

Greatham Parish Council

Minutes of Annual Meeting held on Monday 14th May 2018, 7.30pm

at St John the Baptist Church, Greatham

Present Cllr C Rudd (Chair), Cllr E Packett (Vice Chair),
Cllr A Cheesman, Cllr A Crick, Cllr S Jerrard, Cllr D Rudd
Clerk to the Council: Mrs Jane Ives

8 members of the public were also present

1. Election of Chairman to the Parish Council for 2018/19

Cllr C Rudd accepted the nomination to stand as Chairman of the Council for 2018/19 and signed the Declaration of Office in the presence of the Clerk.

Proposed: Cllr Cheesman. Seconded: Cllr Jerrard. All in favour.

2. Election of Vice Chairman to the Parish Council for 2018/19

Cllr Packett accepted the nomination to stand as Vice Chairman of the Council for 2018/19 and signed the Declaration of Office in the presence of the Clerk.

Proposed: Cllr C Rudd. Seconded: Cllr Jerrard. All in favour.

- 3. Chairman's Announcements** -The Chairman welcomed members of the public to the meeting, pointed out the fire exits, reminded everyone to switch off their mobile phones and to ensure that they had signed in. The Chairman also asked members of the public to state their names if participating in public question time and to address all questions to the Chairman. It was also confirmed that the meeting was being recorded.

- 4. Apologies for Absence** – Cllr R Oppenheimer

- 5. Declarations of Interest** – There were no declarations of interest.

6. Election of Members to Committees

The following councillors were nominated and approved to join the committees of the Council

Planning Committee

Cllr Packett
Cllr D Rudd
Cllr Jerrard
Cllr Cheesman

Staffing Committee

Cllr C Rudd
Cllr Crick
Cllr Packett

Old Church Advisory Committee

Cllr C Rudd
Cllr D Rudd
Cllr Packett

Proposed: Cllr C Rudd. Seconded: Cllr Jerrard. All in favour.

7. Election of Committee Chairs and Vice Chairs 2018/19

The following councillors and non-councillors were nominated and approved as Chairs and Vice Chairs of the following committees:

Planning Committee:

Chair	Cllr Packett
Vice Chair	Cllr D Rudd

Proposed: Cllr Jerrard. Seconded: Cllr C Rudd. All in favour.

Staffing Committee:

Chair	Cllr C Rudd
Vice Chair	Cllr Crick

Proposed: Cllr C Rudd. Seconded: Cllr Cheesman. All in favour.

8. Election of non-councillors to Old Church Advisory Committee

The following non-councillors were nominated and approved to form the Old Church Advisory Committee:

Anna Dale-Harris	David Self
David Redman	Debbie Hedicker
Boopie Cope	Teresa Whelan
Anne Chantal-Ballard	

Proposed: Cllr Packett. Seconded: Cllr Cheesman. All in favour.

9. Election of Chair and Vice Chair of Old Church Advisory Committee

The following were nominated and approved as Chair and Vice Chair of the Old Church Advisory Committee:

Chair:	Mrs Anne-Chantal Ballard
Vice Chair:	Cllr C Rudd

Proposed: Cllr Packett. Seconded: Cllr Cheesman. All in favour.

10. Election of representatives to existing organisations, outside bodies, working parties and groups.

The following councillors and non-councillors were nominated and approved to the various bodies:

a) Playground	Cllr Cheesman
b) Highways, Public Transport & Traffic	Cllrs Packett & D Rudd
c) Footpaths & Bridleways	Cllr Packett & Mrs S Booton
d) Tree Warden	Mrs A Dale-Harris
e) Greatham Village Hall	Cllr C Rudd
f) Coryton Trust	Cllrs Jerrard & C Rudd
g) Liss, Greatham & Hawkley Friendship Fund	Cllr Jerrard
h) EHAPTC	Cllrs Jerrard & C Rudd
i) Greatham Allotment Charity	Cllr Jerrard
j) Community Forum	Cllr Jerrard
k) Joint meeting of HALC.SDNPA	No representative, as this no longer relevant
l) CTCG	Cllr Jerrard
m) Speedwatch	Cllr Crick
n) Lengthsman Scheme	The Clerk
o) Website & Parish Communications	Cllr Crick

11. Public Question Time

The Chairman suspended standing orders to allow members of the public to ask questions.

