



Minutes of a meeting of Sandleheath Parish Council (SPC) held on Thursday,
4th December 2014 at 7.30pm at St Aldhelm's.

PRESENT:

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

Also in attendance was County Councillor Edward Heron and District Councillor Roxanne Bellows. There were 11 village residents in attendance.

14.97 Apologies for absence

Received from Parish Cllr Graeme Maynard and District Cllr Ann Sevier.

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

Cllr Daykin declared an interest in the agenda item relating to the funding request by the Sandleheath Community Association (SCA) in relation to the purchase of St. Aldhelms. Cllr Daykin advised that he would present the funding request to the Council but take no part in the discussion or subsequent vote.

14.99 Minutes of Previous Parish Council meetings (23rd October 2014, 6th November 2014 and 20th November 2014)

The Parish Council **RESOLVED** to sign the minutes of the meetings dated 23rd October 2014, 6th November 2014 and 20th November 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.

14.100 Public Session

The members of the public asked the Council if they could ask questions during the agenda item relating to the purchase of St Aldhelms and were advised that members of the public may be permitted to speak at the discretion of the Chairman.

A question was also raised in relation to the repair of the roads by Hampshire County Council (HCC) and it was advised that this would be addressed under the agenda item relating to Highways.

It was confirmed that the Village Design Statement (VDS) had been revoked and that the document was no longer reflected on the website. This matter would be discussed in more detail under the agenda items listed as Village Design Statement.

14.101 Community Speedwatch

Cllr Stockton provided a report to the Council. The team had been out once in the last month and, in the space of 1¼ hours, 8 vehicles had been found to be exceeding the speed limit. However the average speed limit was below 30mph. It was also noted that SIDs had been displayed in the village.

14.102 Highways / Footpaths

a) Highways

Cllr Fenn provided a report to the Council. The hump in Alderholt Road had been repaired, having been replaced twice. The following concerns were noted as needing action:

- i. Large pothole near The Common in Alderholt Road.
- ii. Service covers on Main Road
- iii. Spring end of Alderholt Road

Cllr Fenn advised that he would contact Bob Brown (HCC) to see what progress was being made and reiterated the importance of notifying HCC asap 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>

- b) Footpaths
Nil to report at present.

14.103 The Common

The Council thanked the villagers and SCA for the clearance of the rubbish left after the unauthorised encampment and for the cleanup after Bonfire Night.

- a) Working group's update relating to the Unauthorised Encampment
The Working Group then provided an update in relation to the unauthorised encampment. Cllr Stockton's draft Standard Operating Procedure (SOP) had been forwarded to all Councillors and no comments had been received. The Council RESOLVED that this document should be formatted into a policy document. This would then be sent to the Gypsy Liaison Officer (HCC), the legal department at NFDC and Hampshire Police to check that the policy is lawful prior to adoption by the Council. The Clerk is to action the reformatting of the document.
- b) Update in relation to improving access (with remaining Section 106 monies)
The Chairman provided a short report. As yet, final costings relating to the cyclepath still had not been received so it was still uncertain how much funding could be committed to improve access. The Council agreed that a meeting with New Forest Access for All should be arranged for their input into the project and the Clerk is to contact the organisation accordingly. It was also agreed that the Clerk is to contact Dean Brunton at NFDC to confirm that the Council is still exploring ways of improving access but that this is dependent on the final costings relating to the cyclepath.

14.104 Village Design Statement

Cllr Stockton gave a short report. It was confirmed that NFDC had decided to revoke the VDS and had sent out correspondence to the landowner accordingly. A draft response letter to the landowner from Sandleheath Parish Council had been drawn up. The following **MOTION** was then proposed by Cllr Daykin and seconded by Cllr Andrews:–

Response letter to be sent to landowner after Hampshire Association of Local Councils (HALC) legal approval.

This motion was then put to the vote and **CARRIED** unanimously. It was agreed for the Clerk to forward the draft letter to HALC and NDFC accordingly.

The Council then discussed what the next steps should be. It was suggested that Chris Elliott, Head of Planning at NFDC, should come to a future meeting of the Council to provide further information as to whether the Council should consider creating a Neighbourhood Plan or whether the VDS should be amended (in line with the Local Plan) and resubmitted. The Clerk will contact Chris Elliott to see when he can be available to attend meetings.

