



Minutes of the Parish Council Annual Meeting of Sandleheath Parish Council (SPC) held on Thursday, 10<sup>th</sup> September 2015 at 7.30pm at St Aldhelm's.

PRESENT: Chairman Mr. JP Stockton  
Councillors Mr. G Maynard, Mr. D Wright, 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 and District Cllr Ann Sevier (left the meeting at 8.15pm).

15.145 Apologies for absence

Apologies were received from Cllr Daykin.

15.146 Declarations of interest

No declarations of interest were declared.

15.147 Minutes of the meetings held on 30<sup>th</sup> July 2015 and 27<sup>th</sup> August 2015

The minutes of the meetings held on 30<sup>th</sup> July 2015 and 27<sup>th</sup> August 2015 were read, approved and signed as correct records of the business transacted

15.148 Matters arising from previous minutes

The Clerk advised the following:

- FOIA documentation – Data Protection Registration renewal is due on 26<sup>th</sup> October 2015 and Clerk advised that she will update FOIA documentation with guidance from the Information Commissioners Office prior to this date.

15.149 Public Participation Session

Keith Bennett from the Sandleheath Community Association (SCA) asked if he could update the Council as to the future of St Aldhelm's in Cllr Daykin's absence.

The villagers also asked that a letter of thanks be forwarded to Ringwood and Fordingbridge Skip Hire Ltd for their assistance in blocking the entrance to the Top Common to prevent unauthorised access.

15.150 Matters to report

- Community Speedwatch - Cllr Stockton provided a short report. He advised that a further volunteer is still required in order to continue operating and the Fordingbridge Society had contacted him to see if they could combine forces. There is no suggestion at present that the Society would buy into the scheme and the insurance in place protecting the equipment may need to be updated. Cllr Stockton is awaiting responses from Damerham and Rockourne Parish Councils. The Parish Council agreed that the equipment should be fairly shared rather than not being used at all. It was also suggested that a Fordingbridge Society member could be trained accordingly and then a decision could be made as to whether they would like to join the scheme. Cllr Stockton will continue to liaise further.
- Cyclepath – The Clerk advised that she had received no further information in relation to the cyclepath although District Cllr Sevier advised that New Forest District Council (NFDC) considered the project a top priority.

15.151 Future of St Aldhelm's

In the absence of Cllr Daykin, Cllr Stockton gave a brief overview of the recent email update sent out. Keith Bennett further advised that the Sandleheath Village Hall Association (SVHA) is still aiming to take over the running of St. Aldhelm's by the target date of 1<sup>st</sup> October 2015 and it is hoped that a launch event will be arranged shortly. Renovation work is not likely to start until January 2016 at the earliest and the parish council will be informed of any possible disruption to the scheduled meetings. Clerk is to source refund from the Church Office in relation to rental costs paid until April 2016 and report back accordingly.

#### 15.152 Highways/Footpaths

- a) Highways – Cllr Wright advised that there was little to report. Minor patching work has been done and BT had been seen updating cables on Rockbourne Road.
- b) Footpaths – Cllr Wright advised that there was nothing to report at present
- c) Small Grants Scheme (SGS) application - Cllr Stockton provided a short report in relation to the application for the resurfacing of Spring Lane. The next deadline for the scheme is 26th October 2015 and an application has been partially completed. Cllr Stockton made the Council aware that the SGS may only provide 50% of the costs incurred. A second contractor visited the site on 9<sup>th</sup> October 2015 and a second formal quote should be forwarded shortly to meet the necessary requirements of the scheme. It was stressed that it may cost the Council up to £1200 to resurface the footpath. After a discussion, the Parish Council **RESOLVED** the following **MOTION**:  
**To proceed with the application to the SGS but acceptance of cost will be agreed at the Parish Council meeting scheduled for 22<sup>nd</sup> October 2015**
- d) Extra Street Signage – The Clerk advised that Colin Dyke at NFDC had contacted her as a Fordingbridge resident had requested further street signage to clarify where Station Road ends and where Main Road begins. After a short discussion, it was agreed that the Clerk should contact Colin Dyke to find exactly where he would put the signs to clarify where one road ends and another begins. However, it was agreed that no further street signage is required in the village.

