



Minutes of a meeting of Sandleheath Parish Council (SPC) held on Thursday,
19th February 2015 at 7.30pm at St Aldhelm's.

PRESENT:

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

Also in attendance were District Councillors Roxanne Bellows and Ann Sevier. There were 6 village residents in attendance.

- 15.27 Apologies for absence
Apologies received from County Cllr Edward Heron
- 15.28 Any declarations of interest by any councillor on any agenda item
No declarations of interest were declared.
- 15.29 Guest Speaker – Chris Elliott, Head of Planning at New Forest District Council
The Chairman introduced the guest speaker, Mr Chris Elliott, Head of Planning at NFDC. Mr Elliott provided an overview to Neighbourhood Planning. He explained the differences between a Village Design Statement (a supplementary planning document that is designed to influence) and a Neighbourhood Plan (a statutory planning document that is adopted and followed by the district council). The process for producing a neighbourhood plan was then explained to the council, including funding details. Further information covering the points raised in the talk was given to the Clerk and this is to be forwarded to all parish councillors accordingly. Mr Elliott was then happy to take questions from the parish councillors and villagers. The Chairman thanked Mr Elliott for his informative and interesting talk.
- 15.30 Minutes of Previous Parish Council meetings (8th January 2015 and 5th February 2015)
The Parish Council **RESOLVED** to sign the minutes of the meetings dated 8th January 2015 and 5th February 2015 as a true record. The Chairman signed all pages of the loose leaf minutes and the Clerk would place these in the Minute Book.
- 15.31 Public Session
No questions were raised.
- 15.32 Community Speedwatch
Cllr Stockton provided a short report. Following the resignation of the person who had previously been the data inputter, Dee Faulkner White would now be inputting data for the Community Speedwatch team. Cllr Stockton is also to receive training on inputting data. The Chairman and Cllr Stockton have also contacted Rockbourne Parish Council to offer assistance with the set up of their Community Speedwatch team.
- 15.33 Highways / Footpaths
- a) Highways
Cllr Fenn provided a short report. A repair has been undertaken in relation to the spring at the bottom of Alderholt Road but Hampshire County Council (HCC) are still looking at ways of making the infill more robust. Areas surrounding The Common have been marked as the potholes are to be repaired shortly. At present, only patching work is being undertaken. Cllr Fenn 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>
- b) Footpaths
Two footpaths were tidied by Parish Lengthsman (one being between the shop and top of Scats Lane, and the other being the one adjacent to Station Road (South side)).

15.34 Future of St Aldhelms

Update in relation to ongoing purchase of St. Aldhelm's for the community

Cllr Daykin advised that there was nothing further to update as the valuation was pending.

- a) Update in relation to district and county councillor grants re St Aldhelm's Funding Request Grants of £250 each had been received from District Cllr Sevier and District Cllr Bellows. The draft application for the County Cllr grant had been completed and forwarded to Cllr Wright and Cllr Daykin for their input. Cllr Daykin advised that the application should reflect long term lease not purchase. The Clerk is to amend the document accordingly and forward to HCC by 21st February 2015.

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

District Cllr Bellows advised that there was no new information to report. A suitable surface material for the cycle path is still being researched. It was confirmed that Nigel Best from NFDC had spoken to the landowners.

15.36 Parish Lengthsman Scheme

The Parish Lengthsman visited Sandheath on 6th February 2015 (scheduled) and 19th February 2015 (unscheduled). Some tasks had been undertaken in line with the work recording sheets although work is still to be done on Alderholt Road. It was noted that communication on 6th February 2015 was poor and this has been reported back to Fordingbridge Town Council. The cost of work on 6th February 2015 was £260.

There was no initial communication in relation to the visit on 19th February 2015 although the Clerk spoke to the Lengthsman in the afternoon and he advised that is keen to finish tasks prior to year end as surplus monies will be taken away from parish councils.

The parish council then considered what other work should be undertaken. The following tasks were agreed and the Clerk will forward updated worksheet to Fordingbridge Town Council accordingly:

Site or Location	Work Required
Back of Alderholt Road	Cutting back growth.
Alderholt Road	Ditch clearance – Note, there is only a limited area of the ditch needing clearance. Other areas should be avoided due to bulb planting. Please liaise with councillor before any work undertaken.
The Common – End of Layby	Area needs tidying, particularly where vehicles have damaged the ground
Parking area near allotments	Area needs tidying and should be gravelled to prevent further damage to land
Spring Lane	Ditch clearance
Rockbourne Road (situated between industrial area and Willow Cottage)	Possible ditch clearance as water is collecting on the surface

15.37 Meetings of outside bodies

- a) Reports from members who have attended meetings of outside bodies

HALC – Clerk's Update 9th February 2015

Clerk attended the update organised by HALC and the meeting focused on the Annual Return and External Audit. Information to be input will be similar to last year although from July 2015 the Council will need to be more transparent with its financial documentation, potentially reflecting more on the website. BDO will undertake external audit until 2017 and it was reiterated that the risk assessment must be reviewed by end of March 2015. The forthcoming elections were also discussed and it was noted that a key change this year is that nomination and withdrawal is on the same day – 9th April 2015. It was agreed that Elections should be an agenda item for the meeting scheduled for 19th March 2015.

