

Minutes of the Parish Council Meeting held at Church of St John the Baptist on Monday 4th September 2017 at 7.30pm

Present Chairman Cllr C Rudd, Cllrs E Packett, A Cheesman, D Rudd, T Whelan.
Clerk to the Council: Mrs Jane Ives.
East Hampshire District Councillor Keith Budden.
6 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 – Cllr S Jerrard

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 whether the bus stop in Longmoor Road could be monitored by traffic enforcement officers once the white lines had been added. Cllr Budden responded that this would be the case.

A member of the public asked if the hedges could be cut back on the path from Forge House to Snailings Lane on the Selborne Road could be added to the Lengthsman list. **Action Clerk**

A member of the public asked if the tree planting at the school was going ahead. Cllr C Rudd advised that she had not heard anything.

A member of the public asked if maps for the footpaths in Greatham were available. Cllr E Packett and Clerk to investigate. **Action Cllr E Packett/Clerk**

A member of the public asked about work needed on the bridge on the footpath behind Todmore. Cllr E Packett agreed to investigate where it is and what needs to be done. **Action Cllr E Packett**

5. Minutes of the Parish Council Meeting on Monday 3rd July 2017

The minutes were reviewed with an amendment to be made to item 14c – this action is for Cllr Packett and not Cllr Whelan. Item 11 was amended to be an action for the Clerk. **Action Clerk**
Proposed: Councillor Packett. Seconded: Councillor C Rudd. All in favour. The minutes were signed and dated by the Chairman.

6. Matters arising from the Parish Council Meeting on Monday 3rd July 2017

The Clerk to check the insurance position with regard to the altar rails in the Old Church discussed in item 11. **Action Clerk**

7. Review of Action log

	Meeting Date / Agenda Item	Who	Action	Status	Update
1.	06.06.16 Item 9	Clerk	Councillor Whelan and Packett should be added as signatories. The clerk to circulate the bank mandates for completion.	Ongoing	Ongoing
2.	11.07.16 Item 12b.2	EP	Councillor Packett to investigate getting a new bus shelter for Longmoor Road.	Ongoing	Ongoing
3.	07.11.16 Item 4.iii	KB/ Clerk	A parishioner noted that overgrown brambles had been cut but not removed in Bakersfield. D.Cllr Budden to investigate. Clerk to check if a letter has been sent.	Ongoing	Ongoing
4.	06.02.17 Item 10ii	OR/ Clerk	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	Agenda item
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	Ongoing
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	Closed
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	Clerk to write to Blackmoor Estates
12.	05.06.17	TW/ Clerk	To draft a financial risk assessment with the help of the Parish Councillors	Open	Ongoing
13.	05.06.17 Item 13d	TW/ Clerk	To draft new Financial Regulations with the help of the Parish Councillors	Open	Agenda item
14	03.07.17 Item 5	Clerk	Enquire as to whether a bin could be installed at the bus stop at Toll House Corner bus stop	Open	Requested
15	03.07.17 Item 5	Clerk	Ask the village magazine to put a paragraph about residents keeping hedges near to pavements clipped back	Open	Request that this goes into each edition
16	03.07.17 Item 5	Clerk	Ask lengthsman to clear scrub area opposite seat near to Deal Cottage (left past Bakersfield)	Open	Closed
17	03.07.17 Item 9	Clerk	County Councillor would like to discuss rural verges with the Councillors at the next meeting in September. Clerk to add to agenda.	Open	Oct meeting
18	03.07.17 Item 10	KB/ Clerk	Send Waste Management Consultation to the Clerk to forward to Councillors	Open	Ongoing