#### 15.153 The Common

- a) Unauthorised attempt to gain access to the Top Common – The Clerk updated the Council in relation to the attempt to gain unauthorised access the Top Common on Friday 28<sup>th</sup> August 2015. A skip is temporarily blocking the Top Common entrance to prevent further unauthorised access. The Parish Council thanked Ringwood and Fordingbridge Skip Hire Ltd and two village residents for their prompt action when it was noticed that the padlock had been tampered with. The Chairman will forward letters of thanks in due course. The Clerk then advised that the NFDC grass cutting team are scheduled to be in the village on w/c 21<sup>st</sup> September 2015. It was agreed that the skip is to stay in place until the new barrier is installed and the Clerk will advise the grass cutting team accordingly.  
The grass cutting team last visited Sandleheath on 19<sup>th</sup> August 2015 and the Parish Council agreed that the decision to mow closer to the ditch (near the private road edge) had been successful – only one villager had expressed concern. The Clerk is to advise the team to continue with this cut and also to cut a mower's width on the other side as well.
- b) Improvements to access to Top Common – Cllr Stockton provided a short report. A purchase order was forwarded to R M Fencing Ltd on 17<sup>th</sup> August 2015 for the supply and fit of a height restrictive barrier at a cost of £1008 including VAT. It is anticipated that this will be installed within seven weeks although Cllr Stockton will send a chaser email in light of the unauthorised attempt to gain access.
- c) Unauthorised Encampment Policy - The Clerk advised that the policy had been updated incorporating the comments from the NFDC legal team. The policy will be reviewed on an annual basis to ensure that it is line with legal requirements.

#### 15.154 Parish Lengthsman

- a) Further tasks for visit on 28<sup>th</sup> September 2015 – The Clerk confirmed that a worksheet had been forwarded to Fordingbridge Town Council following the meeting on 27<sup>th</sup> August 2015. After a short discussion it was agreed to add the following task: 'Clear obstructions from the ditch down the eastern side of Alderholt Road and strim grass along the ditch'.  
Worksheet to be updated and Clerk to forward to Fordingbridge Town Council accordingly.  
It was also noted that the lower Common may be damaged due to the parking near Coronation Terrace. It was agreed that this situation is to be monitored.

#### 15.155 Meetings of outside bodies

- a) The Knowledge and Core Skills – 4<sup>th</sup> August 2015. Cllr Stockton provided a short report. The training slides have been forwarded to all Councillors and the Chairman highlighted two of the issues discussed:

- The importance of Section 137 (Grant Aid) monies
- The temporary suspension of Standing Orders in meetings where emotive matters are discussed – this would be at the discretion of the Chairman

The Clerk is also requesting updated paper copies of 'The Good Councillors Guide' and further copies of the HALC 'Get Involved' leaflet for distribution.

The Parish Council was reminded that the next Parish Liaison Meeting is on 15<sup>th</sup> October 2015 and Cllr Andrews agreed to go. The Clerk would also try to attend the NFALC meeting on the same date.

#### 15.156 Training

- a) HALC Training Calendar. The Council considered this but no new training was agreed at the present time.
- b) HALC Pensions Workshop – 21st October 2015 – The Clerk advised that she would like to attend this training at a cost of £50 + VAT. The costs would be shared with Woodgreen Parish Council. The Parish Council **RESOLVED** that the Clerk should attend this training.

#### 15.157 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 and the following correspondence was highlighted:

- The SCA's request to set the bonfire on Saturday 31st of October and then have the gate open 9am to 4pm on Saturday and Sunday 31st October and 1st November. The Parish Council was happy to agree to this request.
- UK Cycling Event – Wiggle Event. It was noted that this event would be running through the village on 19th and 20th September 2015.
- A338 Roadworks – It was noted that these roadworks had started on 6th September 2015 and would finish on 31st May 2016.
- New Forest West Community Policing Priorities – Cllr Stockton confirmed that he had received the survey relating to this.

#### 15.158 Planning Applications

- a) To receive and comment on applications received: The Clerk confirmed that no applications received
- b) To review decisions received from the NFDC Planning Authority

**APPLICATION NO** 15/10926  
**SITE:** DALE HOUSE, MAYFIELD ROAD, SANDLHEATH SP6 1DU  
**DESCRIPTION:** Single-storey rear extension  
**DECISION:** Granted Subject to Conditions

**APPLICATION NO** 15/10191  
**SITE:** HATCHES, 7 SANDLE COPSE,  
SANDLEHEATH SP6 1DX (NB: PROPOSED LEGAL AGREEMENT)  
**DESCRIPTION:** Use of outbuilding as holiday let; associated alterations  
**DECISION:** Granted Subject to Conditions

- c) Other planning matters  
The Clerk advised that there were no other matters to report.

