



that the Chairman and Clerk had tried to ascertain the ownership of the land. At present the lane is unregistered according to the Land Registry and it was felt that when Sandleheath Parish Council was formed in 1979, Fordingbridge Town Council transferred the land ownership to the new council. A notice reflecting that work will be undertaken will be displayed at both ends of the land prior to commencement. After a discussion, the Parish Council **RESOLVED** the following **MOTION**:  
**Application form to be submitted in its current format to the Small Grants Scheme at Hampshire County Council and the cost of approximately £800 is acceptable to the members of the Parish Council.**

#### 15.170 The Common

- a) Improvements to access to Top Common – Cllr Stockton provided a short report. The height restrictive barrier is now in place and a new security padlock has been purchased to help prevent unauthorised access – the existing lock was replaced as it had been tampered with. It was agreed via email prior to the meeting that a more secure padlock was needed and members were happy with proposed cost. The members discussed whether signage warning of height restriction should be purchased and it was felt that as only restrictive access was permitted onto the Top Common, such signage would not be required at the present time. It was also noted that scapins are not yet in place and it is to be monitored as to whether they are required.
- b) Grass cutting team – The Clerk advised that the NFDC grass cutting team are scheduled to be in the village on w/c 26th October 2015. The hedge by the allotments is due to be trimmed, although the top may not be done if the team do not have the flail mower on that day. Further to the recent cuts undertaken, the members agreed that they were happy with the extra mower's width on either side of the Top Common although it was felt that a stake should be positioned near one of the new trees planted to prevent it getting damaged. One of the villagers present would oversee this.
- c) Arrangements for Bonfire Night – The SCA will forward insurance information to Clerk prior to the event taking place on 5th November 2015. After a short discussion relating to the new ditches, it was agreed that the Clerk would write to the SCA highlighting the matter and noting that the SCA may not wish to take precautions. This is subject to the Clerk contacting the Parish Council's insurance provider for confirmation.
- d) Cllr Stockton advised that a tree had come down on the Common and a contractor would be required to remove it safely, prior to the Bonfire Night activities. Quotes had been sought from local contractors although only one formal quote had been received from Marcus Noke, Avon Tree Care advising a cost of £150 to bring the tree down safely – a local resident would then have the logs. After a short discussion the Parish Council **RESOLVED** the following **MOTION**:  
**Marcus Noke, Avon Tree Care, is to take tree down safely and the cost of £150 is acceptable to the members of the Parish Council.**

#### 15.171 Parish Lengthsman

- a) Further tasks for visit on 30th November 2015 – The members agreed that tasks were undertaken to a good standard during Lengthsman's last visit to the village on 28th September 2015. Two tasks were agreed for the future visit:
  - Strimming of new ditches
  - Area at bottom of Spring Lane to be tidied

Cllr Stockton asked members to forward any new tasks to him and reiterated that he is to forward worksheet to Fordingbridge Town Council two weeks prior to visit (i.e. by 13th November 2015).

#### 15.172 Meetings of outside bodies

- Pensions Workshop – 21<sup>st</sup> October 2015. The Clerk provided an update following her training on 21<sup>st</sup> October 2015. She explained that she would be categorised as an ‘Entitled Worker’ due to her current salary and this means that the Council would need to offer a pension scheme should she ask to join one to make contributions. The Council would not be required to contribute to such a scheme. The staging date for Sandleheath Parish Council is May 2017 and the Clerk will forward all updates from The Pension Regulator when they are received.

The Parish Council was advised that the Parish Liaison Meeting scheduled to be held on 15<sup>th</sup> October 2015 had been cancelled and was due to rescheduled in the Spring.

#### 15.173 Training

- a) HALC Training Calendar. The Council considered this but no new training was agreed at the present time for parish councillors.
- b) HALC Clerk’s Update – 18<sup>th</sup> November 2015 – The Clerk advised that she would like to attend this training at a cost of £35 + VAT. The costs would be shared with Woodgreen Parish Council. The Parish Council **RESOLVED** that the Clerk should attend this training.

#### 15.173 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:

- County Cllr Heron highlighted the Fire Service Consultation and the Council was made aware of the potential removal of the Water Carrier from Fordingbridge Fire Station. Cllr Daykin advised that he would draft suitable wording for the Parish Council’s response. This would be circulated to all members prior to forwarding onto Hampshire County Council.
- The Local Plan Review - Call for Sites correspondence received from NFDC was noted by members

#### 15.174 Planning Applications

- a) To receive and comment on applications received:

APPLICATION NO: 15/11432  
TYPE: Variation / Removal of Condition  
SITE: LAND ADJACENT UNIT 17, SANDLEHEATH INDUSTRIAL ESTATE, OLD BRICKYARD ROAD, SANDLEHEATH SP6 1PA  
DESCRIPTION: Removal of Conditions 7 & 11 of Planning Permission 14/11246 to remove duplicated Condition and to remove the need for BREEAM  
APPLICANT: Mr M Davy - Delichon Ltd

The Council agreed that no comments were required in relation to this application.

- b) To review decisions received from the NFDC Planning Authority:

APPLICATION NO: 15/11087  
SITE: 1 CORONATION TERRACE, MAIN ROAD, SANDLEHEATH SP6 1PW  
DESCRIPTION: Single-storey side and rear extension  
DECISION: Granted Subject to Conditions

- c) Other planning matters:

The Clerk advised that the following application had been received on 20<sup>th</sup> October 2015 and would arrange a special meeting accordingly.

