



Minutes of the Parish Council Annual Meeting of Sandleheath Parish Council (SPC) held on Thursday, 25th June 2015 at 7.30pm at St Aldhelm's.

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

Also in attendance were residents as detailed in the attendance book.

15.105 Apologies for absence

Apologies were received from Cllr Wright, County Cllr Heron and District Cllr Bellows

15.106 Declarations of interest

No declarations of interest were declared.

15.107 Minutes of the meetings held on 21st May 2015 and 11th June 2015

The minutes of the meeting held on 21st May 2015 were read, approved and signed as correct records of the business transacted, although it was **RESOLVED** that two amendments are to be made:

- **15.86 b) It is to be reflected that Cllr Daykin is a representative on the SVHA.**
- **15.90 It is to be reflected that Cllr Wright voted against the motion and did not abstain.**

The minutes of the meeting held on 11th June 2015 were read, approved and signed as correct records of the business transacted

15.108 Matters arising from previous minutes

The Clerk advised the following:

- A poster reflecting that there is a Parish Councillor vacancy is now on noticeboard
- The Risk assessment is now amended to be in line with financial regulations
- Further investigations in relation to FOIA documentation are ongoing whilst the parish council website is being updated

15.109 Public Participation Session

The villagers present remarked that they were happy with the improvements to The Common. It was also commented that the hedge was encroaching onto the footpath by Mayfield Road. The Chairman advised that this would be looked into.

15.110 Matters to report

Cllr Daykin provided a short update about the ongoing purchase of a long-term lease in relation to St. Aldhelm's. A launch meeting is scheduled for 9th July 2015 to gauge the level of support within the village for the project and it is still hoped that the Sandleheath Village Hall Association will take over the running of St. Aldhelm's by the target date of 1st October 2015.

The Clerk advised that she had contacted District Cllr Bellows for an update in relation to the cycle path leading from the industrial estate. At present it does not look likely that work will start imminently as there have been some staffing issues within the department working on the project, which has slowed progress.

15.111 Sandleheath Parish Council Website

The clerk confirmed that she had received training from NFDC on 16th June 2015 and the NFDC hosted website is currently being updated to be in line with regulatory requirements as from 1st July 2015. All councillors and Clerk have now been issued with Sandleheath.gov.uk email addresses and these are to be used going forward. The Clerk will forward to Cllr Daykin information about how to forward emails from his Sandleheath.gov.uk account to his personal email.

Cllr Daykin advised that he now had access to the Hugo Fox hosted site and content had been disabled until such time that concerns relating to Terms and Conditions have been resolved.

15.112 Highways/Footpaths

Due to the absence of Cllr Wright, a full report was not given. However Cllr Stockton advised the Council that he had received an email from Cllr Wright suggesting that Spring Lane could be resurfaced using the Small Grants Scheme. The following motion was put forward and **RESOLVED** by the Council:

The Clerk is to contact the Small Grants Scheme to see if the resurfacing of Spring Lane is considered a suitable application

15.113 The Common

- a) Cllr Stockton provided a short report. Cllrs Stockton, Wright and Andrews met with New Forest Access for All (NFAFA) on 10th June 2015 to discuss improvements to access to The Common. NFAFA subsequently forwarded a short written report and the Council considered this. It was highlighted that S106 monies are still in place for improving to access to The Common. After a short discussion, it was agreed that the Clerk should contact John Cartwright, Countryside Ranger, to ask for assistance in writing a requirement for the surfacing of paths. The Clerk is to also explore as to whether S106 monies could be earmarked for further benches on The Common. The recent work undertaken to protect The Common was then discussed. It was felt that, on the whole, village residents had favourably received the work undertaken. The following motion was put forward and **RESOLVED** by the Council:

To purchase grass seed to be sown on the recent work undertaken.

There were then further discussions about improving security to the top Common. Cllr Stockton had obtained a verbal estimate for a bespoke overhead barrier from a local company (a few hundred pounds). Some members of the Council expressed reservations about an overhead barrier (e.g. would it be in keeping with the local area?) although it was pointed out that the police recommend overhead barriers as effective deterrents to people trying to establish unauthorised encampments. It was agreed that Cllr Stockton should obtain a detailed quote in relation to an overhead barrier from the local company for the Council to consider further. Two further quotes will also be requested in line with financial regulations.

