



Minutes of a meeting of Sandleheath Parish Council (SPC) held on Thursday, 8th January 2015 at 7.30pm at St Aldhelm's.

PRESENT: Chairman Mr D Wright
 Vice Chairman Mr R Fenn
 Councillors Mr B Martin and Mr K Andrews
 Clerk to the Council Mrs V Eden

Also in attendance was County Councillor Edward Heron and District Councillors Roxanne Bellows and Ann Sevier. There were 2 village residents in attendance.

- 15.01 Apologies for absence
Received from Cllr Philip Stockton, Cllr Graeme Maynard and Cllr Simon Daykin
- 15.02 Any declarations of interest by any councillor on any agenda item
No declarations of interest were declared.
- 15.03 Minutes of Previous Parish Council meeting (4th December 2014)
The Clerk advised that 11 villagers had attended the previous meeting, not 8 as reflected. The Clerk would amend the minutes accordingly. Following this amendment, the Parish Council **RESOLVED** to sign the minutes of the meetings dated 4th December 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.
- 15.04 Public Session
In absence of Cllr Daykin, a member of Sandleheath Community Association (SCA) asked to speak during agenda item relating to St. Aldhelm's. This request was permitted by the Chairman.
- 15.05 Community Speedwatch
Due to the absence of Cllr Stockton, a report was not given.
- 15.06 Highways / Footpaths
- a) Highways
Cllr Fenn gave a short report. He had been in contact with Bob Brown, Hampshire County Council (HCC) and confirmed that a temporary fix had been done in relation to the problems caused by water rising up telegraph poles on Alderholt Road. Bob Brown would now contact the relevant water services provider to investigate further. It was also confirmed that a temporary fix had also been done relating to the potholes by The Common, at the top of Alderholt Road.
The Clerk said that County Cllr Heron had forwarded an email to advise that possible surface treatment programme on the Sandleheath to Rockbourne Road should be confirmed in January.
 - b) Footpaths
Nil to report.
- 15.07 The Common
- a) Working group's update relating to the Unauthorised Encampment
The Clerk advised that she is still preparing a policy in relation to dealing with unauthorised encampments.
 - b) Update and consideration of proposal in relation to improving access
The Chairman provided a short report. An estimate of £320 had been received in relation to digging ditches and the creation of earthen footpaths for the top Common. The following **MOTION** was then proposed by Cllr Martin and seconded by Cllr Fenn:—

To improve the security of The Common by the excavation of a trench and creation of an earth bund; and approval to proceed with the action as detailed on the estimate provided by Fordingbridge Public Works Contractors.

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

The Chairman advised that he had emailed New Forest Access for All in relation to the plans to improve access to The Common and would be arranging a meeting to discuss suitable surface material for the footpaths.

15.08 Future of St Aldhelms

- a) Update in relation to ongoing purchase of St. Aldhelm's for the community
Keith Bennett, member of SCA, advised that progress was being made and a letter had been sent to St. Mary's on 8th January 2015, outlining the proposed improvements to St. Aldhelm's.
- b) Update in relation to district and county councillor grants re St Aldhelm's Funding Request
The Clerk confirmed that email correspondence had been received from the two district councillors and county councillor reflecting their support for the funding request. The Clerk had begun to complete the application form for the County Councillor grant and would forward payee details to the District Councillors.

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

The Clerk advised that she had heard nothing further from Dean Brunton, following her chaser email on 31st December 2014. However District Councillor Bellows advised that she had spoken to Dean Brunton and said that NFDC were now seeking formal permission and a legal agreement with the second landowner. At present, costs were being finalised in relation to surfaces and it was anticipated that all of the monies allocated to the project would be used.

15.10 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. To visit the village the Parish Lengthsman must have at least ½ days work. The existing worksheet was then checked and amended to reflect all new and outstanding tasks to be done. It was reiterated that a member of the council should meet with the Parish Lengthsman prior to any tasks being undertaken in the village. The Clerk is to forward this worksheet to Fordingbridge Town Council. The Clerk also advised that Martin Parish Council had forwarded an email to local parish councils to suggest a meeting with Fordingbridge Town Council to see how the Parish Lengthsman scheme could be progressed.

