



Minutes of the Parish Council Annual Meeting of Sandleheath Parish Council (SPC) held on Thursday, 19th May 2016 at 7.30pm at St Aldhelm's.

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

Also in attendance were seven residents.

- 16.70 To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office and address to Council
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 advised that he may not always be present at all council meetings due to personal circumstances. The Council then decided to appoint a Vice-Chairman to take meetings where necessary. It was proposed and seconded for 'Cllr Daykin to be elected Vice Chairman for the forthcoming year.' There were no further nominations and Cllr Daykin was elected unopposed.
- 16.71 To receive apologies for absence
No apologies were received.
- 16.72 To receive any declarations of interest by any councillor on any agenda item and to receive confirmation from all Councillors that Declaration of Interest forms were up to date
No declarations of interest were declared and it was confirmed by all Councillors that Declaration of Interest forms were up to date.
- 16.73 Public Participation Session
The Chairman provided a brief overview to the agenda items and advised that the Parish Council had received correspondence from two villagers in relation to the part of the Common in front of Coronation Terrace and Fernlea. No further comments were made by the villagers present.
- 16.74 To approve and sign the minutes of the meetings held on 17th March 2016 and 25th April 2016
The minutes of the meeting held on 17th March 2016 were read, approved and signed as correct records of the business transacted.
The minutes of the meeting held on 25th April 2016 were read, approved and signed as correct records of the business transacted.
- 16.75 To approve and adopt the Standing Orders for Sandleheath Parish Council
The updated Standing Orders were read, approved and adopted by the Council.
- 16.76 To approve and adopt the Financial Regulations for Sandleheath Parish Council
The updated Financial Regulations were read, approved and adopted by the Council.
- 16.77 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.

16.78 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	Cllr Maynard
Police Liaison	Cllr Stockton and Cllr Andrews
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
Parish Liaison	Cllr Andrews

16.79 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 CIO - It was agreed that Cllr Daykin should be a representative on the Sandleheath Village Hall CIO due to his existing commitment to the organisation.

16.80 To review the Council Asset Register

The Clerk advised that the Council Asset Register had been amended to reflected the purchase of the overhead height restriction barrier and security padlock. The up to date Council Asset Register was read, approved and adopted by the Council.

16.81 To review the Council Insurance Policy and discuss/decide on alterations

The Clerk advised that the overhead barrier had been added to the cover. Following due diligence, another quotation had been requested alongside the renewal quotation. The most competitive price came from the existing insurer, Hiscox (via the broker Came & Co) - £291.04 on a one year basis. The Council **RESOLVED** to take up this insurance from 1st June 2016.

16.82 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 current Complaints policy was read and approved for continual adoption by the Council
- b) Freedom of Information Act (FOIA) requests -The Clerk advised that she had reviewed existing documentation and amendments had been made in relation to documentation and cost. The amended FOIA documentation was read, approved and adopted by the Council for the present time although the Clerk is to explore suitable training to ensure all future Data Protection requirements are met by the Parish Council.

16.83 To confirm the dates and times of ordinary meetings of the council for the ensuing year

The following dates and times were previously presented to and agreed by the Council at the meeting on 25th February 2016. The Clerk will now display these dates on the noticeboard and parish council website together with the grass cutting dates in the village. It was noted that the next meeting will be held on the same date as the EU Referendum. NFDC has confirmed that this date is permitted as St. Aldhelms will not be used as a polling station. The Councillors confirmed that they were happy to attend on this date.

2016	2017
Thursday 23rd June 2016	Thursday 5th January 2017
Thursday 28th July 2016	Thursday 16th February 2017
Thursday 8th September 2016	Thursday 16th March 2017
Thursday 20th October 2016	Annual Parish Meeting –Thursday 6th April 2017
Thursday 1st December 2016	

16.84 Matters to Reports

a) Community Speedwatch - The Chairman advised that two sessions had been held since the previous meeting and it had been noted that motorists were more likely to abide by the speed limit on Alderholt Road rather than Main Road.