- b) The Council then considered the draft unauthorised encampment policy and the following motion was put forward and **RESOLVED** by the Council:

The unauthorised encampment policy is to be adopted by the Council subject to validation by New Forest District Council (NFDC), Hampshire Police and Gypsy Liaison Team at Hampshire County Council

15.114 Village Plan

The most up to date plan, produced in 2010, was forwarded to all councillors and Cllr Maynard led a short discussion as to the best way to update the document. It was agreed that the plan needed a light refresh with input from Councillors. The Clerk is to also seek advice from NFDC as to the best way to refresh the plan.

15.115 Parish Lengthsman

- a) The Clerk advised that the new lengthsman is to be Marcus Noke of Avon Tree Care as from 1st July 2015 and his first visit to the village will be on 13th July 2015. Robert Heron, the outgoing lengthsman, will be visiting the village on 26th June 2015 to try and complete any outstanding tasks. The Clerk will forward Cllr Stockton's mobile number so that Robert may make contact in the morning.
- b) The Chairman then discussed the worksheet that he was intending to forward to Fordingbridge Town Council reflecting tasks for the new lengthsman. The Council agreed all new tasks and it was noted that the lengthsman could also sow the grass seed as mentioned in 15.113. The Clerk is to forward this amended worksheet to Fordingbridge Town Council two weeks prior to the next visit.

15.116 Meetings of outside bodies

Cllr Stockton advised the Council that the former Police Liaison meetings were now to be Parish Liaison meetings and would cover a wider variety of topics, including updates from the police. The next meeting is scheduled for 16th July 2015 and Cllr Stockton said that he would attend on behalf of the Council.

15.117 Training

- a) The new Training and Development Policy was considered and the Council **RESOLVED** to adopt it.
- b) After considering the HALC Training Calendar, Cllr Stockton expressed an interest in attending The Knowledge and Core Skills Course and advised that he would report the training back to the Council. The next training is scheduled for 4th August 2015 at a cost of £90 + VAT. The Parish Council **RESOLVED** that the Chairman should attend this training.
The Clerk is also to forward the updated HALC training calendar to all councillors. Cllrs Stockton and Andrews confirmed that they would be attending the Planning Training with David Groom, NFDC on 30th June 2015 at Hythe and will report back to the Council accordingly.

15.118 Correspondence

The Clerk advised that relevant correspondence had been forwarded to councillors via email but drew their attention to the Correspondence Overview (Appendix 1). The members were advised to note any deadlines. The Clerk said that she would also try to attend the NFALC meeting on 16th July 2015 on behalf of the Council.

The Chairman then referred to the request from a villager to use The Common on 19th July 2015 for a birthday picnic. He could not foresee any problems and was happy for the key to The Common gate to be collected from him. The Council agreed that the villager is to be advised that the party is responsible for their own safety, they should be mindful of neighbours who border The Common and that access cannot be refused to other villagers during the celebrations. The Clerk will respond to the villager accordingly.

The Chairman advised the Council that he had received a letter from the Clerk advising of her new part-time role with Woodgreen Parish Council (5 hours per week as from 1st July 2015). It was felt that this additional role would complement the Clerk's existing position with Sandleheath Parish Council and the Council congratulated Mrs Eden on her appointment. The Council then **RESOLVED** that acknowledgement of this letter should be minuted accordingly.

15.119 Planning Applications

- a) To receive and comment on applications received
The Clerk advised that there were no new applications to report.
- b) To review decisions received from the NFDC Planning Authority
The Clerk advised that there were no new decisions to report although it was noted that planning application 15/10671 (1 Coronation Terrace) had been withdrawn.
- c) Other planning matters
The Clerk advised that there were no other matters to report.

15.120 Matters to be raised on the next agenda

No new matters were brought to the Council's attention.

15.121 Finance

- a) To review current balances and financial position
Current account £3815.70 Deposit account £4311.23
An up to date Financial Statement (Appendix 2) was prepared and forwarded to the Parish Councillors
- b) To review Internal Auditor Report
Comments on the Internal Auditor Report were noted and the Clerk confirmed that action was being taken on all points.

