



Minutes of a meeting of Sandleheath Parish Council (SPC) held on Thursday, 26th June 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 and Mr G. Maynard
 Clerk to the Council Mrs V Eden

Also in attendance were District Councillor Ann Sevier and County Councillor Edward Heron. There were 6 village residents in attendance.

14.42 Apologies for absence

Received from Cllr Stockton and District Councillor Roxanne Bellows.

14.43 Any declarations of interest by any councillor on any agenda item

No declarations of interest were declared.

14.44 Minutes of Previous Parish Council meetings (22nd May 2014 and 12th June 2014)

The Parish Council RESOLVED to sign the minutes of the meetings dated 22nd May 2014 and 12th June 2014 as a true record. The Chairman signed all pages of the loose leaf minutes and these would be placed in the Minute Book.

14.45 Co-option of New Parish Councillor

The Clerk advised that she had received a letter from the applicant, Mr Stuart, dated 20th June 2014 advising the Parish Council that he wished to withdraw his application. Notices and posters re-advertising the position are to be displayed on the Noticeboard accordingly.

14.46 Further Review of Record Keeping and Internal Controls

Further to the meeting dated 22nd May 2014, the Clerk advised that the following documentation had been amended as follows:

- i. The Standing Orders have been amended to reflect that 'No person may hold the office of Chairman for more than five consecutive years' - this document is now in line with the previous version of the Council's Standing Orders.
- ii. The Risk Assessment has been amended to reflect a section relating to unauthorised encampments. The Parish Council RESOLVED to adopt the Risk Assessment and the document was signed and dated by the Chairman and Clerk accordingly.
- iii. The Council Asset Register has been amended to reflect a more accurate Cost to Replace figure for the bus shelter in the village and the document was signed and dated by the Chairman and Clerk accordingly.
- iv. Revised documentation relating to the Model Publication Scheme (Freedom of Information Act 2000) was presented to the Council. The Clerk's details were now correctly reflected, together with revised information relating to the Council Asset Register and Risk Assessment. The Parish Council RESOLVED to adopt the revised documentation.
- v. The Clerk advised that she had liaised with the previous Clerk about an Emergency Plan for Sandleheath. He advised that he could not recall one being set up. The Clerk will liaise further with Cllr Stockton in relation this this matter.

- vi. There was a short discussion as to whether a Media Policy document was necessary for the Council. Recent news reports suggest that the recommended media policies may be too rigid for the workings of a parish council and it was felt that, as Councillors had to abide by a Code of Conduct, such a document was not needed. It was therefore proposed that the Media Policy be removed. After a vote (four in favour, one abstained), the Parish Council RESOLVED that the media policy be removed.

14.47 Matters to Report

a) Community Speedwatch

Due to the absence of Cllr Stockton, a full update was not provided. However, Vice-Chairman Fenn advised that the team had not been out. It was also noted that Alderholt Parish Council was able to conduct speedwatch sessions with only two volunteers (their scheme is overseen by Dorset County Council) whereas Hampshire County Council require that three volunteers must be available to conduct sessions. The age limit for volunteers is thought to be 18+.

b) Highways

Vice-Chairman Fenn advised that there was little to report due to the absence of his contact, Bob Brown. County Cllr Heron said that he would email details of Bob's temporary replacement to the Clerk.

Cllr Martin raised the matter of the hump on Alderholt Road as he was concerned whether the contractors would rectify the issue within the time limits. County Cllr Heron advised that he would chase this matter but made the Parish Council aware that priority cases within Hampshire County Council had changed due to the bad weather experienced earlier in the year.

It was again reiterated the importance of notifying Hampshire County Council (HCC) as soon as possible in the event of any potholes and concerns relating to highways, ideally via their website using the following address:

<http://roadenquiries.hants.gov.uk/roadproblems/highwaydefect/pothole.aspx>

c) The Common

The Chairman took this opportunity to thank Sandleheath Community Association (SCA) for their hard work in organising the Scarecrow Competition & Summer Fete. The Clerk advised that the Parish Lengthsman, Robert Heron was now back at work and is scheduled to be in Sandleheath on Friday, 4th July 2014. An updated worksheet has been forwarded Fordingbridge Town Council but the Clerk asked the Council whether there were any further tasks following the activities on the previous weekend. The Councillors confirmed that there were no further tasks at this time.

It was confirmed that the Trout Farm signage had been removed from the crossroads.