A member of the public asked if she could be sent a copy of the Terms of Reference for the Old Church Advisory Committee. **Action Clerk**

A member of the public asked about the councils intentions regarding S106 contributions due to be paid to the council. The Clerk advised the Council were meeting the SDNPA in June to discuss with a decision to be made following that meeting.

A member of the public asked about emptying of the clothes bank at the village hall and was advised this is not the responsibility of the Parish Council.

A member of the public asked about parking issues at Bakers Field. The Clerk to follow this up with District Councillor Keith Budden. **Action Clerk**

A member of the public asked for feedback regarding work carried out by the lengthsman. The Clerk will report back at future meetings. **Action Clerk**

The Chairman read out an email received from a member of the public regarding 2 cars abandoned at Wolfmere Lane. The Clerk will raise this with the District Councillor. **Action Clerk**

12. Report from County Councillor

Cllr Oppenheimer's report was read out by the Chairman and attached to the minutes at Appendix 1.

13. Report from District Councillor

No report had been submitted.

14. Minutes of the Parish Council meeting on 9th April 2018

The minutes were approved and signed as an accurate record of the meeting.

Proposed: Cllr Jerrard. Seconded: Cllr D Rudd. All in favour.

15. Matters arising from the minutes of the Parish Council meeting on 9th April 2018

There were no matters arising.

16. Review of Action Log

	Meeting Date / Agenda Item	Who	Action List updated 08/05/2018	Status	Update
1	11.07.16 Item 12b.2	EP	Councillor Packett to investigate getting a new bus shelter for Longmoor Road.	Ongoing	
2	06.03.17 Item 11h	EP	To investigate the repositioning and marking of the bus stop and the need for hardstanding in addition to the slow drainage at Toll Corner	Open	
3	03.07.17 Item 10	KB	A further consultation to take place in November regarding 4 traveller plots at Fern Farm.	Open	
4	03.07.17 Item 11	Cllr C Rudd	Rewrite Old Church leaflet and take to next Old Church meeting.	Open	
5	07.09.17 Item 4	Clerk	Produce maps for the footpaths in Greatham	Open	