15.38 Clerk's Report

- i. The Clerk advised that grass cutting dates during 2015 should be agreed at the meeting scheduled for 19th March 2015 and asked that dates of Sandleheath Community Association and Church activities on The Common should be forwarded as soon as possible.
- ii. Eleanor Green (Do the Numbers Ltd) is now appointed as internal auditor for Sandleheath Parish Council and the internal audit is scheduled for 10th June 2015.
- iii. Review of policies and procedures is ongoing although there have been some developments in relation to the unauthorised encampment policy:
 - a) Anti-Social Behaviour – Crime and Policing Act 2014 includes provision for a Public Space Protection Order. As yet no guidance has been forwarded by NFDC and the Clerk to investigate further.
 - b) Removal of unauthorised encampments will be agenda item at Police Liaison meeting on 10th March 2015.
 - c) Creating byelaws via S15 of the Open Spaces Act, 1906 may provide additional protection against unauthorized encampments and Cllr Stockton is to enquire further at the police liaison meeting
- iv. Action points require updating on the Village Plan but the Clerk advised that she is not in receipt of electronic copy of the plan dated 2010. Cllr Maynard is to forward the most up to date version via memory stick.
- v. Further to the meeting dated 8th January 2015, no work has yet been undertaken on The Common. The Chairman will contact Fordingbridge Public Works Contractors in relation to the excavation of a trench and creation of an earth bund. Once work has been completed, the Chairman will contact New Forest Access for All for their advice in relation to suitable surface material for the pathway.

15.39 Training

The Clerk forwarded the HALC Training Calendar 2015 for the councillors' consideration. No training is to be undertaken at the present time.

15.40 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) HALC has forwarded several emails. The Annual Conference is to be held in Chilworth on 4th March 2015 at a cost of £60 per delegate. Agenda items include Neighbourhood Planning, Hugo Fox websites, external audit, data transparency, pensions and repeal of LGA S150 (public & press reporting/recording of meetings). The Clerk felt that the Clerk's Update covered matters in sufficient detail at the present time and does not wish to attend. Steven Lugg has also forwarded a letter enquiring as to why councils join HALC (e.g. query service) and has asked parish councils to forward one improvement if considered necessary. Further information was sent in relation to the changes to the rights of the public and press attending and reporting meetings of local government (including parish and town councils). An email dated 4th February 2015 detailed a revision to NALC's Model Standing Order 3L rather than its suspension in respect of this issue & this is to be considered in the review of Standing Orders.
- b) HCC has asked for comments in relation to the Hampshire Countryside Action Plan 2015-2025 and has given a deadline of 31st March 2015.
- c) NFDC has forwarded an email supporting Community Clean Up Day that is scheduled for 21st March 2015.
- d) Fordingbridge Rotary Club has requested nominations for Citizen of the Year 2015 and the deadline to forward nominations is 31st March 2015.
- e) HALC have forwarded details regarding the offer by Hugo Fox in relation to free websites for Parish Councils. Cllr Wright is to investigate further.

- f) The New Forest Advice Network has forwarded information relating to the Rural Outreach Project and would like advice as to where they can engage with local people.

15.41 Planning

a) Planning applications

The Clerk advised that the following application had been received:

APPLICATION NO: 15/10009
 TYPE: Full Planning Permission
 SITE: HURLEY FARM, MARL LANE, SANDLEHEATH SP6 1NY
 DESCRIPTION: House; demolition of existing
 APPLICANT: Mr Melville

After a short discussion, the Council **RESOLVED** to accept the decision by the Case Officer (PAR 5) and the Clerk is to inform NFDC accordingly.

b) Decisions taken by NFDC Planning Authority

The Clerk advised that the following decision had been received:

APPLICATION NO: 14/11709
 SITE: UNITS 1 TO 2 NEWBANK COURT, SANDLEHEATH INDUSTRIAL ESTATE, OLD BRICKYARD ROAD, SANDLEHEATH SP6 1FG (NB: PROPOSED LEGAL AGREEMENT)
 DESCRIPTION: Side extension
 DECISION: Granted Subject to Conditions

c) Other Planning Matters

The Clerk advised that the following documentation had been received from the New Forest National Park Authority. It was agreed that no action was required from the Parish Council:

- a) TPO 12/12 Variation of Order – Land at Sandlegate
 b) TPO 0031/14 – Land on Main Road

15.42 Finance

a) Current situation

Current account £1650.11 Deposit account £4310.44

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

b) Bank Reconciliation undertaken by councillor

It was confirmed that Cllr Fenn had completed the bank reconciliation. Queries raised were investigated by the Clerk and Cllr Fenn. The Financial workbook was updated accordingly.

c) Authorisation and signature of cheque for payment

Recipients for Grant Aid were discussed and approved at the previous meeting. The Parish Council **RESOLVED** that the cheques be drawn up accordingly:

Cheque No	Payee	Details	TOTAL COST
100749	Fordingbridge First Responders	Grant Aid – 2014/2015	£180
100750	Fordingbridge & District Day Centre for the Frail and Housebound	Grant Aid – 2014/2015	£60
100751	Rae Straton Luncheon Club	Grant Aid – 2014/2015	£60
100752	Hampshire Association of Local Councils	Clerk's Update 9th February 2015	£42

15.43 Date of Next Meeting

Thursday 19th March 2015 at 7.30pm in St Aldhelm's.

The Chairman closed the meeting at 9.04pm.

Signed by Chairman

Dated