It was also raised as to why the bus shelter had not been refurbished by the Scouts during their Scouts Community Week and it was confirmed that the Scouts had been unable to secure funding from B & Q.

d) Village Design Statement (VDS)

Due to the absence of Cllr Stockton, a full update was not provided. However an email had been received by the Clerk from Andrew Herring at New Forest District Council (NFDC) requesting information to aid the public consultation period. There was then a short discussion as to how to respond to this email. The following actions were agreed:

- i) Latest version of the VDS to be forwarded to Cllr Daykin so that it may be shrunk and then reflected on the Parish Council website.
 - ii) A hard copy will be available to view in the Village Post Office
 - iii) A notice will be displayed on the village notice board
- e) Future of St Aldhelm's
Cllr Daykin provided a short report. Despite numerous attempts by the SCA to request a meeting with the Church management group, no date has been set as yet.
County Cllr Heron also advised that the website for Hampshire County Council (HCC) was the best place for the SCA to find out more about Community Grants and suggested two possible links:
<http://www3.hants.gov.uk/grants.htm>
<http://www3.hants.gov.uk/grants/ccbs-grants/community-buildings-capital-fund.htm>
- f) Footpaths
The Chairman provided a short report. He had attended the Paths to Partnership Conference on 5th June 2014, organised by Hampshire County Council. He also advised that HCC had surveyed the proposed route for the cycleway and would return to the parish council once initial costings had been calculated.
- g) Village Sign
The Clerk advised that she had forwarded a further letter to a potential sponsor (A & E Connock) but had not received a response as yet.
The Chairman said that interest had been shown in the idea of a new village sign at the recent village fete. However, it was felt that further ideas relating to fundraising were required.
It was suggested that Veolia Environmental Services (who are responsible for the Chatsworth Blue Haze Landfill Site in Somerley) may be able to contribute towards funding and Cllr Daykin agreed to explore this further.
This matter will be further discussed at the next meeting.
- h) Clerk's Report
The Clerk was advised by County Cllr Heron that there were no suitable posters issued by HCC in relation to pothole reporting and that the Parish Council should create a suitable poster for its Noticeboard. County Cllr Heron also forwarded information relating to the Home Lending Service (in place of the Mobile Library Service) for the Clerk to display on the Parish Noticeboard.

14.48 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 that there was now more training available for minute taking and asked if she could attend the session being run by HALC on 10th September 2014 at a cost of £30 plus VAT. The Parish Council RESOLVED that the Clerk could attend this training as she would no longer be attending the SLCC training on 1st July 2014
- ii) The Clerk advised that she had received notification that any council that is a member of the LGPS must have an Employer discretions policy in place by 30th June 2014. However she does not wish to join scheme at the present time so a policy does not need to be put in place.

- iii) The Council was informed that the next Police Liaison Meeting is scheduled for Thursday 10th July 2014 at 7.30pm at Fordingbridge Town Council

14.49 Planning

a) Planning applications

The Clerk advised that no new planning applications had been received.

b) Decisions taken by NFDC Planning Authority

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

- i. 14/10503 - Woodlands House, Main Road, Sandleheath, SP6 1TD: Granted subject to conditions
- ii. 14/10511 - 174 Station Road, Sandleheath, SP6 1DS: Granted subject to conditions

c) Other Planning Matters

There were no further planning matters.

14.50 Finance

a) Current situation

Current account £2221.85

Deposit account £5308.40

An up to date Financial Statement was prepared and forwarded to the Parish Councillors. This reflected the recent transfer of £4000 from the Current Account to the Deposit Account.

b) Approval of Annual Accounts

The Parish Council RESOLVED that the annual accounts were a correct record. They were then signed and dated by the Chairman and Clerk.

c) 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
100729	Came and Co (The Broker Network)	Increase in premium due to increase in sum assured for street furniture	£39.65
100730	St Aldhelm's (Parish of Fordingbridge)	Meeting room hire 2014-2015. The Clerk confirmed that the Church Office has agreed to refund in the event of a change of management of St Adhelm's	£138.60
100731	David Wright	Chairman's expenses for attendance at Paths to Partnership Conference on 5 th June 2014	£45.50
100732	Victoria Eden	Clerk's fees and expenses - 1st quarter 2014-2015	£516.37

14.51 Date of Next Meeting

Thursday 31st July 2014 at 7.30pm in St Aldhelm's

The Chairman closed the meeting at 8.15pm.