Sandleheath Parish Council

Minutes of a meeting of Sandleheath Parish Council (SPC) held on Thursday, 23rd October 2014 at 7.30pm at St Aldhelm's.

PRESENT:	Chairman	Mr D Wright
	Councillors	Mr B. Martin, Mr G Maynard, Mr K Andrews, Mr P Stockton. Mr S Daykin joined the meeting during the Public Session
	Clerk to the Council	Mrs V Eden

Also in attendance was District Councillor Ann Sevier. There were 7 village residents in attendance.

14.78 Apologies for absence
Received from Parish Cllr Robin Fenn, County Cllr Edward Heron, District Cllr Roxanne Bellows and villager Keith Bennett

14.79 Any declarations of interest by any councillor on any agenda item
Cllr Andrews and Cllr Stockton declared an interest in the planning application 14/11302.

14.80 Minutes of Previous Parish Council meetings (11th September 2014 and 2nd October 2014)
The Parish Council **RESOLVED** to sign the minutes of the meetings dated 11th September 2014 and 2nd October 2014 as a true record. The Chairman signed all pages of the loose leaf minutes and the Clerk would place these in the Minute Book.

14.81 Public Session
A couple of procedural matters were raised. The Clerk advised Any Other Business could no longer be reflected on the agenda – this had been clarified at recent training that she had undertaken. It was also clarified that, as all Parish Council meetings are public, visitors as well as village residents may attend. The Clerk will provide further confirmation relating to procedural matters at a future meeting.
The responsibility of the cutting of the hedge between the allotments and The Common was discussed. At the present time, the hedge had not been trimmed on the outside – it was believed that the NFDC were responsible for doing this task. The Chairman said that he would look into the matter.
One resident also reported that a man in a high visibility jacket had been spotted on The Common during the day but no-one was aware of who it was.

14.82 Unauthorised Encampment on The Common
The Chairman provided a report to the Council. The working group were progressing with their documentation and would shortly be liaising with the Gypsy Liaison Officer at Hampshire County Council (HCC) and New Forest District Council (NFDC) for confirmation that procedures being put in place were correct. Cllr Stockton had also produced a draft SOP which would be forwarded to all Councillors. The Chairman expressed his concern in relation to the requirement that there should be three clear working days between a meeting being called and then held, especially in emergency situations. The Clerk is to seek guidance as to whether power to call meetings in emergency situations may be delegated to a specific committee.

14.83 Matters to Report

a) Community Speedwatch
A short report was provided by Cllr Stockton. Fordingbridge Police Station was now closed and he was liaising with Damerham Parish Council for a suitable place to store the speedwatch equipment.

b) Highways

Due to the absence of Cllr Fenn, there was no report although the Chairman reminded the Council of the road closures that were happening at the beginning of November.

c) The Common

Cllr Stockton advised that the Council had received correspondence from one resident, Carol Butt, as to the future of The Common. The Parish Council **RESOLVED** the following:

- The brambles surrounding The Common are to remain in place to act as a deterrent to travellers entering the area and to enable children to play safely on the top common.
- The island in the middle of The Common is to remain in place
- The ongoing Bonfire Night event is to continue

The Bonfire Night event was then further discussed. Sandleheath Community Association (SCA) confirmed that correct insurance was in place, a risk assessment had been undertaken and that they were happy to accept traveller waste on the bonfire. It was also confirmed that The Common gate was not to be left open and that Keith Bennett of the SCA should be contacted if access was needed.

Cllr Stockton then advised the Council of new dog fouling signs that had been displayed around the village. More signs were available if needed.

The Clerk asked if there were any suitable tasks for the Parish Lengthsman to undertake and she was asked to find out if he could pick up items to burn on the bonfire from residents. It was also felt that residents could suggest ideas for the parish lengthsman at the start of each parish meeting. The Councillors agreed that the parish lengthsman should be met by a representative from the Council each time he was in the village so that clear instruction could be given in relation to the tasks to be undertaken.

d) Village Design Statement (VDS)

The Chairman provided an update. Correspondence had been received from A Hogarth, a landowner who owns 55 acres within the village but who is not a resident, which had queried the public consultation period prior to the adoption of the VDS. The Chairman confirmed that he had liaised with Andrew Herring at NFDC and felt that the Parish Council should withdraw, revisit and resubmit the document, hold a further consultation period ensuring that all relevant parties are consulted and then put forward the document for readoption. The matter was then discussed by the councillors. The following **MOTION** was then proposed by Cllr Daykin and seconded by Cllr Maynard:–

No further action is to be taken in respect of the VDS until legal advice is obtained.