6	07.09.17 Item 8	KB	Find out if there is any news on 1 Hillview with regards planning.	Open	
7	07.09.17 Item 8	KB	Establish if anything could be done to improve the safety for pedestrians on Liss Forest Road.	Open	
8	07.09.17 Item 12b	KB	Investigate parking issues in Hopeswood and Bakersfield.	Open	
9	02.10.17 Item 14b	Clerk	Pavement to Ham Barn roundabout and church to Toll House Corner is overgrown. The Clerk to report to HCC.	Reported to HCC 07/12	
10	06.11.17 Item 8	KB	Provide Clerk with report from EHDC on trees at Wolfmere Lane	Open	
11	06.11.17 Item 8	KB	Ask EHDC Enforcement Officers to look into AMK buses parking near Hopeswood	Open	
12	06.11.17 Item 11b	Cllr D Rudd	Report to Hampshire Highways Manholes on Longmoor Road near stables need sinking Pavement from lych gate to layby floods when it rains HCC no defect found. Cllr D Rudd to take photos.	Open	
13	08.01.18 Item 4	Cllr Packett	Agreed with David Redman to clear debris at the entrance to Bakers Field	Open	Lengths man
14	08.01.18 Item 8	KB	Discuss residents at Fern Farm with EHDC and report back to council	Open	
15	08.01.18 Item 8	KB	Report back to council re issues at Hill View	Open	
16	08.01.18 Item 8	KB	Forward information to EHDC regarding AMK bus being damaged in Hopeswood	Open	
17	05.02.18 Item 11e	Cllr D Rudd	Look into replacing rope at playground	Open	
18	05.03.18 Item 4	Clerk	Enquire with Highways/EHDC re potential tree/shrub planting at Bakers Field to alleviate parking on verges	Open	Ongoing
19	05.03.18 Item 4	Cllr C Rudd/Clerk	Write to Joyce Coffin's family to express thanks for her work	Open	
20	05.03.18 Item 10a	Cllrs. Crick/ Cheesman	Set up volunteer working party to carry out work at playground around posts	Open	
21	09.04.18 Item 4	Clerk	Write to landowner re flooding ditches in Church Lane	Open	
22	09.04.18 Item 4	Cllr Crick/ Clerk	Litter pick at Greatham end of Liss Forest Road	Open	Closed
23	09.04.18 Item 4	Clerk	Ask Henry Adams if they have received Coryton almshouse application from a member of the public	Open	Closed
24	09.04.18 Item 11a	Clerk	Arrange playground inspection in May	Open	Booked
25	09.04.18 Item 11b	Clerk	Report pothole at Toll House Corner junction	Open	Closed
26	09.04.18 Item 11b	Clerk	Request a bin is provided in second layby towards Ham Barn roundabout	Open	
27	09.04.18 Item 11b	Clerk	Write to MOD re litter problem at Digby Way entrance	Open	
28	09.04.18 Item 11c	Clerk	Chase up work to reinstate footpath behind Golds Farm to Bakersfield. Write to landowner.	Open	
29	09.04.18 Item 11c	Clerk	Write to MOD re footpath off Longmoor Road layby, in poor condition	Open	
30	09.04.18 Item 11m	Clerk	Chase Torquil McNeilage re next phase of work at Old Church.	Open	

31	09.04.18 Item 11m	Clerk	Write to all funders re Old Church visit on 24 th April	Open	Closed
32	09.04.18 Item 11m	Clerk	Apply to District Councillor for £1k grant for Old Church	Open	
33	09.04.18 Item 11m	Clerk	Obtain copy of Old Church deeds from solicitor	Open	
34	09.04.18 Item 12	Clerk	Write to Headley Parish Council to confirm SLR placements and contribution towards new SLR	Open	Closed

The updated Action Log is attached to the minutes at Appendix 2.

17. To approve and adopt the Standing Orders for Greatham Parish Council

The Standing Orders were approved including Terms of Reference for all committees and advisory committees of the Council. One amendment was made to the Terms of Reference for the Old Church Advisory Committee to add an item that the Chair of the Council would be appointed as the Vice Chair of the Advisory Committee at the Annual Meeting in future.

The Clerk to publish the Standing Orders on the Parish Council website.

Proposed: Cllr D Rudd. Seconded: Cllr Crick. All in favour

18. Financial Risk Assessment

The Clerk introduced the Financial Risk Assessment and advised that a new process needed to be put in place for collecting funds at events for the Old Church. Cllr Packett asked the Clerk to check the amounts with the insurance company for Libel & Slander and Officials Indemnity to make sure they are sufficient.

The document was approved and the Clerk will publish it on the Parish Council website.

Proposed: Cllr C Rudd. Seconded: Cllr A Cheesman. All in favour.

19. General Data Protection Regulations

The Clerk outlined the current advice regarding GDPR received from National Association of Local Councils and the Society of Local Council Clerks. An amendment to the Data Protection Bill will mean parish councils do not need to appoint a Data Protection Officer so any policies agreed now may be subject to amendment over time.

Councillors approved the General Data Protection Policy and Privacy Policy. The Clerk to publish these policies on the Parish Council website.

Proposed: Cllr Packett. Seconded: Cllr: Cllr Crick. All in favour.

