



Minutes of the Parish Council Annual Meeting of Sandleheath Parish Council (SPC) held on Thursday, 21st May 2015 at 7.30pm at St Aldhelm's.

PRESENT:                      Chairman    Mr. JP Stockton  
   Councillors    Mr. S Daykin, Mr. G Maynard, Mr. KA Andrews,  
                        Mr. B. Martin and Mr. D Wright  
   Clerk to the Council    Mrs. V Eden

Also in attendance were County Councillor Edward Heron & District Councillors Ann Sevier and Roxanne Bellows, plus residents as detailed in the attendance book.

15.75 To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office and address to Council

Following Cllr Wright's decision to not seek re-election for the coming year due to other commitments, it was proposed and seconded for 'Cllr Stockton to be elected Chairman for the forthcoming year.' There were no further nominations and Cllr Stockton was elected unopposed. The Chairman's Declaration of Acceptance of Office was read out and signed accordingly.

In a short address, Cllr Stockton thanked Cllr Wright for all his hard work throughout the previous year. Robin Fenn, who had decided not to restand at the recent election, was also thanked for all his years of service to the Council, including the responsibilities he undertook as Vice Chairman. Moving forwards, Cllr Stockton advised that the Council would operate on a more formal basis in order to continue to operate within regulatory requirements and he stressed that all Parish Council activities are recordable and accountable. In future, the Clerk is to be copied in on all correspondence sent by the councillors on behalf of Sandleheath Parish Council. The residents and councillors were also advised that they should contact the Clerk at least 7 days prior to a meeting should they have a matter that they would like discussed.

15.76 To receive apologies for absence  
No apologies were received.

15.77 To receive any declarations of interest by any councillor on any agenda item  
No declarations of interest were declared.

15.78 Public Participation Session  
Following an enquiry as to why Any Other Business was no longer included on the agenda, Cllr Stockton advised that all business to be discussed must be reflected on the agenda and published at least 3 days prior to a meeting taking place.

15.79 To approve and sign the minutes of the meetings held on 19<sup>th</sup> March 2015 and 9<sup>th</sup> April 2015

The minutes of the meeting held on 19<sup>th</sup> March 2015 were read, approved and signed as correct records of the business transacted, although Cllr Daykin made the Council aware that he only attended for the last part of the meeting.

The minutes of the meeting held on 9<sup>th</sup> April 2015 were read, approved and signed as correct records of the business transacted although it was RESOLVED one amendment to be made:

- 15.67 – This item is to reflect that an action was minuted for Cllr Wright to approach Hugo Fox with a view to adopting a standard hosting agreement.

15.80 To consider & review the situation following the parish council elections held on 7<sup>th</sup> May 2015

a) To consider the co-option of Brian Martin and Kenneth Andrews

The Clerk advised that Brian Martin and Kenneth Andrews both wished to be considered for co-option onto Sandleheath Parish Council following the election, having previously been parish councillors. The Clerk confirmed their eligibility. As there were no further applicants for the roles, the Council **RESOLVED** that Kenneth Andrews and Brian Martin be co-opted onto the Council and they were invited to join the table by the Chairman. Cllr Martin and Cllr Andrews read and completed their Declaration of Acceptance of Office forms, which were counter signed by the Clerk. They were given the Code of Conduct adopted by the council and the Clerk is to ensure that the Register of Members' Interests forms are completed & forwarded to the Monitoring Officer at NFDC promptly.

The Clerk advised that there is still a space on Sandleheath Parish Council. This may be filled by co-option without the need for the usual advertising within 35 days after

11<sup>th</sup> May 2015. If a candidate was to come forward a further meeting could be held on 11<sup>th</sup> June 2015 so that they could be co-opted onto the Council within the specified time.

b) To confirm Acceptance of Office forms completed

The Clerk confirmed that all councillors who stood in the uncontested election had completed all forms.

c) To confirm that Register of Members Interests forms completed

The Clerk advised that all forms needed to be completed and forwarded to New Forest District Council (NFDC) in line with requirements

Councillors were also made aware that their expenses forms in respect of the recent elections also needed to be completed and returned to NFDC.