19	03.07.17 Item 10	KB	Investigate why the Council weren't consulted on application for 4 traveller sites at Fern Farm.	Open	Should be a further consultation in October.
20	03.07.17 Item 10	KB	Investigate why Longmoor Road was not closed on 26 th /27 th June as planned	Open	Ongoing
21	03.07.17 Item 11	Clerk	Arrange for printing of Old Church Leaflet. Firstly check the insurance position with regard to the altar rails in the Old Church	Open	Ongoing
22	03.07.17 Item 11	SJ	Pass details of printing contact to the Clerk	Open	Ongoing
23	03.07.17 Item 12	CR	Send a copy of the playground inspection report to the trustees of the Village Hall	Open	Closed
24	03.07.17 Item 13	Clerk	Hedge cutting around lamp post 16 for SLR siting to be put on lengthsmen's job list	Open	Closed
25	03.07.17 Item 13	TW	Investigate potential grant sources for purchase of a SLR	Open	Ongoing
26	03.07.17 Item 14b	DR/ Clerk	Report where the pot holes are on Longmoor Road to the Clerk	Open	Ongoing
27	03.07.17 Item 14b	KB	Find out if bus stop on Selborne Road (Alton direction) can have white lines painted on it	Open	Closed
28	03.07.17 Item 14b	Clerk	Write to AMK regarding eco bus drivers not opening the door for the elderly	Open	Closed
29	03.07.17 Item 14b	Clerk	Find out when grass is going to be cut back at Ham Barn roundabout	Closed	Closed
30	03.07.17 Item 14b	Clerk	Contact Empshott Parish Council regarding broken sign	Open	Closed
31	03.07.17 Item 14c	TW/EP	Pass EHDC Cycling and Walking document to Mrs Booton for completion	Open	Ongoing
32	03.07.17 Item 14c	Clerk	Add the following to the lengthsmen's job list: Ground clearance on the following footpaths; between Petersfield Rd & Todmore; footpath 8. Cut back the grass on the following pavement: between Toll House Corner & Ham Barn; New Church lych gate to Toll House Corner.	Open	Closed
33	03.07.17 Item 14d	KB	Ask Tree Warden to look at tree issues on Wolfmere Lane	Open	Trees checked in November but branch fallen since then. EHDC need to look at these trees.
34	03.07.17 Item 14d	SJ/ Clerk	Investigate ownership of the trees on Longmoor Road	Open	Letter sent, no response. Clerk to follow up with hand delivered letter.

35	03.07.17 Item 14m	Clerk	Establish insurance position regarding adding netting to a wall at the Old Church	Closed	Closed
36	03.07.17 Item 14m	Clerk	Forward a copy of Chris Wood's report regarding the Old Church to all councillors	Closed	Closed
37	03.07.17 Item 14o	TW/ Clerk	Prepare the newsletter for publication in August	Open	Closed

8. Report of District Councillor

Cllr Budden has forwarded an email regarding a litter initiative (WRAP) to the Clerk to forward to Councillors. This initiative must be match funded by Parish Councils by 10% and is particularly applicable to projects relating to children.

Cllr Budden also highlighted the SE Water Drought Plan that has been circulated to Councillors and asked this to be reviewed.

Cllr D Rudd asked Cllr Budden about the ongoing water leak in Liss (from the Bluebell going into Liss on the right hand side near a house called The Balconies) and when would this be repaired. Cllr Budden will report it. Action Cllr Budden

Cllr C Rudd asked whether there was any news on 1 Hillview. Cllr Budden said that he wasn't aware of any news but Cllr D Rudd said that he understood there was a High Court case. Cllr Budden will check and report back. Action Cllr Budden

A member of the public asked if anything could be done to improve the safety for pedestrians on Liss Forest Road. The hedges are overgrown and the sign for bends is obscured and the white lines very faded. Cllr Budden will discuss this with County Councillor Oppenheimer. Action Cllr Budden

9. Greatham Inn - Community Right to Bid

Cllr Packett had forwarded an email to the Clerk with changes to be incorporated into the application. Cllr Whelan requested that the date the original pub was in the village should be added along with details of the times of the last bus in and out of Greatham. Cllr Cheesman asked for the dates to be removed from the photographs in the application. Mr O Rook, who had assisted with the application, suggested the application was made as soon as possible bearing in mind changes currently happening at the pub.

