



Minutes of the Parish Council Annual Meeting of Sandleheath Parish Council (SPC) held on Thursday, 22<sup>nd</sup> May 2014 at 7.30pm at St Aldhelm's.

PRESENT:

Chairman	Mr D. Wright
Vice Chairman	Mr R. Fenn
Councillors	Mr B. Martin, Mr S. Daykin, Mr P. Stockton and Mr G Maynard
Clerk to the Council	Mrs V. Eden

Also in attendance were District Councillors Ms Ann Sevier and Ms Roxanne Bellows, plus residents as detailed in the attendance book.

14.19 To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office

Under the 5 year rule in the existing Standing Orders, Cllr Daykin could not stand for re-election. Cllr Daykin was thanked for his hard work on behalf of the Council and villagers over the past year and Cllr Wright presented him with a tankard to commemorate his five years in office. Cllr Daykin thanked the parish council and villagers for the support given to him during his term in office. It was then moved and seconded That Cllr David Wright be elected Chairman for the forthcoming year.' There were no further nominations and Cllr Wright was elected unopposed. The Chairman's Declaration of Acceptance of Office was read out and signed accordingly.

14.20 To elect the Vice Chairman of the Council

It was moved and seconded That Cllr Robin Fenn be elected Vice Chairman for the forthcoming year.' There were no further nominations and Cllr Fenn was elected unopposed.

14.21 To receive apologies for absence

Received from County Councillor Edward Heron

14.22 To receive any declarations of interest by any councillor on any agenda item

No declarations of interest were declared.

14.23 To approve and sign the minutes of the meetings held on 17<sup>th</sup> April 2014 and 8<sup>th</sup> May 2014

The minutes of the meetings held on 17<sup>th</sup> April 2014 and 8<sup>th</sup> May 2014 were read, approved and signed as correct records of the business transacted.

14.24 To approve and adopt the Standing Orders for Sandleheath Parish Council

The updated Standing Orders were read, approved and adopted by the Council.

14.25 To approve and adopt the Financial Regulations for Sandleheath Parish Council

The updated Financial Regulations were read, approved and adopted by the Council.

14.26 To approve and adopt the Risk Assessment for Sandleheath Parish Council

The new Risk Assessment was read, approved and adopted by the Council although it was agreed that a section should be added relating to the potential risk of unauthorised persons staying on The Common. The Clerk is to add this section to the Risk

Assessment so that it can be discussed and agreed at the next meeting.

14.27 To appoint an Internal Auditor

After a short report by the Clerk, it was agreed to appoint Kevin Rose of Internal Audit and Compliance for a further year,

14.28 To review and confirm responsibilities of Parish Councillors

The following roles were agreed by the Council:

- a) Planning - Cllr Daykin, Cllr Martin and Cllr Fenn
- b) Industrial Estate/Local Business Liaison - Cllr Maynard
- c) Highways/Transport - Cllr Fenn
- d) Village Plan/Community PR - Cllr Stockton
- e) Police Liaison - Cllr Stockton
- f) Website - Cllr Wright
- g) The Common/Footpaths/Environment - Cllr Stockton

14.29 To appoint a representative on the Sandleheath Community Association (SCA)

It was agreed that Cllr Daykin be appointed a representative on the SCA due to his existing commitment to the organisation.

14.30 To review the Council Asset Register

The revised Council Asset Register was read, approved and adopted by the Council although it was agreed that the replacement cost of the bus shelter should be further explored. Cllr Stockton is to look into this and report back at the next meeting.

14.31 To review the Council Insurance Policy and discuss/decide on alterations

The Clerk advised that she had increased the sum assured for street furniture in line with the revised Council Asset Register and added The Common gate to the insurance. The Council agreed to accept the more competitive renewal quote with an alternative provider (Hiscox) on a one year basis. It was also agreed that the parish council should liaise with the SCA in relation to the insurance that will be put in place for the Bonfire Night activities to ensure that cover is sufficient.

14.32 To approve/review and decide on amendments to Council policies

- a) Complaints policy

The new Complaints policy was read, approved and adopted by the Council

- b) Freedom of Information requests

The Clerk advised that she had reviewed existing documentation and amendments were required in relation to revised contact details and updates relating to the revised Council Asset Register and new Risk Assessment. The Clerk is to make amendments to the documentation accordingly for discussion and agreement at the next meeting.