15.81 To approve and adopt the Standing Orders for Sandleheath Parish Council

The most recent Standing Orders were approved and adopted by the Council on 19<sup>th</sup> March 2015. The key amendments are as follows:

2g. Filming, photographing, recording, broadcasting or transmitting the proceedings of any meeting of Council should be conducted in accordance with the Council's Protocol for Reporting at Meetings (protocol now attached to Standing Orders)

4e. The first business conducted at the annual meeting of the council shall be the election of the Chairman and Vice-Chairman (if any) of the Council. No person may hold the office of Chairman for more than five consecutive years but may be considered for re-election after a period of at least one year away from office.

25. Electronic Communications

Notwithstanding anything stated above, correspondence other than that requiring an original signature may be supplied by electronic means unless the recipient opts to receive printed papers.

Cllr Martin advised that he still wished to receive printed copies.

The new Council **RESOLVED** that these Standing Orders continue to be adopted.

15.82 To approve and adopt the Financial Regulations for Sandleheath Parish Council

The Clerk advised that as Sandleheath Parish Council did not partake in electronic banking, there were no significant amendments to the Financial Regulations – only minor proofreading amendments. The updated Financial Regulations were read, approved and adopted by the Council.

15.83 To approve and adopt the Risk Assessment for Sandleheath Parish Council

The Clerk advised that the risk assessment now reflected that an unauthorised encampment policy is being put in place. The amended Risk Assessment was read, approved and adopted by the Council although it was **RESOLVED** for one amendment to be made:

- The section 'work commissioned by the Council' is to be in line with the financial regulations

- 15.84 To appoint an Internal Auditor  
After a short report by the Clerk, it was **RESOLVED** to appoint Eleanor Greene of Do The Numbers Ltd for a further year.
- 15.85 To review and confirm responsibilities of Parish Councillors  
The following roles were agreed by the Council:
- |  |  |
|--|--|
| Planning   | Cllr Stockton, Cllr Daykin and Cllr Martin |
| Highways/Transport                                     | Cllr Wright                                |
| Village Plan / Village Design Statement / Community PR | Cllr Maynard                               |
| Police Liaison   | Cllr Stockton                              |
| Unauthorised Encampments                               | Cllr Stockton and Cllr Andrews             |
| Community Speedwatch                                   | Cllr Stockton                              |
| Website/Information Technology                         | Cllr Daykin                                |
| The Common / Footpaths / Environment                   | Cllr Andrews                               |
| Parish Lengthsman                                      | Cllr Stockton                              |
| Finance and Contracts                                  | Cllr Maynard                               |
- 15.86 To appoint a representative on the following bodies:
- a) Sandleheath Community Association (SCA)  
It was agreed that Cllr Daykin should continue to be a representative on the SCA due to his existing commitment to the organisation.
  - b) Sandleheath Village Hall Association (SHVA) (in formation)  
It was agreed that Cllr Daykin should be a representative on the SVHA due to his existing commitment to the organisation.
- 15.87 To review the Council Asset Register  
The Clerk advised that there were no amendments to the Council Asset Register as no assets had been purchased nor disposed of in the previous year. The up to date Council Asset Register was read, approved and adopted by the Council. The Clerk reminded the Council that regular asset inspections are required.
- 15.88 To review the Council Insurance Policy and discuss/decide on alterations  
The Clerk advised that no changes to the cover was required but, after following due diligence, several quotations were received alongside the renewal quotation. After negotiations, the most competitive price came from the existing insurer, Hiscox (via the broker Came & Co) - £278.95 on a one year basis. The Council **RESOLVED** to take up this insurance from 1<sup>st</sup> June 2015.
- 15.89 To approve/review and decide on amendments to Council policies
- a) Complaints policy  
The Clerk advised that no new guidance had been received from SLCC. The requirement for an appeals process appears to relate to principal authorities so existing process would appear sufficient but would be monitored on a regular basis. The current Complaints policy was read and approved for continual adoption by the Council
  - b) Freedom of Information requests  
The Clerk advised that she had reviewed existing documentation and amendments had been made in relation to documentation and cost. This is an area subject to review as more documentation could be made available on the website. The amended FOIA documentation was read, approved and adopted by the Council for the present time although it was felt that further investigations were necessary in relation to costs. Clerk is to look into NFDC's wording in relation to Freedom of Information requests and return to Council at next meeting.
  - c) Press/Media policy  
The Council **RESOLVED** not to have a formal policy but instead to consider matters as and when.