These changes to be made and a final draft to be sent to all councillors for agreement before the application is submitted. The application was agreed subject to these changes.

Proposed Cllr Whelan, Seconded Cllr Cheesman. All in favour. Action All Councillors/Clerk

A copy of the final application to be sent to Mr O Rook and Cllr Budden. Action Clerk

10. Financial Regulations

The draft Financial Regulations prepared by the Clerk were amended by Councillors and adopted by the Council. The new Financial Regulations will be updated and posted on the Council's website. Action Clerk

Proposed Cllr Packett, Seconded Cllr D Rudd. All in favour.

A query was raised about the Allotment Charity as the Financial Regulations refer to Charities and the Clerk agreed to research this charity on the Charity Commission website to establish whether the Council are a trustee. Action Clerk

11. Old Church Finances

Cllr Whelan asked if the Council would consider in future ensuring all income and expenses for the Old Church only uses the Old Church bank account which is currently a reserve account. It was proposed that the Council agree a balance and then in future put all grants/donations into that account and all expenses should come out of that account. Cllr Packett additionally requested that the Parish Council grant to the Old Church should also be held in that bank account. Cllr Whelan and the Clerk will reconcile the account and report back at a future Council meeting. The Clerk to investigate how monies will be moved from one account to another. **Action Cllr Whelan/Clerk**

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

- a) **Playground** – Cllr Cheesman reported that all painting should be completed by the end of the month. The loose pole should also be fixed by then. Cllr D Rudd to look into using plastic coated chains instead of rope on playground equipment. **Action Cllr Cheesman/Cllr D Rudd**
The Clerk to write to Froyle and Oakhanger Parish Councils to enquire as to costs and supplier of their new playgrounds. **Action Clerk**
- b) **Highways, Public Transport and Traffic** – Cllr Packett had received a phone call from a resident of Hopeswood about lack of parking for residents. There was a similar issue in Bakersfield. Cllr Budden agreed to investigate. **Action Cllr Budden**
Cllr Packett was also concerned about parking on grass verges in the village but particularly opposite The Manor House. The Clerk to contact owners to ask them to use the layby and not grass verge. Cllr Budden would also speak to EHDC to see if any action can be taken. **Action Clerk**
- c) **Footpaths and Bridleway** – Cllr Packett and Mrs Booton. Nothing to report. Mrs Booton asked if she could be sent an up to date list of jobs on the Lengthsmans list. **Action Clerk**
- d) **Tree Warden** – Adam Gibson and Anna Dale-Harris. Action already noted re trees on Wolfmere Lane.
- e) **Greatham Village Hall** – Cllr C Rudd. Nothing to report.
- f) **Coryton Trust** – Cllrs Jerrard and C Rudd. Nothing to report.
- g) **Liss Greatham and Hawkey Friendship Fund** – Cllr Jerrard. Meeting Wednesday 6th September.
- h) **HALC/EHAPTC** – Cllr C Rudd. Meeting Wednesday 6th September.
- i) **Greatham Allotment Charity** - Cllr Jerrard. Nothing to report.
- j) **Community Forum** – Cllr Jerrard. The next meeting is on 13th September 2017.
- k) **Joint Meeting of SDNPA and HALC** – Cllr D Rudd. Nothing to report.
- l) **CTCG** – Cllr Jerrard. Meeting this week but Cllr Jerrard has sent apologies.
- m) **The Old Church** – Cllrs D Rudd, C Rudd & Whelan. Draft minutes will in future be sent to all councilors. Cllr Whelan reported that the Pimm’s Party raised nearly £700. The Tesco’s Bags of Help scheme started today and will go on until October with a potential grant up to £4,000. Cllr Budden agreed to display a poster on the Liss Parish noticeboard if one could be sent to him. The next maintenance day is on 29th September (or the following week if wet). The damp/falling masonry issue is in hand. Committee roles for members have been agreed. The Council expressed their wishes to Alan Bridgman for a speedy recovery from his recent car accident.
- n) **Lengthsman Scheme** – The Clerk reported that the council had used £870 from a £1,000 Lengthsman budget so far this financial year. £420 of this amount had been used on grass cutting and a further £350 on a job to cut back a hedge on Longmoor Road which had taken 17.5 hours of Lengthsman time. There were a number of jobs requested that had not yet been completed and the Council may need to re-prioritise these if the budget ran out. The advice from Grayshott Parish Council, who are the lead council for our Lengthsman Scheme, is that grass cutting should really come out of the precept and the Clerk reported that the Council had budgeted £350 for this but this money had not been used. The Council should therefore consider moving this budget item to pay for outstanding work required. **Action Clerk**