#### 15.159 Matters to be raised on the next agenda

- Clerk's performance appraisal – Councillors asked to forward comments to Cllr Stockton.

15.160 Finance

- a) To review current balances and financial position

Current account £3152.72    Deposit account £4311.98

An up to date Financial Statement (Appendix 2) was prepared and forwarded to the Parish Councillors.

- b) To authorise and sign cheques for payment.

The following invoices were approved and the Council **RESOLVED** for the cheques to be drawn up accordingly:

Cheque No	Payee	Details	TOTAL COST
100765	HALC	Councillor's Training – The Knowledge and Core Skills – 4 <sup>th</sup> August 2015	£108
100766	Victoria Eden	Clerk's Fees and Expenses – 2 <sup>nd</sup> Quarter 2015	£495.08

- c) External Audit – The Clerk confirmed the end of the External Audit with the regulatory poster having been displayed on the noticeboard for the required two weeks. No additional fees were incurred.  
It was noted that Cllr Maynard had also completed the bank reconciliation for the first quarter.

15.161 Date of Next Meeting

Thursday 22<sup>nd</sup> October 2015 at 7-30pm in St.Aldhelm's.

The Chairman closed the meeting at 8.51pm.

*NB: These are draft minutes until approved at next Sandleheath Parish Council Meeting*

## Appendix 1 - Correspondence 31/07/2015 - 10/09/2015

Date Received	Delivery Method	Received From	Details	Meeting date / Deadline / Consultation Period
05/08/15	Email	HALC	Protecting Assets of Community Value: Supporting Local Pubs	9th September 2015
06/08/15	Tel Call	Villager	Concern that VDS amended as still reflected on NFDC site.	
08/08/15	Royal Mail	HMRC	BACS remittance Advice re VAT reclaim - £157.80	
11/08/15	Email	HALC	Parish Councils' Bill E-Survey	30th September 2015
16/08/15	Email	SCA	They would like to set the bonfire on Saturday 31st of October and then have the gate open 9am to 4pm on Saturday and Sunday 31st Oct and 1st Nov. The SCA intend to keep the gate shut and locked at all other times so only wheel barrows can be taken onto the common. (They are hoping to keep the bonfire small again this year.)	
17/08/15	Email	CPRE Hampshire	Updated Policy on the Rural Economy in Hampshire	
19/08/15	Email	NFALC	UK Cycling Events - Wiggle Event	19th and 20th September 2015
20/08/15	Email	NFALC	Leaflet re A338 roadworks	6th September 2015 - 31st May 2016
20/08/15	Email	Rachel Stokes, Hampshire Police	New Forest West Community Policing Priorities - Your Voice Counts	25th September 2015
20/08/15	Email	HALC	Transparency Fund Application	
21/08/15	Email	NFALC	New Forest Bike Ride in aid of Orchid Cancer Trust	Sunday 13th September 2015
25/08/15 & 01/09/15	Email	NFDC	Information re household enquiry forms	
02/09/15	Royal Mail	HALC	Notice re AGM (10/10/15)	Response by 18th September 2015

## Financial Statement Prepared for Meeting dated Thursday 10th September 2015

**Total all balances : £7,464.70**

**Balances as at :**

Current (Community Account)	Deposit
<b>£3,152.72</b>	<b>£4,311.98</b>

**Payments since last meetings dates : 30th July 2015**

Cheque No	Payee	Details	TOTAL COST
100763	HALC	Transparency Code Training 6th July 2015	£42.00
100764	Philip Stockton	Grass seed	£31.58

**Items for payment**

Cheque No	Payee	Details	TOTAL COST
100765	HALC	The Knowledge and Core Skills 4th August 2015	£108.00
100766	Victoria Eden	Clerks Fees and Expenses - 2nd Quarter 2015	£495.08

**Receipts since last meetings dates : 30th July 2015**

Date	Received From	Details	TOTAL AMOUNT
	HMRC	VAT Reclaim 2014-2015	£157.80