14.105 Future of St Aldhelms

- a) Update in relation to ongoing purchase of St. Aldhelm's for the community
Cllr Daykin provided a report and gave detailed information relating to the background of the ongoing proposed purchase. He then presented a funding request on behalf of SCA to ask for the Parish Council's assistance to set up a new Charitable Incorporated Organisation (CIO) called the Sandleheath Village Hall Association (SVHA). It has been estimated that it will cost £3000 to set up this new CIO – SCA are looking to raise £1500 and hope that the Parish Council would be able to fund the other £1500.
- b) Consideration of a funding request in relation to setting up the Sandleheath Village Hall Association (SVHA)
The Council had a full discussion in relation to the funding request, including consideration of possible pitfalls. It was noted that the proposed purchase of St. Aldhelm's is not guaranteed to succeed. However County Cllr Heron said that he would be happy for grants that were available to his role to be used for the project and believed that the district councillors may also be happy to do this – in this way, £750

may be available. Again, it was noted that these monies are not guaranteed although the parish council were advised that the County and District Cllrs had not previously had any of their grant requests turned down. It was also agreed that there should always be a member of the Parish Council in the SVHA.

The following **MOTION** was then proposed by Cllr Stockton and seconded by Cllr Maynard:–

Sandleheath Parish Council is happy to agree to the funding request of £1500 by SCA on the understanding that £750 is likely to be provided by the grants available to the County and District Councillors.

This motion was then put to the vote and **CARRIED** with the support of 6 members and one abstention.

14.106 Update in relation to ongoing progress with cycle path scheme and allocation of Section 106 monies

Cllr Wright reported that action on this was now with NFDC. Cllr Bellows advised that the work had gone out to tender and that she would continue to progress the project.

14.107 Consideration of possible tasks for Parish Lengthsman to undertake

The Clerk advised that she had placed a sheet of paper by the signing in book for any villagers to suggest possible tasks for the Parish Lengthsman and reiterated that there were still considerable funds available. It was suggested that the ditch opposite Whitegates needs looking into and that the cleaning of signs is also required. The Clerk is to investigate this further.

14.108 Reports from members who have attended meetings of outside bodies

a) Police Liaison Meeting (18th November 2014)

Cllr Stockton provided a report to the Council. He confirmed that the station in Fordingbridge was now closed and that the new office was for police use only – there is no public entry. The meeting also provided an update in relation to police protocol in dealing with unauthorised encampments.

b) Meeting with Steven Lugg, CEO at HALC (1st December 2014)

Cllr Wright provided a short report to the Council. This had been a very proactive meeting which explored recent developments in the running of local councils and the changing role of the Clerk.

14.109 Clerk's Report

The Clerk confirmed that she was continuing to review FOIA documentation, parish council procedures and responsibilities relating to the role of Clerk. She confirmed that she would be forwarding timesheets on a regular basis to the Chairman and would keep the Council up to date in relation to the challenges that she faces in her role.

It was also raised as to when the Code of Conduct was adopted by the Council and the Clerk said that she would look into this further, researching previous minutes.

It was also noted that problems with the website were still ongoing due to an upgrade of the NFDC website which was taking much longer than planned.

14.110 Consideration and authorisation of training for Councillors and Clerk

The Clerk advised that she would like to attend the Society of Local Council Clerks (SLCC) branch meeting to be held in Wellow on 5th December 2014. The travelling expenses for attending this meeting would be £31.33. The Parish Council **RESOLVED** that the Clerk should attend this meeting. The Clerk then forwarded the HALC Training Calendar 2015 for the councillors' consideration, although it was noted that Steven Lugg had suggested the possibility of local training on specific subjects, with local parish councils working together.