20. Meeting dates for 2018/19

Councillors agreed meeting dates to May 2019. The Clerk to publish this on the Parish Council website.

Proposed: Cllr Packett. Seconded: Cllr C Rudd. All in favour.

21. Financial Report

The Clerk reported that the account balances are currently as follows:

Current account:	£	50.00
Deposit account	£28,704.37	
Old Church account	£	2,486.59

The internal auditor is due to visit next week with the year end and annual return due to be completed shortly.

The Clerk reported that the required documents that should be published under the Transparency Code are now on the Parish Council website.

22. Approval of Payments

The following payments were approved:

Payee	Purpose	Amount
Mrs J Ives	Salary 1st May-31 st May 2018	£476.67
Mrs J Ives	Expenses (mileage February-April 2018, parking, stamps & Information Commissioners Office registration fee)	£118.80
Mrs J Ives	Additional hours worked March-April 2018 (20 hours claimed)	£220.00
Hampshire Association of Local Councils	Local council finance course for Clerk	£90.00
McNeillage Conservation	Tomb conservation work (VAT = £1,400)	£8400.00
PJL Business Services	Website domain & email accounts for 1 year (VAT = £19.36)	£117.30
	Total Payments	£9422.77

Proposed: Cllr Cheesman. Seconded: Cllr C Rudd. All in favour.

23. Reports from outgoing representatives of organisations, outside bodies, working parties & groups

Playground	Cllr Cheesman reported that a working party is due to carry out some maintenance work at the end of May. A member of the public asked about drainage problems and Cllr C Rudd will report this to the Village Hall Committee. Action Cllr C Rudd
Highways, Public Transport & Traffic	Potholes on Longmoor Rd to be photographed by Cllr Cheesman & sent to Clerk. Action Cllr Cheesman
Footpaths & Bridleways	Nothing to report
Tree Warden	Cllr Packett referred to an email from Anna Dale-Harris relating to ongoing tree planting in Greatham.
Greatham Village Hall	Meeting next week.
Coryton Trust	Cllr Jerrard advised that a second cottage would be vacant shortly. She is meeting applicants to first cottage this week along with other trustees. Mike Kendall, Chairman of the trust, is standing down and a new trustee is needed. The Clerk to ask for an item in the Village Magazine and to advise Hawkley Parish Council. Next meeting 24 th May. Action Clerk
Liss Greatham & Hawkley Friendship Fund	Meeting 20 th June.
HALC/EHAPTC	Meeting 14 th June.
Greatham Allotment Charity	Nothing to report.
Community Forum	Cllr Jerrard attended the last meeting on 2 nd May about Local Services for Elderly. She has leaflets that are available to residents and will be kept at the Church Rooms for coffee mornings.
Joint meeting of SDNPA/HALC	Nothing to report.
CTCG	The meetings were being reviewed and waiting to hear outcome.
The Old Church	Anne Ballard advised work has been completed on tomb although there are some further identified pieces of work to do. This will be taken to future Advisory Committee meeting and come back to council for approval later. Next social event is 9 th June and all are invited to attend.

	Cllr C Rudd expressed her sincere thanks to Alan Bridgman for all the work he has done whilst he has chaired the Old Church Advisory Committee.
Lengthsman Scheme	The Clerk advised that she will meet with Mrs Booton to discuss footpaths but feedback was needed from councillors & residents about work that needs to be done.
Parish Communications	Cllr Crick reported that he has taken on this role and will additionally be looking at the website.
Speedwatch	Nothing to report.

24. Speedwatch Equipment

Cllr Crick recommended that the Council agreed the request from Steep Parish Council to borrow Greatham Parish Council's Speedwatch equipment for a short period of time. It was agreed to lend the equipment for 3 months but to ensure adequate insurance cover was in place and that any damages would have to be paid for.

Proposed: Cllr Cheesman. Seconded: Cllr Crick. All in favour.