- c) To receive annual draft accounts and bank reconciliation 2014-2015
The annual accounts and completed Audit Commission Annual Return for the financial year ended 31st March 2015 (including Annual Governance Statement 2014/15) were presented to the Council. The Parish Council **RESOLVED** that the annual accounts and Audit Commission Annual Return (including the Annual Governance Statement 2014/15) were a correct record. They were then signed and dated by the Chairman and Clerk.
- d) 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
100759	Victoria Eden	Clerk's fees and expenses first quarter 2015-2016	£501.40
100760	Do The Numbers Ltd	Internal Audit Fee	£155.00
100761	New Forest Access for All	Travel expenses re 10th June 2015	£8.00
100762	Society of Local Council Clerks	SLCC Roadshow on 1st July 2015	£82.80

15.122 Date of Next Meeting

Thursday 30th July at 7-30pm in St.Aldhelm's.

The Chairman closed the meeting at 8.55pm.

Appendix 1 - Correspondence – 22/05/2015 – 25/06/2015

Date Received	Delivery Method	Received From	Details	Deadline / Consultation Period	Forwarded To
22/05/15	Email	NFDC	Consultation - Review of Licensing Policy	22 May 2015 – 14 August 2015	All councillors via email
26/05/15	Email	NFALC	Next meeting 16th July 2015		Advised at meeting 25/06/2015
01/06/15 & 03/06/15	Mail & Email	Local Government Boundary Commission	Consultation - Electoral Review of Hampshire	Ends 03/08/2015	All councillors via email
08/06/15	Email	HALC	Letter confirming talks still ongoing with DCLG re transparency fund		Advised at meeting 25/06/2015
13/06/15	Mail	NFDC	Safer New Forest Partnership poster to be displayed on noticeboard		Advised at meeting 25/06/2015
14/06/15	Email	HCC	Consultation – Spending Review	Ends 06/07/2015	All councillors via email
15/06/15	Email	West Solent Solar Cooperative Ltd	Invitation to Open Day in Lymington on 4th July		All councillors via email
15/06/15	Email	HALC	DCLG visit to HALC in early July		All councillors via email
17/06/15	Email	Fordingbridge Town Council	Next Parish Liaison Meeting to be on 16th July 2015		To Cllr Stockton via email
19/06/15	Email	HALC	Local Government Boundary Commission meeting with HALC - 8th July 2015		All councillors via email
19/06/15	Email	HCC	Next deadline for Small Grants Scheme	27/07/15	All councillors via email
19/06/15	Email	Fordingbridge Town Council	Info re summer playscheme. Poster to be displayed on noticeboard		Advised at meeting 25/06/2015
23/06/15	Email	Fordingbridge Town Council	Notification of Travelers in Fordingbridge		All councillors via email
24/06/15	Email	Anna Goddard	Request for access to The Common for birthday picnic on 19th July 2015		Advised at meeting 25/06/2015

Date Received	Delivery Method	Received From	Details	Deadline / Consultation Period	Forwarded To
24/06/15	Email	HALC	Shaping Hampshire - Spending Review Consultation	Ends 06/07/2015	Advised at meeting 25/06/2015
24/06/15	Email	Fordingbridge Town Council	Foodbank is looking for volunteers. Poster to be displayed on noticeboard		Advised at meeting 25/06/2015
24/06/15	Email	NFDC	Older Persons Information Event - 22nd July in Lyndhurst. Poster to be displayed on noticeboard		Advised at meeting 25/06/2015

Appendix 2

Sandleheath Parish Council

Financial Statement Prepared for Meeting dated Thursday 25th June 2015

Total all balances: £8,126.93

Balances as at: 25th June 2015

Current (Community Account)	Deposit
£3,815.70	£4,311.23

Payments since last meeting date: 21st May 2015

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

Items for payment

Cheque No	Payee	Details	TOTAL COST
100759	Victoria Eden	Clerk's fees and expenses first quarter 2015-2016	£501.40
100760	Do The Numbers Ltd	Internal Audit Fee	£155.00
100761	New Forest Access for All	Travel expenses re 10th June 2015	£8.00
100762	Society of Local Council Clerks	SLCC Roadshow on 1st July 2015	£82.80

Receipts since last meeting date: 21st May 2015

Date	Received From	Details	TOTAL AMOUNT