This motion was then put to the vote and **CARRIED** by four members to two members. It was agreed for the Clerk to contact Andrew Herring for further guidance.

e) Future of St Aldhelm's

Cllr Daykin provided a short report. The steering group had had their offer accepted but the sale could no longer go through as anticipated as the Parish of Fordingbridge was expected to hold monies in trust for a new church to be built in the area. This meant that only a short term lease could be offered and SCA would be unable to get the funding for this. As a result of these new developments, a new Charitable Incorporated Organisation (CIO) called the Sandleheath Village Hall Association has now been set up with the aim of moving this matter onwards. The Council was advised that this new organisation would require funding and Cllr Daykin confirmed that he would write a detailed paper for a grant request which would be submitted to the Council at the next meeting – his interest in this matter clearly declared. The Clerk is to ensure that this item is added to the next agenda.

f) Footpaths

The Chairman provided a short report. He had spoken to Nigel Best at HCC earlier in the day and had been advised that the project will shortly be put out for tender. It was hoped that work would soon be starting on the proposed cycleway.

g) Clerk's Report

Further to the last meeting the Clerk confirmed that she had checked the Council's insurance documents and that the excess for Commercial Legal Protection was £200. She also advised that she had received a copy of the Emergency Plan from the previous clerk for the Council to consider updating. This item will be added to a later agenda.

14.84 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) Admissions to Schools correspondence re 2015-2016 was now available to see in the village post office.
ii) Rotary Club of Fordingbridge's Quiz Night is to be held on 21st November 2014
iii) The New Forest Transport Forum will be held on 3rd November 2014
iv) The dates relating to the Key Decisions on NFDC's Forward Plan were read out to the Council
v) Next police liaison meeting will be held in Fordingbridge Town Council on 18th November 2014

14.85 Planning

a) Planning applications

The Clerk advised that the following planning application had been received – Cllr Stockton and Cllr Andrews left the room having declared an interest. Cllr Stockton did not return to the meeting:

APPLICATION NO:	14/11302
TYPE:	Full Planning Permission
SITE:	Lilacs, Scats Lane, Sandleheath SP6 1PL
DESCRIPTION:	Roof alterations; dormers and roof lights in association with new first floor; two storey front extensions; porch; two storey and single storey rear extensions; alterations to access; chimney
APPLICANT:	Mr & Mrs Andrews

After a short discussion, it was **RESOLVED** that the Parish Council recommends refusal for this application but would accept the decision reached by the DC Officers under their delegated powers. Clerk to advise NFDC accordingly.

Following this discussion, Cllr Andrews returned to the meeting.

The following application had also been received prior to the meeting but required a special meeting to be scheduled as it could not be added to the agenda at such short notice:

APPLICATION NO:	14/11314
TYPE:	Full Planning Permission
SITE:	THE OAKS, MAIN ROAD, SANDLEHEATH SP6 1PY
DESCRIPTION:	2 dormer windows; associated roof alterations
APPLICANT:	Mr Lockyer

It was agreed that a special parish council meeting would be held on Thursday, 6th November 2014 to discuss this application.

b) Decisions taken by NFDC Planning Authority

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

i. 14/11048 – Lilacs,Scats Lane, Sandleheath, SP6 1PL – Refused

c) Other Planning Matters

The Clerk advised that she had received notification relating to Tree Preservation Order No. TPO/0031/14. Cllr Stockton gave a short report, advising that the site had formerly designated for affordable housing.

14.86 Finance

a) Current situation

Current account £3640.81

Deposit account £5308.63

An up to date Financial Statement was prepared and forwarded to the Parish Councillors. This reflected the recent payment of £2619.00 by NFDC relating to the second half of the Precept and Discretionary Grant payment.

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**
100735	Information Commissioner	Data Protection Registration 2014-2015	£35
100736	BDO LLP	Fees re external audit 2013-2014	£36
100737	RBL Poppy Appeal	Wreath for Remembrance Day	£35
100738	Victoria Eden	Working from Home Allowance 2014-2015	£100
100739	David Wright	Chairman's Home Allowance 2014-2015	£50

c) External Audit Update

The Clerk advised that the audit was now concluded and the relevant notice had been displayed on the noticeboard accordingly. In the report supplied by the External Auditor, a minor issue was raised highlighting that 'the annual return does not add up by £1'

d) To Consider Draft Budget

The Clerk presented a working document reflecting the Council's expenditure in 2013-2014, actual and anticipated expenditure in 2014-2015 and anticipated expenditure in 2015-2016. She confirmed that she would be working further on this item prior to the next meeting.

14.87 Date of Next Meeting

Thursday 4th December 2014 at 7.30pm in St Aldhelm's. It was agreed that Christmas drinks would be provided at this meeting.

The Chairman closed the meeting at 8.55pm.

Signed by Chairman …… Dated …….