25. The date of the next Parish Council meeting will be Monday 4th June.

26. Cllr C Rudd closed the meeting at 8.40pm.

Appendix 1: Report from County Councillor

South Downs Local Plan commences examination

The first Local Plan to cover the entire South Downs National Park has been submitted to the Government. The Local Plan has been submitted alongside all of the evidence used in its preparation and more than 2,500 comments received in the pre-submission consultation in 2017.

Inspector Brian Sims has been appointed to conduct the examination to determine whether the South Downs Local Plan is sound. The Inspector will set questions to be answered by the Authority and other interested parties on the plan. All outstanding queries will be dealt with at public hearings, expected to be held at the South Downs Centre in Midhurst. The dates for hearings will be confirmed by the Inspector in due course.

The overall allocation of homes and the ratio of affordable homes are likely to be key issues for the examination. The South Downs Local Plan will make overall provision for approximately 4,750 net additional homes over a 19 year period between 2014 and 2033. That works out at around 250 homes per year in the entire South Downs National Park. Most developments will have to include 50% affordable homes.

New Secretary of State prioritises housing

On 30 April James Brokenshire MP was appointed Secretary of State for Housing, Communities and Local Government.

It is clear from his comments that housing is going to be his principal focus. The Government has already stated that it wishes to see 300,000 new homes built every year. In 2016-17 the annual new homes figure stood at 216,750 which was a 15% improvement on the previous year.

The Government consultation on the new National Planning Policy Framework (NPPF) is due to end on Thursday week and this is likely to be followed by the publication of the new NPPF in the Summer. National Parks get a reasonably good exemption in the draft revised text which currently reads:

“Great weight should be given to conserving landscape and scenic beauty in National Parks, the Broads and Areas of Outstanding Natural Beauty. The conservation of wildlife and cultural heritage are also important considerations in these areas, and should be given great weight in National Parks and the Broads. The scale and extent of development within these designated areas should be limited. Planning permission should be refused for major development other than in exceptional circumstances, and where it can be demonstrated that the development is in the public interest.”

The overall context for housing policy in the National Park will have a huge impact on site allocations in East Hampshire so I will keep an eye on the NPPF consultation and the South Downs Local Plan examination and update you all on interesting developments.

Mental Health Awareness Week 2018



This year Mental Health Awareness Week takes place between 14-20 May. The theme this year is “Stress: are we coping?”. Many employers and organisations will be encouraging workers to address stress-related issues and use toolkits to address them. There is an excellent toolkit available free online at <https://www.mentalhealth.org.uk/publications/how-manage-and-reduce-stress>

Hampshire County Council is using the opportunity of Mental Health Awareness Week to communicate our Mental Health Strategy, focusing on young people. Soon all schools will have a mental health champion amongst their staff and schools nurses are also receiving extra training in mental health so that they are qualified to make referrals.

RUSSELL OPPENHEIMER

Appendix 2: Action list updated 14th May 2018

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26	09.04.18 Item 11m	Clerk	Apply to District Councillor for £1k grant for Old Church	Open
27	09.04.18 Item 11m	Clerk	Obtain copy of Old Church deeds from solicitor	Open
28	14.05.18 Item 11	Clerk	Send copy of Old Church Advisory Committee Terms of Reference to member of the public request	Open
29	14.05.18 Item 11	Clerk	Chase up Keith Budden re provision of additional parking at Bakers Field.	Open
30	14.05.18 Item 11	Clerk	Report 2 abandoned cars at Bakers Field to Keith Budden	Open
31	14.05.18 Item 23	Cllr C Rudd	Report drainage issues at playground at next Village Hall meeting	Open
32	14.05.18 Item 23	Cllr Cheesman	Take photos of potholes on Longmoor Road and send to Clerk	Open
33	14.05.18 Item 23	Clerk	Ask Village Magazine to publish item re trustee needed for Coryton Trust	Open