16.85 The Common

a) Update in relation to suitable action to protect Common area in front of Coronation Terrace. The Chairman advised that he had met with Bob Brown, Highways at Hampshire County Council, and had been told that a french drain could not be installed as it could not be used in conjunction with the existing drain. However correspondence had been received on behalf of the residents of Fernlea and Coronation Terrace advising the Parish Council of the repair work that the residents would like to undertake. The residents propose that the track is to be re-graded, compacted and gravelled in due course (at present building work is in progress). The Parish Councillors agreed that they were happy with this proposal and the Clerk is to return to the residents expressing the Council's thanks and highlighting the following concerns:

1. The contractor is to be suitably insured
 2. The area is not to be enlarged
 3. The Parish Council is to be advised of the commencement date of the work in due course
- The Parish Council also noted concerns from a resident in relation to the newly installed dragons teeth. The members agreed that they were happy with the work undertaken but will monitor the ongoing situation.
- b) Update in relation to the relocation of waste bin by the bus shelter - The Clerk advised that NFDC had confirmed that this bin is emptied twice weekly and that there are no plans to move it at the present time. After a short discussion, it was agreed for the Clerk to ask NFDC if the bin could be emptied three times per week during termtime. Clerk is also to update villager accordingly.

16.86 Future of St Aldhelm's

Cllr Daykin provided a short update. The Church is currently awaiting further legal advice in relation to the long term lease and it is hoped that matters will progress in due course.

16.87 Highways/Footpaths

a) Update in relation to ongoing repairs to highways - Cllr Stockton provided an update. Following the meeting with Bob Brown, verge markers are in place on Main Road and all other repairs, including the entrance to Bishops Lane, have been reported. The Clerk had also forwarded a letter to the owner of the land in Scats Lane and the vegetation, including brambles, has been cut although the situation is to be monitored on an ongoing basis. Further correspondence from a villager in relation to verge damage was noted, along with the increased parking on the Common.

b) Update in relation to any issues with footpaths - The Chairman confirmed that the three fallen trees and damaged stile on the Bishops Lane footpath had been reported.

c) Spring Lane - The resurfacing work had now been completed and the invoice was paid at previous special meeting. There was concern whether a 'bubble' had appeared and it was agreed that the underground spring is to be monitored on an ongoing basis

d) Cyclepath - The Clerk provided an update and confirmed that she had been in contact with Esther Smeardon at HCC. At present, the Countryside Access team are still liaising with landowners but hope to start work soon. NFDC had also forwarded confirmation in relation to developers contributions held (see minute reference 16.89 under Correspondence)

16.88 Parish Lengthsman Scheme

The Chairman gave a short report and confirmed that the following tasks had been undertaken:

- Additional dragons teeth near Coronation Terrace now installed
 - Cutting down of low branches between Common and Alderholt Road completed
 - Safety concerns in relation to all trees considered and unsafe tree cleared from Common
- After a short discussion, the following tasks are to be added to the worksheet for the visit on 6th June 2016:

- To cut around the bases of the millenium trees on the Common
- To tidy the footpath from St. Aldhelm's to Ashford
- To cut any overhanging bushes in Spring Lane
- To create small trench by allotments to prevent puddles forming.

Worksheet to be updated and forwarded to Fordingbridge Town Council in due course.

16.89 To receive items of 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 Clerk advised that she had written to the SCA to advise that the Parish Council approved the lighting of a beacon on 11th June 2016
- Free CPR training on 7th June 2016 in Fordingbridge
- Developer contributions held are currently £37434.56 - Sandleheath Walking Routes and £6000 - Disabled Accessibility - The Common

16.90 To consider and authorize training for councillors and clerk

HALC Training Calendar 2016. The Council considered this but agreed that training was not required at the present time, although the Clerk advised that she is currently researching suitable Data Protection training and would report back at the next meeting.

16.91 Planning Applications

- a) To receive and comment on applications received: No planning applications received.
- b) To review decisions received from the NFDC Planning Authority: No decisions received.
- c) Other planning matters: Cllr Daykin informed the Council that a cinema is to be opened in Fordingbridge (situated on the former Branksome China site), subject to meeting planning requirements.

16.92 Matters to be raised on next agenda

- To receive and consider Internal Audit Report
- To receive and approve annual accounts, Governance Statement, Bank Reconciliation and Explanation of Variances for 2015/16 prior to submission of annual return to External Auditor

- 16.93 Finance

- a) To review current balances and financial position

Current account £4225.96 Deposit account £4314.23

An up to date Financial Statement (Appendix 2) 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

- b) To receive annual draft accounts and bank reconciliation 2015-2016. The draft figures were received by the Council. The Clerk advised that the annual accounts and completed Audit Commission Annual Return for the financial year ended 31st March 2016 (including Annual Governance Statement 2015/16) would be ready for the next meeting following the Internal Audit on 6th June 2016.
Cllr Maynard was given the accounts to double check prior to the internal audit. The Clerk further advised that the Notice of Appointment of Date for the Exercise of Electors Rights would be displayed on the parish noticeboard in good time and that the records of accounts would be made available to electors from 28th June 2016 to 8th August 2016. The annual return is to be forwarded to the external auditor by 4th July 2016.
- c) To advise of proposed VAT reclaim amount
The Clerk advised that £345.12 is to be claimed back as reflected on Summary of Receipts and Payments forwarded to the councillors.
- 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
100791	NALC	Renewal subscription for LCR	£17.00
100792	Came & Company	Insurance Renewal to Came & Co	£291.04

Date of Next Meeting
Thursday 23rd June at 7-30pm in St.Aldhelm's.

