 8th May 2017

The minutes were reviewed, proposed by Councillor Jerrard and seconded by Councillor Cheesman. The minutes were signed and dated by the Chairman.

6. Matters arising from the Parish Council Meeting on Monday 8th May 2017

Councillor Whelan asked about the recording of the meetings. The clerk confirmed that each meetings recordings were kept until the minutes had been approved.

7. Review of Action log

	Meeting Date / Agenda Item	Who	Action	Status
1.	06.06.16 Item 9	SS	Councillor Whelan and Packett should be added as signatories. The clerk to circulate the bank mandates for completion.	Ongoing
2.	11.07.16 Item 12b.2	EP	Councillor Packett to investigate getting a new bus shelter for Longmoor Road.	Ongoing
3.	07.11.16 Item 4.iii	KB	A parishioner noted that overgrown brambles had been cut but not removed in Bakersfield. D.Cllr Budden to investigate.	Ongoing
4.	06.02.17 Item 4	KB	DCllr Budden to follow up the problem with parked business vehicles on Longmoor Road.	Closed
5.	06.02.17 Item 10ii	SS	A parishioner noted that he had recently gone through the process of listing a property in London and offered his services. Clerk to research and report back to the PC in due course.	Ongoing
6.	06.03.17 Item 11h	EP	To investigate the repositioning of the bus stop and the need for hardstanding in addition to the slow drainage at Toll House Corner	Open
7.	03.04.17 Item 10d	AC	AC to look into fallen branches in the track off Wolfmere Lane	Closed
8.	08.05.17 Item 10	Clerk	The clerk to put an invitation in the village magazine for volunteers to complete the playground inspections.	Open
9.	08.05.17 Item 11	DRudd	Cllr D Rudd to chase up update on enforcement at Hill View from EHDC	Closed
10.	08.05.17 item 18	Clerk	The clerk to make the payments.	Closed
11.	08.05.17 Item 19	Plan Comm	Planning Sub-committee to consider Hampshire Alliance for Rural Affordable Housing and Liss Parish Councils proposal.	Closed
12.	08.05.17 Item 20b	Clerk	The clerk to find out value of SLR Sign from Headley PC and confirm that insurance company will cover it. Siting of sign to be confirmed to Headley PC.	Open
13.	08.05.17 Item 20c	Clerk	Clerk to write to Bryant Brothers to ask them to re-instate the surface of the footpath behind Bakers Field.	Open
14.	08.05.17 Item 20c	Clerk	The clerk to contact the landowner to ask for the stile to be repaired and the dog access to be opened and the barbed wire removed.	Open

Item 3 – District Council to follow up.

Item 5 – Oliver Rook gave an update, he is waiting for documents from the Land Registry and will then send the application to the Parish Council for their approval before he sends it off.

Item 11 – Planning meeting will be held to discuss this.

Item 12 – Location of SLR to be on the Petersfield Road between the Longmoor Road and Silver Birch Mews.

8. Report of County Councillor

No report.

9. Report of District Councillor

Various items had been covered earlier in the meeting. The District Councillor commented that following recent terrorist attacks EHDC have written expressing the condolences from East Hants residents.

10. To consider a proposal that Sarah Bettin continues as Secretary for the Allotment Charity

Jacqui Cheesman confirmed that very few meetings are held and organizing things had been difficult with the previous clerk. After discussion it was proposed by Councillor Packett and seconded by Councillor Cheesman that Sarah Bettin continue as secretary for the Allotment Charity. All agreed.

11. To consider a proposal that Susan Jerrard and Doris Voice continue as trustees for the Allotment Charity for a further four years.

It was proposed by Councillor Cheesman and seconded by Councillor Packett that Susan Jerrard and Doris Voice continue as trustees for the Allotment Charity for a further four years. All agreed.

Councillor Packett asked if it would be possible to look into changing the name of the charity. Mrs Cheesman to investigate with the Charities Commission. Mrs Booton commented that this had been looked into before. It was suggested that removing the word Allotment may be a way forward.

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

- a) **Playground** – Cllr Cheesman reported that he had received complaints about the positioning of the bench. He should give the Village Hall contact details if he receives any further complaints.
- b) **Highways, Public Transport and Traffic** – Cllr Packett and Cllr D Rudd. Cllr D Rudd reported that the section of Forest Road before the bridge over the A3 is breaking up. The clerk to report this online. Action Clerk
- c) **Footpaths and Bridleway** – Cllr Packett and Mrs Booton. Mrs Booton reported that footpath 9 is overgrown. The clerk to check the cutting list and add to the lengthsman worksheet if it is not on the cutting list. Action Clerk
The section of the bridleway between Wolfmere Lane and the pumping station is broken up. Mrs Booton will contact to report this problem.
- d) **Tree Warden** – Adam Gibson and Anna Dale-Harris.
- e) **Greatham Village Hall** – Cllr C Rudd confirmed that the Village Hall AGM will now be on the 26th June 2017.
- f) **Coryton Trust** – Cllrs Jerrard and C Rudd. Cllr Jerrard confirmed that the meeting had been postponed until after the General Election.
- g) **Liss Greatham and Hawkley Friendship Fund** – Cllr Jerrard. The next meeting will be on 29th June 2017.
- h) **HALC/EHAPTC** – Cllr C Rudd. The next meeting will be on 7th June 2017.
- i) **Greatham Allotment Charity** - Cllr Jerrard reported that a meeting was held recently and the accounts signed for 2015/16 and 2016/17.
- j) **Community Forum** – Cllr Jerrard. The next meeting is on 11th July 2017.
- k) **Joint Meeting of SDNPA and HALC** – Cllr D Rudd
- l) **CTCG** – Cllr Jerrard had attended a meeting and reported that burglaries had increased. The next meeting is mid July. Cllr Packett asked that it be reported that residents were having eggs thrown at their cars.
- m) **The Old Church** – Cllrs D Rudd, C Rudd & Whelan. There Old Church will be open on 24th June and the summer event will be held on 29th July with tickets being sold in advance. The William Morris and Leche Trust both want investigation into the damp carried out and a company in Guildford will be quoting to carry out this work.