14.111 Correspondence

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

- a) Villager request to use Sandleheath Common on 19th July 2015 for picnic and recreational activities.
It was **RESOLVED** that this request should be permitted although the villager should be made aware that the Council's public liability insurance only covers the land (not activities on the land), that a time limit of 10.30pm should be followed and that all litter should be removed following the event. Clerk to write to the villager accordingly.
- b) Hampshire Minerals & Waste Planning - Newsletter 13
- c) Rural Opportunities Bulletin (neighbourhood planning workshops)
- d) Community Challenge Fund - small grants available, up to £5000
- e) Rights of way vegetation priority cutting lists for your parish – 2015 (Comments required by 1st February 2015)
- f) CPRE Hampshire needs your help to map Brownfield sites

14.112 Planning

- a) Planning applications
No new planning applications received
- b) Decisions taken by NFDC Planning Authority
The Clerk advised that the following decisions had been taken by NFDC Planning Authority:
 - 14/11302 – Lilacs, Scats Lane, Sandleheath, SP6 1PL – Refused
 - 14/11314 – The Oaks – Granted subject to conditions
 - 14/11246 – Land Adjacent Unit 17 – Granted subject to conditions
- c) Other Planning Matters
No other planning matters

14.113 Finance

- a) Current situation
Current account £3019.81
Deposit account £5309.51
An up to date Financial Statement was prepared and forwarded to the Parish Councillors.
- b) Update re PAYE Review
The Clerk advised that the recent penalty imposed by HMRC in relation to online reporting had been paid upon advice of HALC and needed retrospective agreement by the Council. As a result of the penalty a review had been undertaken by Eleanor Greene (Do The Numbers Ltd) and this review was received at the Extraordinary meeting of the Parish Council held on 20th November 2014. Consequently a letter of Appeal/Complaint was sent to HMRC on 22nd November 2014 and the Clerk had made a note in her diary to contact HMRC in January 2015 for an update. The Clerk confirmed that RTI reporting was now up to date and going forwards it would be minuted each time RTI reporting was undertaken on behalf of the Council.
- c) Consideration of allocation of grants and section 137 monies
A draft written policy for awarding Grant Aid to local organisations was presented to the Council. It was agreed that the following sentence was removed from the policy: 'Grants must be spent by the year end of 31st March following' and that the policy should reflect retrospective applications would not be considered. The Council then **RESOLVED** to adopt this written policy for awarding Grant Aid.
The Clerk confirmed that requests for Grant Aid had been received from Victim Support, New Forest Disability Information Service and New Forest Citizens Advice Bureau and reminded the Council of the grants made during the previous year:
£180 Fordingbridge First Responders, £60 Rae Straton Lunch Club, £60 Fordingbridge Day Centre and £35 Poppy Appeal.
It was agreed that the Clerk would forward the new written policy to previous recipients and that this matter would be raised as an agenda item at the next meeting scheduled for 8th January 2015.

d) Budget 2015/2016

The Clerk had forwarded budget documentation to all councillors prior to the meeting. The Council then had a full discussion in relation to its budgetary requirements for the financial year 2015/2016. In light of future expected spending (together with existing commitments, it was noted that there could be election costs in 2015 and that the Clerk's hours are likely to increase to accommodate the workload), it was agreed that the precept request for the financial year commencing April 2015 should be increased.

The following **MOTION** was then proposed by Cllr Stockton and seconded by Cllr Daykin:–
Sandleheath Parish Council should increase its precept request (including the discretionary grant) to £6800 to meet future expected expenditure.

This motion was then put to the vote and **CARRIED** unanimously.

e) Authorisation and signature of cheques for payment

The Parish Council **RESOLVED** to agree the payment of £400 to HMRC in respect of the penalty retrospectively

The following invoices were discussed and approved.

The Parish Council **RESOLVED** that the cheques be drawn up accordingly:

Cheque No	Payee	Details	TOTAL COST
100741	Do the Numbers Ltd	Invoice 12/251 - PAYE Review	£200.00
100742	SLCC	Membership renewal 2015	£65.00
100743	NFDC	Annual Charge for Grounds Maintenance	£556.80
100744	V Eden	Clerk's Fees and postage costs	£505.52
100745	V Eden	Clerk's overtime 01/09/2014 - 30/11/2014 and telephone expenses re unauthorised encampment	£341.14
100746	P Stockton	New padlock for the Common	£5.99
100747	D Wright	Materials for bus shelter repairs	£95.25

14.114 Date of Next Meeting

Thursday 8th January 2014 at 7.30pm in St Aldhelm's.

The Chairman closed the meeting at 9.20pm and invited all those present to stay for Christmas drinks and mince pies.

Signed by Chairman

Dated