



Minutes of a meeting of Sandleheath Parish Council (SPC) held on Thursday, 11th September 2014 at 7.30pm at St Aldhelm's.

PRESENT:

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

Also in attendance was District Councillor Ann Sevier. There were 10 village residents in attendance.

14.64 Apologies for absence
Received from District Cllr Roxanne Bellows

14.65 Any declarations of interest by any councillor on any agenda item
No declarations of interest were declared.

14.66 Minutes of Previous Parish Council meetings (31st July 2014 and 14th August 2014)
The Parish Council RESOLVED to sign the minutes of the meetings dated 31st July 2014 and 14th August 2014 as a true record. The Chairman signed all pages of the loose leaf minutes and these would be placed in the Minute Book.

14.67 Unauthorised Encampment on The Common

- a) To inform and provide an update relating to the Unauthorised Encampment
The Chairman provided a report to the Council. Travellers had arrived in Sandleheath on Wednesday, 3rd September 2014 and set up an unauthorised encampment on The Common. The Council sought guidance from Hampshire County Council, New Forest District Council and other local councils that had had to deal with similar issues. The travellers left Sandleheath at approximately 18.30pm on Saturday 6th September 2014 with Hampshire Police having used their powers under Section 61.
It was agreed by the Council that a working group consisting of the Chairman, Cllr Stockton and the Clerk should be set up to look into the following matters:
- To review the circumstances leading up to the unauthorised encampment
 - To review and update security measures at The Common to reduce the risk of a future unauthorised encampment
 - To ensure all suitable documentation is put in place (i.e. timeline of events, updated risk assessment and Lessons Learnt document)
- b) To consider financial implications to the council in relation to action taken
The Chairman confirmed that the financial implications had been limited as the unauthorised encampment had not remained in the village for long. The clean up operation was undertaken by volunteers although it was noted that a new padlock was now on The Common gate and Cllr Stockton was to be reimbursed for £5.99 at the next meeting. It was also agreed that, as the Clerk had incurred expenses (due to travel costs to NFDC and increased telephone usage) and had worked extra hours to deal with the issue, she would forward an invoice relating to these costs at the next meeting. The Clerk confirmed that Commercial Legal Protection insurance was already in place to cover legal costs in the event of unauthorised encampments but that she would confirm the excess to the working group.

14.68 Fixed Asset Register

The Clerk advised that following discussions with the external auditor the Fixed Asset Register had to be amended. For items where the purchase price was not known (i.e. very old items (e.g. bus shelter) or gifted items), a notional value of £1 should be reflected. The revised Fixed Asset Register was shown to the Council. The Parish Council RESOLVED to adopt the revised Fixed Asset Register and it was signed and dated by the Chairman and Clerk accordingly.

14.69 Matters to Report

a) Community Speedwatch

A short report was provided by Cllr Stockton. He advised that the Speedwatch Team had been out on Alderholt Road on 11th September 2014 and 12 vehicles had been found to be speeding. The Council was also advised that Rockbourne Parish Council had now formed their own Community Speedwatch team and thus sharing the equipment with Damerham and Sandleheath Parish councils.

b) Highways

Cllr Fenn provided a short report. He was still unaware as to when his HCC contact, Bob Brown, would return to work but advised that there would be a temporary road closure at Alderholt Road on Monday 3rd November in order to carry out carriageway repairs. Cllr Fenn is aware that there are still outstanding road repairs to be carried out as well as the repair of service covers on Main Road and would report back to the Council accordingly.

c) The Common

The Chairman advised that it would cost approximately £100 for the roof of the bus shelter to be repaired. The Council RESOLVED that these repairs could be undertaken.

Cllr Stockton advised that he had received an email relating to the brambles on The Common. It was agreed that the working group set up to look into the unauthorised encampment would consider and take into account the effectiveness of brambles as a deterrent for travellers and would report back to the Council with their findings.

The Clerk advised that Fordingbridge Town Council had forwarded correspondence relating to the role of the Parish Lengthsman. There has been a considerable underspend by all parishes and the parish lengthsman would now block book dates in advance on a rolling schedule to speed up the spending of these allocated funds. At the present time, Sandleheath Parish Council has a balance of £2547. It was agreed that the working group set up to look into the unauthorised encampment would look into this matter and would report back to the Council with their findings.

The Chairman also advised that the NFDC had cut around the bus shelter and dog signage. Lastly, it was noted that there was still tree waste on The Common due to the unauthorised encampment. It was agreed that this would be burnt on Bonfire Night with any further clean up following this event to be undertaken by the SCA as promptly as possible.

d) Village Design Statement (VDS)

Cllr Stockton provided a short report. The Consultation Period ended on 15th August 2014 and a final version of the document was forwarded to NFDC on 4th September 2014. The VDS will now be submitted to the Cabinet meeting scheduled for 1st October 2014. It was reiterated that the VDS is not a legally binding document although whenever planning applications are received, the Council may refer to the document. The Chairman thanked Cllr Stockton for all his hard work and the postmaster in the village post office for allowing the public access to the document during the Public Consultation Period.

e) Future of St Aldhelm's

Cllr Daykin provided a short report. A detailed proposal had been forwarded to the Church on 9th September 2014 and it was advised by the SCA that this proposal was successful.

f) Footpaths

The Chairman provided a short report. In relation to the proposed cycleway, Nigel Best had advised that HCC were hoping to start work in the early autumn.