APPLICATION NO: 15/11436  
 TYPE: Full Planning Permission  
 SITE: PINELEIGH, ROCKBOURNE ROAD, SANDLEHEATH SP6 1QF  
 DESCRIPTION: Two-storey side and rear extensions; rooflights  
 APPLICANT: Mr & Mrs Edwards  
 EARLIEST: 22 November 2015  
 DECISION DATE:

15.175 Matters to be raised on the next agenda

- Budget 2016-2017 (to include precept and grant aid requests)
- Update on record keeping and archiving

15.176 Finance

- a) To review current balances and financial position

Current account £5949.64    Deposit account £4312.73 (*not £4312.71 as reflected on agenda*)

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
100767	R M Fencing Limited	Cost of Height Restriction Barrier	£1,008.00
100768	Information Commissioner's Officer	Data Protection Renewal	£35.00
100769	Philip Stockton	Padlock for Barrier on Top Common	£147.95
100770	RBL Poppy Appeal	Donation in relation to Poppy wreath	£35.00

15.177 Date of Next Meeting

Thursday 3<sup>rd</sup> December 2015 at 7-30pm in St.Aldhelm's.

15.178 To pass a resolution in accordance with the Public Bodies (Admission to Meetings)

Act 1960 to exclude the public and representatives of the press and broadcast media for discussion relating to the recent appraisal of the Clerk where publicity might be prejudicial to the special nature of the business.

It was **RESOLVED** that the public and press be excluded for the meeting.

The Chairman gave an short report to the Council relating to the recent appraisal of the Clerk. He confirmed that the members were happy with the Clerk's performance to date. Cllr Stockton then ran through nine objectives for the Clerk over the coming year and meeting record keeping requirements (including the creation of an electronic archiving system) has been highlighted as a priority.

It was noted that the NJC paycales reflect an 2.2% pay increase for employees on Spinal Column Point 11 and above as from 1st January 2015. The Council **RESOLVED** for this increase to be backdated and paid to the Clerk at the December meeting.

The Chairman closed the meeting at 8.50 pm.

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

**Appendix 1 – Correspondence 11/09/2015 – 22/10/2015**

<b>Date Received</b>	<b>Delivery Method</b>	<b>Received From</b>	<b>Details</b>	<b>Meeting date / Deadline / Consultation Period</b>
14/09/2015	Email	HALC	Traffic Signs Regulations and General Directions 2016 - Consultation	06/10/2015
17/09/2015	Email	Fordingbridge Town Council	Cancelled - Community Information Event - 26th September 2015	
17/09/2015	Email	Community First New Forest	September Ebulletin	
18/09/2015	Email	Colin Dyke, NFDC	Confirmation of signage on Main Road	
21/09/2015	Email	Community First New Forest	Young carer overcomes obstacles to get to university	
24/09/2015	Email	Fordingbridge Town Council	Parish Lengthsman dates - October - December 2015	
24/09/2015	Email	New Forest Disability	Grant Aid Request	
28/09/2015	Email	NFALC	Agenda - 15/10/2015	
29/09/2015	Email	Community First New Forest	Press release	
01/10/2015	Email	HALC	HALC AGM - Saturday 10th October 2015	
01/10/2015	Royal Mail	Chairman, Philip Stockton	Thankyou letters to Mrs Turner, Ringwood and Fordingbridge Skip Hire and Jonathan Hughes re failed attempt to access Common	
08/10/2015	Email	Electoral Services, NFDC	Canvass 2015	
08/10/2015	Email	Rotary Club of Fordingbridge	Fordingbridge Rotary Quiz Night - 21st November 2015	10th November 2015
08/10/2015	Email	HALC	Agenda and Papers - NALC AGM - 28 October 2015 - Birmingham	
12/10/2015	Email	NFDC	New Forest District Council - Local Plan Review - Call for Sites	20th November 2015
14/10/2015	Email	HALC	Elections for 3 Directly Elected members of Smaller Councils' Committee 2016-2017	5th November 2015
17/10/2015	Royal Mail	HCC	Info re admissions to school - September 2016	
20/10/2015	Email	County Cllr Edward Heron	Fire Service consultation	
22/10/2015	Email	HALC	HCC Economy, Transport and Environment Event 11th November 2015	6th November 2015

## Appendix 2

### Sandleheath Parish Council

#### Financial Statement Prepared for Meeting dated Thursday 22nd October 2015

**Total all balances :                   £10,262.37**

**Balances as at :**

Current (Community Account)	Deposit
<b>£5,949.64</b>	<b>£4,312.73</b>

**Payments since last meetings dates :                   10th September 2015**

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

**Items for payment**

Cheque No	Payee	Details	TOTAL COST
100767	R M Fencing Limited	Cost of Height Restriction Barrier	£1,008.00
100768	Information Commissioner's Officer	Data Protection Renewal	£35.00
100769	Philip Stockton	Padlock for Barrier on Top Common	£147.95
100770	RBL Poppy Appeal	Poppy wreath	£35.00

**Receipts since last meetings dates :                   10th September 2015**

Date	Received From	Details	TOTAL AMOUNT
18/09/15	NFDC	Precept and Grants - Second half of 2015-2016	£3,400.00