15.11 Meetings of outside bodies

- a) Details of meetings of outside bodies
The Clerk advised that the next NFALC meeting was scheduled for 15th January 2015 but it was unlikely that she would be able to attend due to other commitments that evening. Apologies would be sent accordingly
- b) Reports from members who have attended meetings of outside bodies
Society of Local Council Clerks (SLCC) Branch Meeting (5th December 2014)
The Clerk confirmed that she had attended this meeting and now had a better understanding of how the SLCC can offer support to its member clerks. The next branch meeting will include elections training and is scheduled for 25th February 2015

15.12 Clerk's Report

The Clerk confirmed that she was continuing to review her role as Clerk and would report back to the Council accordingly.

The Clerk also confirmed that the current Code of Conduct was adopted by the Council on 2nd August 2012 but unfortunately she does not hold electronic copies. County Councillor Heron advised that most local councils adopted the Code of Conduct drafted by NFDC and the clerk will look into this further. The Clerk will also liaise with Councillors to see what they hold and ensure that the documentation is up to date.

In relation to the Village Design Statement and possible Neighbourhood plan, the Clerk advised that she had invited Chris Elliott to a meeting but had heard nothing as yet. District Cllr Bellows informed that the Head of Planning was hoping to come to a future meeting and would contact the clerk accordingly.

The review of the Village Plan was also raised and it was agreed to investigate the actions detailed at the end of the current version.

15.13 Consideration and authorisation of training for Councillors and Clerk

- a) The Clerk advised that she would like to attend the SLCC branch meeting to be held in Lyndhurst on 25th February 2015 as this would entail elections training. There is no cost for the training although travelling expenses would be forwarded to the council in due course. The Parish Council **RESOLVED** that the Clerk should attend this meeting.
- b) The Clerk then forwarded the HALC Training Calendar 2015 for the councillors' consideration. The Clerk asked if she could attend the Clerks Update scheduled for 9th February 2015 in Eastleigh. The cost of the training would be £35 + VAT and travelling expenses would be forwarded to the council in due course. The Parish Council **RESOLVED** that the Clerk should attend this training.

15.14 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) SCA Email Correspondence (8th January 2015) relating to Summer Fete 2015 (2pm – 5pm, 20th June 2015)
The Clerk advised that SCA had written to ask for permission for the village fete to be held on the Common on 20th June 2015 and that it was hoped to extend the event by the inclusion of vintage vehicles. After a short discussion, it was **RESOLVED** that this request should be permitted. District Cllr Sevier also advised that she would forward contact details in relation to vintage cars to the SCA.
- b) NFDC Events Information 2015 - Email Correspondence (8th January 2015)
The Clerk asked if details of all events scheduled to be held in Sandleheath 2015 could be forwarded to her for inclusion in the NFDC Discover Guide. To date, the Chapel has confirmed that the Songs of Praise is to be held on 12th July 2015 and SCA has confirmed the village fete is to be held on 20th June 2015.
- c) HCC Older Persons Well Being - Email Correspondence (8th January 2015)
HCC Communication detailing extra funds available for fuel poverty – Rural areas of Hampshire
- d) HCC Waste Planning & Environmental service - Email Correspondence (8th January 2015)
HCC is currently carrying out analysis of customers' current and future needs and the Council is invited to participate in a survey. The survey deadline is 23 January 2015.
- e) HALC Crowdfunding Platform - Email Correspondence (8th January 2015)
This event is to be held at Eastleigh Borough Council on Wednesday 14th January 2015 (10am – 12pm).
- f) HCCs second superfast broadband contract – Email Correspondence (5th January 2015)
The County Councillor had forwarded an update on the second superfast broadband contract for Hampshire.

15.15 Speaker for Annual Parish Meeting

It had previously been suggested for a speaker from Hampshire and IOW Air Ambulance to speak at the meeting. After a short discussion, it was agreed that due to 2015 being an election year that all district councillor candidates should be invited to introduce themselves to the villagers. A time limit would be imposed upon the candidates and names will be pulled out of a hat to decide the order in which the speakers will speak so that no bias is shown. The Clerk is to arrange this accordingly.