- o) **Parish Communications** – Cllr Whelan. The Summer newsletter has been produced by the Clerk and is currently being delivered to all households. The newsletter will in future be produced 3 times per year with an item for forthcoming events. Action Clerk
- p) **Speedwatch** – Cllr Packett reported that the PCSO has been in contact with the Speedwatch team and a meeting will be held.

13. Parish Council Finances

- a. **Financial Report** – The bank accounts at 31st August were:
- | | | |
|----------------|------------|----------|
| Current A/c | £ | 50.00 |
| Reserve A/c | £29,651.34 | |
| Old Church A/c | £ | 1,299.17 |
- b. NatWest have now approved the Clerk’s application to administer the bank accounts.

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
Mrs A Ballard	Allplas.co.uk (retrospective approval for cheque number 000923 paid 21/08/17)	£137.40
Mrs J Ives	Hours worked in June not already accounted for; expenses for July/August	£111.50
St John the Baptist Church	Room hire April/May/June	£98.00
Viking	Stationery	£58.14
HALC	Copies of Good Councillors Guide 2017	£35.00
Mrs J Ives	Standing order for Salary 1 st Aug to 31 st Aug 2017	£476.67
	Total Payments	£916.71

The above payments were approved. Proposed Cllr D Rudd, Seconded Cllr Packett. All in favour.

15. Report of Planning Chairman - Cllr Packett had no information to report other than that in the Planning Meeting minutes.

16. Minutes of the Planning Sub-Committee Meeting on Monday 7th August 2017 - The minutes were reviewed and approved. Proposed Cllr Packett, Seconded Cllr D Rudd. All in favour.

17. Matters arising from the minutes of the Planning Sub-Committee Meeting on Monday 7th August 2017. A member of the public asked if there was any update on the nursery site and the potential development of 60 houses. Cllr Packett asked whether the Council should consider a Neighbourhood Development Plan. The Clerk to contact HARA about the potential of using the nursery site for affordable housing. Action Clerk

18. Correspondence – To discuss items of correspondence received :

Date	From	Details
14/07/17	EHDC	Grant Application for Alabaster Tomb – councilors to agree the terms set out by EHDC

The Clerk advised the EHDC has moved the date to return the letter to 12th September and were willing to also move the date for the work to be completed by which is currently 1st March 2018. Mrs A Ballard will advise dates once she has received confirmation of work dates. The Clerk will return the signed letter once this date has been advised. Action Mrs A Ballard/Clerk

19. Date of next meetings:

To remind councillors of the date of the next meeting of the Parish Council will be on Monday 2nd October 2017. If there is a Planning Sub-Committee Meeting it will be held on Monday 18th September 2017.