15.90 To consider and review contractual terms in relation to Hugo Fox website

Cllr Wright confirmed that he had contacted Ann Buckingham at Hugo Fox and that the company's legal representatives were still looking at the Council's concerns relating to the Terms and Conditions. After a discussion, in which it was highlighted that the Council still had an active website hosted by NFDC, the following motion was proposed:

- All content and data to be removed from the Hugo Fox hosted website and site to be made inactive. Hugo Fox to be advised of action and website not to be active until such time that Terms and Conditions are acceptable to Sandleheath Parish Council. In the meantime, the site hosted by NFDC is to be updated.

This motion was put to the vote and supported by five councillors, with one councillor, Cllr Wright, voting against.

15.91 To confirm the dates and times of ordinary meetings of the council for the ensuing year  
The following dates and times were previously agreed by the Council at the meeting on 8<sup>th</sup> January 2015:

<u>2015</u>		<u>2016</u>	
Thursday 25th June 2015		Thursday 7th January 2016	
Thursday 30th July 2015		Thursday 18th February 2016	
Thursday 10th September 2015		Thursday 17th March 2016	
Thursday 22nd October 2015			
Thursday 3rd December 2015		Annual Parish Meeting –Thursday 14th April 2016	

15.92 Parish Councillor Reports

a) Community Speedwatch

Cllr Stockton advised that there was nothing to report at the present time.

b) Purchase of Long Term Lease of St Aldhelms

A short report was given by Cllr Daykin. The purchase of a long term lease is progressing and it is hoped that a valuation will be finalised shortly. Sandleheath Village Hall Association aims to become a CIO in the summer and to take over the running of St Aldhelm's by 1<sup>st</sup> October 2015.

c) Sandleheath Crime Report

Cllr Stockton briefed the Council on the report received from Inspector Rachel Stokes.

15.93 Clerks Report

The Clerk provided the following short report on her actions since the last meeting and additional items to report:

- Parish Lengthsman – Tender advert for the role of Parish Lengthsman is currently on the noticeboard with a deadline of Friday 22<sup>nd</sup> May 2015. Robert Heron did visit village on 1<sup>st</sup> May 2015 but worksheet not yet seen. The Clerk advised that worksheets relating to Parish Lengthsman were situated near the Attendance Book for people to suggest possible tasks
- Unauthorised Encampment Training – The Clerk attended training with police on 15<sup>th</sup> April 2015. Clear advice was given on what to do at start of unauthorised encampment and how the community can help police in dealing with travellers. Clerk is also now receiving Hampshire Alert information. Draft policy is now considering actions to take if travellers do not move on within agreed time frame or if police powers are not used. The police confirmed that ditches/earth bunds are effective deterrents, although as yet work has not commenced on The Common. Cllr Wright informed the Council that Ian Newman's contractors hoped to begin work on 22<sup>nd</sup> May 2015, finishing early the following week. Cllrs Stockton, Wright and Andrews are to oversee work undertaken. The Clerk also confirmed that the padlock on The Common gate has been replaced (as the previous one broke) with keys being held by NFDC, Cllr Stockton and herself. Sandleheath Community Association (SCA) has requested a key and the Clerk is to investigate getting another key cut.

- Developers Contributions and proposed cycleway – Clerk spoke to Dean Brunton at NFDC earlier in the day and was advised that the matter was with the NFDC legal team as they were seeking permission to work on the land from the landowner.
- Fordingbridge Day Centre – The Clerk advised that she had attended the AGM on 6<sup>th</sup> May 2015 and they were always looking for volunteer drivers.
- Concern was raised by a villager in connection with weedkiller used by NFDC as part of their contract with HCC Highways. Full information regarding this product can be obtained from the Clerk.
- SCA – Request for temporary licence has been received in relation to village fete on 20<sup>th</sup> June 2015. Email has also been forwarded in relation to the possibility of car boot sales/live theatre. The Council raised some concern if regular car boot sales were planned (including provision of toilets and whether adequate parking could be provided) but agreed to look at each event on a case by case basis.
- Village Plan – The Clerk now holds an electronic copy of the updated plan and will include review of action points on the agenda for the next meeting.

15.94 To receive items of Correspondence

The Clerk advised that there was no new correspondence over & above that she had previously forwarded to councillors, although she drew attention to the following:

- The Pensions Regulator had forwarded a letter asking for the name of a contract to be forwarded to them by 30<sup>th</sup> June 2015. The Clerk is to action accordingly.