- n) **Lengthsman Scheme** – The clerk reported that the lengthsman had been instructed to trim the verge and cut back the hedge on the Longmoor Road between the stables and the layby.
- o) **Parish Communications – Cllr Whelan.** It was confirmed that the new clerk would keep the website up to date.
- p) **Speedwatch** – Cllr Packett reported that volunteers were being advertised for in the village magazine and a volunteer had come forward to co-ordinate between the volunteers and the police and another volunteer had come forward to complete the online data entry.

13. Parish Council Finances

- a. **Financial Report** – The bank accounts at 22nd May (latest statement) are:

Current A/c	£93.70
Reserve A/c	£32632.91
Old Church A/c	£ 539.70
- b. The annual return was approved. The clerk commented that the councils financial risk assessment needs updating. Action Clerk
- c. Section 1 and section 2 of the annual return were completed and signed by the Chairman and Clerk.
- d. The clerk presented the internal auditors report (a copy of which is filed with these minutes). The issues and actions within the report were discussed. The most urgent issue was the review of standard documents. The Financial Regulations need updating. Action Clerk

14. Approval of Payments – To review and approve the following payments to be made to employees and suppliers for the services provided to the Parish Council.

Payee	Purpose	Amount
Digitus Printing	Parish council Newsletter printing	£220.00
Mrs S J Bettin	Locum clerk services during May 2017	£341.00
Do the Numbers Ltd	Internal Audit for the year end 31/03/17	£185.00
Councillor T Whelan	Advert in the Herald Papers for Clerk vacancy	£150.15
	Total Payments	£896.15

The above payments were approved with all in favour. Proposed Cllr C Rudd and seconded by Cllr Packett

15. Correspondence – To discuss items of correspondence received :

Date	From	Details
15.05.17	Victim Care Service	Grant Aid for Victim Support
18.05.17	The Pension Regulator	Automatic enrolment duties: Acknowledgement of declaration of compliance.
26.05.17	Lianne Richards, Elections Manager	Casual Vacancy – Greatham Parish Council

- Item 1. The clerk to send a grant application form. Action Clerk

16. Report of Planning Chairman – Items had been discussed earlier in the meeting.

17. Notable Meeting Dates not listed above:-

Independent Examination of the Liss Neighbourhood Development Plan – meeting to be held in Liss Village Hall on 30th June 2017 at 10am

East Hants Passenger Transport Forum – meeting to be held at Penns Place on 28th June 2017 at 10am.

18. Date of next meetings:

Parish Council Planning sub-committee meeting will be held on Monday 19th May 2017.

Next Parish Council meeting will be Monday 3rd July 2017

19. Close of meeting

The council meeting was closed at 9.05pm

ACTION LIST

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1.	06.06.16 Item 9	SS	Councillor Whelan and Packett should be added as signatories. The clerk to circulate the bank mandates for completion.	Ongoing
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3.	07.11.16 Item 4.iii	KB	A parishioner noted that overgrown brambles had been cut but not removed in Bakersfield. D.Cllr Budden to investigate.	Ongoing
4.	06.02.17 Item 10ii	OR	A parishioner (Oliver Rook) noted that he had recently gone through the process of listing a property in London and offered his services. OR will send application to PC for approval once drafted.	Ongoing
5.	06.03.17 Item 11h	EP	To investigate the repositioning of the bus stop and the need for hardstanding in addition to the slow drainage at Toll Corner	Open
6.	08.05.17 Item 10	Clerk	The clerk to put an invitation in the village magazine for volunteers to complete the playground inspections.	Open
7.	08.05.17 Item 20b	Clerk	The clerk to find out value of SLR Sign from Headley PC and confirm that insurance company will cover it. Siting of sign to be confirmed to Headley PC.	Open
8.	08.05.17 Item 20c	Clerk	Clerk to write to Bryant Brothers to ask them to re-instate the surface of the footpath behind Bakers Field.	Open
9.	08.05.17 Item 20c	Clerk	The clerk to contact the landowner to ask for the stile to be repaired and the dog access to be opened and the barbed wire removed.	Open
10.	05.06.17 Item 12b	Clerk	The clerk to report the potholes on Forest Road before the bridge over the A3	Open
11.	05.06.17 Item 12c	Clerk	The clerk to check the cutting list and add footpath 9 to the lengthsman's worksheet if it is not on the cutting list.	Open
12.	05.06.17	Clerk	To draft a financial risk assessment with the help of the Parish Councillors	Open
13.	05.06.17 Item 13d	Clerk	To draft new Financial Regulations with the help of the Parish Councillors	Open
14.	05.06.17 Item 14	Clerk	The clerk to make the payments	Open
15.	05.06.17 Item	Clerk	To send a grant application form to Victim Care Service	Open