- c) Press/Media policy

The Press/Media policy was read, approved and adopted by the Council

Cllr Stockton enquired as to why the Emergency Plan for Sandleheath had not been put forward for discussion at the meeting. The Clerk advised that she was not aware of this plan. Cllr Stockton is to look into this matter and report back at the next meeting.

14.33 To confirm the dates and times of ordinary meetings of the council for the ensuing year

The following dates and times were agreed by the Council:

**2014**

Thursday 26 June 2014

Thursday 31 July 2014  
Thursday 11 September 2014  
Thursday 23 October 2014  
Thursday 4 December 2014

**2015**

Thursday 8 January 2015  
Thursday 19 February 2015  
Thursday 19 March 2015  
Thursday 16 April 2015 - Annual Parish Meeting

#### 14.34 Matters to Report

- a) The Clerk provided the following short report on her actions since the last meeting and additional items to report:
- Parish Councillor Vacancy - The Clerk advised that Brian Stuart of 1 Elms Close, Sandleheath had shown interest in being co-opted onto the Parish Council. His resume was given to each of the Parish Councillors for their consideration. The Clerk advised that she needed to check his eligibility with the Returning Officer at New Forest District Council. In the meantime she would send an acknowledgement to Mr Stuart and advise the procedure that would be followed.  
It was felt that whilst general interest had been shown in the parish councillor role, no further applicants had formally come forward. It was therefore agreed that the deadline for applicants to express an interest should be set at two weeks prior to the next meeting (12<sup>th</sup> June 2014). The poster on the parish noticeboard would be amended accordingly by the clerk.
  - Trout Farm Signage - The Clerk advised that she had chased NFDC on 22<sup>nd</sup> May 2014 so see whether the sign at the crossroads was authorised and she had been advised that they were still looking into the matter. District Cllr Bellows said that she would also contact NFDC on behalf of Sandleheath Parish Council. The Council felt that the sign posed a risk to road safety and it was agreed that the Clerk should forward an email to the Highways Department at Hampshire County Council (HCC) highlighting the concerns raised, ensuring that County Cllr Heron was copied in to such correspondence.
  - Parish Lengthsman - The Clerk provided a short report. Robert Heron has been off work due to injury. He was due to meet with Debbie Vine at Fordingbridge Town Council on 22<sup>nd</sup> May 2014 to discuss what work he can undertake although it is thought that he may only return on light duties. The Brockenhurst Parish Lengthsman may be able to help although clearing ditches may be the duty of HCC as Bob Brown had had a discussion with Debbie Vine relating to parish lengthsman tasks. The Clerk will continue to report on further progress.
  - Reporting Potholes, Mobile Library Service and Community Grants - The Clerk confirmed that she had forwarded a chaser email to County Cllr Heron in respect of the above documentation for the Parish Noticeboard and SCA.  
Vice Chairman Fenn then provided a brief update as to the repair of potholes within the area. The pothole at the end of Alderholt Road was in the process of being repaired and he would be in contact with Bob Brown of HCC to find out when further repair work would be undertaken.
  - Village Sign - The Clerk provided a brief update. Sponsorship letters had been forwarded to the local businesses on the industrial estate and to date she had received two replies. A & E Connock contacted the Clerk on 15<sup>th</sup> May 2014 to express an interest and would like to be kept in the loop as to the progress with this project. Pharmaq also confirmed that their company

would like to contribute 50 towards a new sign.

Chairman Wright advised that he had received a quotation in the region of 2900 for a wrought iron sign (not including post and erection) as discussed in earlier meetings. There was then a discussion as to how this cost could be met and several questions were raised including:

- In addition to the 1000 grant from County Cllr Heron, how much funding would the parish council be able to contribute?
- Would the SCA be able to make a contribution?
- How would sponsors be reflected on the new sign?

It was agreed that further investigation was required and Chairman Wright would consider all issues raised. In the meantime, the Clerk would write to A & E Connock to provide an update and Chairman Wright would look into publicising this project at the Village Fete being organised by the SCA on 21<sup>st</sup> June 2014.