20. Close of meeting

The council meeting was closed at 9.45pm

ACTION LIST

	Meeting Date / Agenda Item	Who	Action	Status
1	06.06.16 Item 9	Clerk	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	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
4	08.05.17 Item 20c	Clerk	The clerk to write to Blackmoor Estates to ask for the stile to be repaired and the dog access to be opened and the barbed wire removed.	Open
5	05.06.17	TW/ Clerk	To draft a financial risk assessment with the help of the Parish Councillors	Open
6	03.07.17 Item 5	Clerk	Ask the village magazine to put a paragraph into each edition about residents keeping hedges near to pavements clipped back	Open
7	03.07.17 Item 9	Clerk	County Councillor would like to discuss rural verges with the Councillors at the next meeting in October. Clerk to add to agenda.	Open
8	03.07.17 Item 10	KB/ Clerk	Send Waste Management Consultation to the Clerk to forward to Councillors	Open
9	03.07.17 Item 10	KB	Investigate why the Council weren't consulted on application for 4 traveller sites at Fern Farm. A further consultation to take place in October.	Open
10	03.07.17 Item 11	TW	Arrange for printing of Old Church Leaflet	Open
11	03.07.17 Item 11	SJ	Pass details of printing contact to the Clerk	Open
12	03.07.17 Item 13	TW	Investigate potential grant sources for purchase of a SLR	Open
13	03.07.17 Item 14b	DR/ Clerk	Report where the pot holes are on Longmoor Road to the Clerk	Open
14	03.07.17 Item 14c	TW/EP	Pass EHDC Cycling and Walking document to Mrs Booton for completion	Open
15	03.07.17 Item 14d	KB	Ask Tree Warden to look at tree issues on Wolfmere Lane.	Open
16	03.07.17 Item 14d	SJ/ Clerk	Investigate ownership of the trees on Longmoor Road. Send a follow up hand delivered letter as no response to initial letter.	Open
17	07.09.17 Item 4	Clerk	Cut back hedges on the path from Forge House to Snailings Lane on the Selborne. Add to Lengthsman list.	Open
18	07.09.17 Item 4	EP/ Clerk	Produce maps for the footpaths in Greatham	Open

19	07.09.17 Item 4	EP	Investigate what work needs to be done on the bridge on the footpath behind Todmore.	Open
20	07.09.17 Item 8	Cllr Budden	Ongoing water leak in Liss (from the Bluebell going into Liss on the right hand side near a house called The Balconies). Cllr Budden to report.	Open
21	07.09.17 Item 8	Cllr Budden	Find out if there is any news on 1 Hillview with regards planning.	Open
22	07.09.17 Item 8	Cllr Budden	Establish if anything could be done to improve the safety for pedestrians on Liss Forest Road.	Open
23	07.09.17 Item 9	Clerk	Submit Community Right to Bid application re The Greatham Inn once all councillors have agreed content.	Open
24	07.09.17 Item 9	Clerk	Send copy of Community Right to Bid application form to Mr O Rook and to Cllr Budden once completed.	Open
25	07.09.17 Item 10	Clerk	Make agreed changes to Financial Regulations and update website with new version.	Open
26	07.09.17 Item 10	Clerk	Establish whether the council are a trustee on the Allotment Charity.	Open
27	07.09.17 Item 11	TW/ Clerk	Agree and reconcile Old Church bank account	Open
28	07.09.17 Item 11	Clerk	Establish a process with NatWest for moving money between Old Church account and other accounts.	Open
29	07.09.17 Item 12a	Cllrs Rudd & Cheesman	Complete outstanding work at playground.	Open
30	07.09.17 Item 12a	Clerk	Write to Froyle and Oakhanger Parish Councils to enquire as to costs and supplier of their new playgrounds.	Open
31	07.09.17 Item 12b	Cllr Budden	Investigate parking issues in Hopeswood and Bakersfield.	Open
32	07.09.17 Item 12b	Clerk	Write to The Manor House about parking on grass verges.	Open
33	07.09.17 Item 12c	Clerk	Send list of outstanding lengthsman tasks to Mrs S Booton.	Open
34	07.09.17 Item 12n	Clerk	Add item to October Council agenda re budget amount for grass cutting.	Open
35	07.09.17 Item 12o	Clerk	Add a forthcoming events section to newsletter which should be produced 3 times per year.	Open
36	07.09.17 Item 17	Clerk	Contact HARA about potential use of nursery site for affordable housing.	Open
37	07.09.17 Item 18	Clerk	Sign and return EHDC grant letter by 12 th September once date for work completion has been agreed.	Open