There had also been further correspondence received from Dean Brunton at NFDC relating to developers contributions. It was noted that NFDC would like the Council to consider what projects they would like the Section 106 monies arising from the Woodlands House development to be allocated to by 3rd October 2014. It was agreed that the Clerk would liaise further with District Cllr Bellows to find out further information and enquire as to whether a special meeting would be required.

g) Village Sign

The Clerk advised that this item had returned to the agenda as a local business had contacted her on 11th August 2014 and offered to donate £500 towards a new village sign. It was RESOLVED by the Council that the Clerk should write to the business, thanking them for their offer but advising that the Council were unable to progress with the creation of a new village sign at present as there was still a substantial shortfall in funds and parish council funds may be required for new projects in the future should the purchase of St Aldhelm's go ahead.

h) Clerk's Report

The Clerk advised that she had attended minute taking training with HALC on 10th September 2014. Following this training, the Clerk was now reviewing documentation and will add 'Public Session' as an agenda item at the next meeting.

The Clerk also made the Council aware of the following training days for councillors being provided by HALC:

- The Knowledge and Core Skills 17th September 2014 and 1st October 2014
- Local Council Finance 2nd October 2014
- Chairing Skills 15th October 2014

14.57 Correspondence

The Clerk advised that all matters of correspondence had been circulated to the councillors via email but drew their attention to the following:

- i) The Clerk advised the flexible retirement of Mike Cash of NFDC (he is now working 3 days per week) and his street cleansing responsibilities have been taken over by Robert Lane. His details will be added to the Contacts spreadsheet.
- ii) The Clerk advised that the NFDC is to review the Local Plan for New Forest District outside the National Park and will extend the period covered up to 2036.
- iii) The Clerk advised that HCC would be holding the New Forest Passenger Transport Forum on Monday 3rd November 2014.
- iv) The Clerk advised that the SCA had contacted the Parish Council to ask permission for the Treasure Hunt (07th September 2014), Bonfire Night (5th November 2014), the Christmas Tree (6th December 2014) and Christmas Carols (19th December 2014) as these events are all held on The Common. The Clerk confirmed that permission had been given after contacting all parish councillors and any queries had been forwarded to the SCA. The SCA also advised that they were awaiting an response relating to Bonfire Night insurance
- v) The Clerk advised that the HSBC bank in Fordingbridge would be closing as of Friday 28th November 2014. This closure would not have any impact on the running of the Council finances.

14.58 Planning

a) Planning applications

The Clerk advised that no new planning applications had been received that required discussion by the Council although a notification relating to a Lawful Development Certificate (14/11211 - The Oaks, Bishops Lane, Sandleheath SP6 1PY) had been forwarded. Although this item was not discussed by the Parish Council, Cllr Daykin declared an interest.

b) Decisions taken by NFDC Planning Authority

The Clerk advised that the following decisions had been taken by NFDC Planning Authority:

- i. 14/10931 – The Briars, Alderholt Road, Sandleheath, SP6 1PT: Granted subject to conditions
- ii. 14/10554 – Units 1 to 3 Newbank Court, Sandleheath Industrial Estate, SP6 1FG - Granted subject to conditions

c) Other Planning Matters

The Clerk advised that a Temporary Events Notice has been acknowledged by the Licensing Office (TEN 5395 / LICTE/14/05833 – PW – Dudley Hill Hall, Forres Sandle Manor School, SP61NS).

14.59 Finance

a) Current situation

Current account £1600.62

Deposit account £5308.63

An up to date Financial Statement was prepared and forwarded to the Parish Councillors. This reflected the recent payment of £113.69 by HM Revenue and Customs relating to the VAT repayment.

b) To authorise and sign cheques for payment

The following invoices were discussed and approved. The Parish Council RESOLVED that the cheques be drawn up accordingly:

Cheque No	Payee	Details	TOTAL COST
100733	Victoria Eden	Clerk's fees and expenses – 2nd quarter 2014-2015	£542.81
100734	HALC	Invoice 11540 – Minute Taking Training attended by the Clerk	£36.00

c) External Audit Update

The Clerk advised that she had visited BDO on 4th September 2014 to amend the Annual Return to reflect the changes made to the Fixed Asset Register and was now awaiting confirmation from the external auditor that the audit was concluded.

14.60 Date of Next Meeting

Thursday 23rd October 2014 at 7.30pm in St Aldhelm's

The Chairman closed the meeting at 8.36pm.

Signed by Chairman

Dated