- Village Fete - Further to the point above, a brief discussion ensued in relation to whether Sandleheath Parish Council would have a stall at the Village Fete. Volunteers would be needed and Chairman Wright would investigate further. The SCA are also to forward a written request to the Parish Council for use of The Common on 21<sup>st</sup> June 2014.
- Village Design Statement - The Clerk advised that the updated document (version 5) had been forwarded to Louise Evans at NFDC on 22<sup>nd</sup> May 2014. Cllr Stockton then provided a brief update. This updated document will now be reflected on the NFDC website and a 44 day public consultation period will begin. Once this is complete, the updated Village Design Statement can then be presented to NFDC for final approval and adoption.
- Change of Signatory Form - The Clerk confirmed that the Change of Signatory form had been forwarded to the bank and that Chairman Wright was now a signatory on behalf of Sandleheath Parish Council.
- Fordingbridge Day Centre - The Clerk advised that she had attended the AGM on 23<sup>rd</sup> April 2014 and made councillors and villagers aware that a new minibus had been purchased and that they were now looking for volunteer drivers.
- Sale of Land previously owned by Qinetiq - The Council were made aware that this land was now being sold off in five acre plots. The Chairman advised that he would look into this matter further and liaise with the Chairman of Damerham Parish Council.

#### 14.35 To receive items of Correspondence

The Clerk advised that there was no new correspondence over & above that she had previously forwarded to councillors, although she did draw their attention to the training that she would like to undertake with the Society of Local Council Clerks (SLCC) on 1<sup>st</sup> July 2014 entitled Managing Paper. The Clerk also confirmed that either Chairman Wright or herself would be attending the Paths to Partnership Conference on 5<sup>th</sup> June 2014.

#### 14.36 Planning Applications

- a) To receive and comment on applications received

The Clerk advised that the following planning application had been received on 21<sup>st</sup> May 2014:

Application No:	14/10695
Type:	Full Planning Permission
Site:	Hurley Farm, Marl Lane, Sandleheath, SP6 1NY
Description:	House; Demolition of Existing

As the deadline for comments for this application had been set for 17<sup>th</sup> June 2014, it was agreed that a special meeting to discuss it should be scheduled for 12<sup>th</sup> June 2014.

- b) To review decisions received from the NFDC Planning Authority  
The Clerk advised that the following planning application had been granted subject to conditions:

Application No: 14/10153

Site: Unit 17B, Sandleheath Industrial Estate, Old Brickyard Road, Sandleheath, SP6 1PA

Description: Commerical development for B1, B2 and B8 use

- c) Other planning matters  
There were no other planning matters

#### 14.37 Finance

- a) To review current balances and financial position

Current account 6757.80

Deposit account 1308.40

An up to date Financial Statement was prepared and forwarded to the Parish Councillors. The Clerk confirmed that the first half of the NFDC precept had been received (2619 credited on 28<sup>th</sup> April 2014) and provided further clarification as to the breakdown of the precept request for 2014-2015:

Precept	5114
Discretionary Grant	<u>124</u>
	5238

It was then moved, seconded and agreed by the full parish council that a sum of 4000 be moved from the current account to the deposit account.

- b) To review Internal Audit Report

The Clerk ran through any comments raised on the report and advised that any recommendations were being fully considered. She would report back at the next meeting.

- c) To approve annual accounts and sign Audit Commission Annual Return

The Clerk advised that the annual accounts would be ready for the next meeting. The completed Audit Commission Annual Return for the financial year ended 31<sup>st</sup> March 2014 was approved and signed - this included the Accounting Statements 2013/2014 and Annual Governance Statement 2013/14.

The Clerk further advised that the Notice of Appointment of Date for the Exercise of Electors Rights would be displayed on the parish noticeboard from 2<sup>nd</sup> June 2014. The records of accounts would be made available to electors from 16<sup>th</sup> June 2014 to 11<sup>th</sup> July 2014.

- d) To authorise and sign cheques for payment

The following invoices were approved and cheques drawn up accordingly:

- i. HALC: the sum of 60 to cover the Clerk's training costs relating to Local Council Finance undertaken on 3<sup>rd</sup> April 2014
- ii. NALC: the sum of 17 to cover the LCR Subscription Renewal
- iii. Internal Audit and Compliance Ltd: the sum of 180 to cover the provision of internal audit services of 2014 annual return
- iv. Broker Network Ltd (Came and Company): the sum of 278.95 to cover the Council's insurance policy 2014-2015

The Clerk advised that a further invoice had been received from the Parish of Fordingbridge in relation to meeting room hire 2014-2015. It was agreed that the

Clerk should contact the Church Office to confirm whether the Council would get a refund should the management of St Aldhelm's change or whether it would be better for the Council to pay on a quarterly basis.

13.38 Date of Next Meeting

Thursday 26<sup>th</sup> June at 7-30pm in St.Aldhelm's.

The Chairman closed the meeting at 8.35pm.