15.95 Planning Applications

a) To receive and comment on applications received

The Clerk advised that the following planning application had been received on 19<sup>th</sup> May 2015:

APPLICATION NO: 15/10671  
 TYPE: Full Planning Permission  
 SITE: 1 CORONATION TERRACE, MAIN ROAD, SANDLEHEATH  
 SP6 1PW  
 DESCRIPTION: Single-storey rear extension; two-storey side extension  
 APPLICANT: Mr & Mrs D Phillips

As the deadline for comments for this application had been set for 15<sup>th</sup> June 2015, it was agreed that a special meeting to discuss it could be scheduled for 11<sup>th</sup> June 2015.

b) To review decisions received from the NFDC Planning Authority  
 The Clerk advised that the following decision had been received:

APPLICATION NO: 15/10344  
 TYPE: Full Planning Permission  
 SITE: OAKRIDGE, MAYFIELD ROAD, SANDLEHEATH SP6 1DU  
 DESCRIPTION: Single-storey front & side extension; fenestration alterations & pitch roof on dormer to south elevation  
 DECISION: Granted subject to conditions

c) Other planning matters

The Clerk advised the following Tree Preservation Order

TREE PRESERVATION ORDER No: TPO/0015/15  
 SITE: LAND ADJACENT TO ROCKBOURNE ROAD AND PINELEIGH,  
 SANDLEHEATH, FORDINGBRIDGE, SP6 1QF

15.96 To consider and authorize training for councillors and clerk

After a short discussion, the Chairman proposed the following motion:

- Sandheath Parish Council should adopt a formal training plan for its members.

It was **RESOLVED** that this action should be undertaken and the Chairman is to liaise with the Clerk accordingly.

- The Clerk advised that she would like to attend the SLCC Roadshow to be held in Salisbury on 1st July 2015. The cost of the training would be £69 + VAT. The Parish Council **RESOLVED** that the Clerk should attend this training.
- The Clerk asked if she could attend training provided by HALC entitled Openness and Transparency scheduled for 6<sup>th</sup> July 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.

15.97 Finance

- To review current balances and financial position  
Current account £4301.15 Deposit account £4311.23  
An up to date Financial Statement was prepared and forwarded to the Parish Councillors. The Clerk confirmed that the first half of the NFDC precept and discretionary grant had been received (£3400 credited on 30<sup>th</sup> April 2015)
- To receive annual draft accounts and bank reconciliation 2014-2015  
The Clerk advised that the annual accounts and completed Audit Commission Annual Return for the financial year ended 31<sup>st</sup> March 2015 (including Annual Governance Statement 2014/15) would be ready for the next meeting following the Internal Audit on 10<sup>th</sup> June 2015.  
Cllr Maynard will receive accounts to double check in due course.  
The Clerk further advised that the Notice of Appointment of Date for the Exercise of Electors Rights would be displayed on the parish noticeboard from 1st June 2015. The records of accounts would be made available to electors from 15<sup>th</sup> June 2015 to 10<sup>th</sup> July 2015. External audit is 13<sup>th</sup> July 2015.
- To advised of proposed VAT reclaim amount  
The Clerk advised that £157.80 is to be claimed back as reflected on Summary of Receipts and Payments forwarded to the councillors.
- To receive update in relation to RTI reporting  
The Clerk confirmed that the previous quarter's RTI reporting had been done (March 2015). Any outstanding queries have been raised with internal auditor
- To authorise and sign cheques for payment  
The following invoices were approved and the Council **RESOLVED** for the cheques drawn up accordingly:

Cheque No	Payee	Details	TOTAL COST
100755	Hampshire & Isle of Wight Air Ambulance	Donation for speaker at Annual Parish Meeting	£40.00
100756	NALC	Renewal subscription for LCR	£17.00
100757	Parish of Fordingbridge	Rental of St Aldhelm's 2015-2016 (and special meetings on 02/10/2014, 06/11/2014 & 20/11/2014)	£149.50
100758	Broker Network Ltd	Insurance Renewal to Came & Co	£278.95

The Clerk advised that, following Mr Fenn's decision not to return as parish councillor, a Change of Signatory Form may be required. The Council is to consider and return to the Clerk

15.98 Date of Next Meeting

Thursday 25<sup>th</sup> June at 7-30pm in St.Aldhelm's.

The Chairman closed the meeting at 9.08pm.