15.16 Meetings of the Parish Council (April 2015 – March 2016)

The Clerk forwarded the proposed calendar to the Council and it was agreed that these dates were to be forwarded to the Church Office. The dates are as follows:

Annual Parish Meeting	16 th April 2015
Parish Council Annual Meeting	21 st May 2015
Meeting	25 th June 2015
Meeting	30 th July 2015
Meeting	10 th September 2015
Meeting	22 nd October 2015
Meeting	3 rd December 2015
Meeting	7 th January 2016
Meeting	18 th February 2016
Meeting	17 th March 2016

15.17 Planning

a) Planning applications

The Clerk advised that the following application had been received:

APPLICATION NO: 14/11709
TYPE: Full Planning Permission
SITE: UNITS 1 TO 2 NEWBANK COURT, SANDLEHEATH
INDUSTRIAL ESTATE, OLD BRICKYARD ROAD,
SANDLEHEATH SP6 1FG
DESCRIPTION: Side extension
APPLICANT: Heritage Window Systems Ltd

After a short discussion, the Council **RESOLVED** to support this application and the Clerk is to inform NFDC accordingly.

b) Decisions taken by NFDC Planning Authority

The Clerk advised that no new decisions had been taken.

c) Other Planning Matters

No other planning matters

15.18 Finance

a) Current situation

Current account £1650.11

Deposit account £5310.44

An up to date Financial Statement was prepared and forwarded to the Parish Councillors.

b) Bank Reconciliation undertaken by councillor

Due to the absence of Cllr Maynard, who had previously expressed his willingness to doublecheck the accounts of the Council, the Clerk asked if another councillor was prepared to doublecheck the bank reconciliation. Cllr Fenn volunteered and the Clerk will arrange for the relevant documentation to be forwarded.

c) Consideration and approval of transfer of funds from Deposit to the Current Account

After a short discussion, the Council **RESOLVED** to transfer £1000 from the Deposit to the Current Account and the Clerk is to contact HSBC accordingly.

- d) Consideration and approval of delegation of authority to clerk to pay cheques as soon as funds have been cleared.
Clerk confirmed that this was no longer necessary due to receipt of HMRC refund cheque.
- e) Update re PAYE Review and RTI reporting
The Clerk advised that the recent £400 penalty imposed by HMRC had been refunded and confirmed that RTI reporting had been input and was up to date following the payment of the Clerk's third quarters fees and overtime costs.
- f) Consideration and approval of appointment of Eleanor Greene, Do The Numbers Ltd as internal auditor.
It was **RESOLVED** that Eleanor Greene, Do The Numbers Ltd should be appointed as internal auditor for Sandleheath Parish Council for 2014-2015. The Clerk is to contact accordingly.
- g) Consideration and approval of allocation of grants and section 137 monies
The Clerk confirmed that requests for Grant Aid had been received from Victim Support, New Forest Disability Information Service, New Forest Citizens Advice Bureau, Rae Straton Lunch Club, Fordingbridge Day Centre and Fordingbridge First Responders.

The Clerk 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.

Following a short discussion, the council **RESOLVED** that the following organisations would receive Grant Aid as detailed below:

Fordingbridge First Responders	£180
Fordingbridge and District Day Centre for the Elderly and Infirm	£ 60
Rae Straton Lunch Club/Day Centre	£ 60

- h) Update in relation to Precept Request
Further to the previous meeting in which it was resolved to increase the precept (and discretionary grant) to £6800, the clerk confirmed the clear breakdown of monies to be requested (£6717 precept and £83 discretionary grant) and advised that this request would be forwarded to NFDC.
- i) Authorisation and signature of cheque for payment
The funding request relating to St Aldhelm's was discussed and approved at the previous meeting. The Parish Council **RESOLVED** that the cheque be drawn up accordingly:

Cheque No	Payee	Details	TOTAL COST
100748	Sandleheath Community Association	Funding request relating to set up of Sandleheath Village Hall Association	£1500.00

15.19 Date of Next Meeting
Thursday 19th February 2014 at 7.30pm in St Aldhelm's.

The Chairman closed the meeting at 8.28 pm.

Signed by Chairman

Dated