The Chairman closed the meeting at 8.30pm.

Appendix 1 - Correspondence - 17/03/2016 - 19/05/2016

Date Received	Delivery Method	Received From	Details	Meeting Date / Deadline & Consultation Period
17-Mar-2016	Email	NFNPA	Fordingbridge Health Walks - revised timings	
17-Mar-2016	Email	Fordingbridge Town Council	Parish Liaison Meeting 14/04/16	
18-Mar-2016	Email	Fordingbridge Town Council	Parish Lengthsman - Scheduled Work Dates	25-Apr-2016
21-Mar-2016	Email	HALC	LAI51388 Planning Changes	15-Apr-2016
21-Mar-2016	Email	HCC	Hampshire County Council - Your new Community Engagement Ranger - Natalie Hands	
22-Mar-2016	Royal Mail	BDO	External Audit Documentation	4-Jul-2016
24-Mar-2016	Email	Fordingbridge Town Council	Lengthsman Scheme 2016/17	
24-Mar-2016	Email	HIOW Devolution Programme	Hampshire and Isle of Wight Parish and Town Council Devolution workshop - 01.03.2016	

Date Received	Delivery Method	Received From	Details	Meeting Date / Deadline / Consultation Period
29-Mar-2016	Email	NFDC	New Forest District Council - Information Bulletin - March 2016 Edition - http://newforest.gov.uk/CHttpHandler.ashx?id=31462&p=0	
30-Mar-2016	Email	HALC	Submitting Motions through the ALC to NALC	
1-Apr-2016	Email	HALC	HALC April 2016 - E-update	
1-Apr-2016	Email	HALC	Important details regarding Lobby Day 12th April 2016	
3-Apr-2016	Email	NFDC	Possible increased frequency of emptying litter bin by bus stop	
3-Apr-2016	Email	Villager	Concern re damage to Common verges	
4-Apr-2016	Email	Hampshire Alert	Open letter from the new Chief Constable	
4-Apr-2016	Email	HCC	New Forest Transport Forum	19th April 2016
4-Apr-2016	Email	AONB	Landscapes in Planning	10th May 2016
5-Apr-2016	Email	HALC	LAIU2D160330 - Consultations and deadline dates	
5-Apr-2016	Email	Fordingbridge Community First	We're providing *free* CPR training for our community.	
6-Apr-2016	Email	Neighbourhood Watch	Sandleheath Neighbourhood Watch Bulletin FW: Non Dwelling Burglary 06/04/2016 21:52:20 [142816]	
7-Apr-2016	Email	ICO	April 2016 - Latest news from the ICO	
8-Apr-2016	Email	SCA	Enquiry re lighting a beacon on the evening of the 11th June for the Queens Birthday	
8-Apr-2016	Email	NFALC	NFALC Agenda - 21.04.16	
9-Apr-2016	Royal Mail	Villager	Letter expressing concerns re brambles on Scats Lane	
11-Apr-2016	Email	HALC	HALC Response to Technical Planning Consultation	
12-Apr-2016	Email	Doreen Houghton	Fordingbridge & District Day Centre for the Frail and Housebound - AGM 04/05/2016	
13-Apr-2016	Email	Corporate and B2B Communications	Request re parish newsletter	
13-Apr-2016	Email	Hampshire Alert	Hampshire Constabulary Website Survey 13/04/2016 17:06:52 [143439]	
14-Apr-2016	Email	Hampshire County Council	Small Grants Scheme the deadlines for 2016 are: 25 April, 25 July, 24 October, 23 January	

Date Received	Delivery Method	Received From	Details	Meeting Date / Deadline / Consultation Period
14-Apr-2016	Email	Neighbourhood Watch	Sandleheath Neighbourhood Watch Bulletin Bishops Lane break in	
14-Apr-2016	Email	Hampshire Alert	Burglary Report - 13/4/16 - Green Lane, Whitsbury 14/04/2016 16:58:00 [143547]	
14-Apr-2016	Email	Hampshire Alert	Recent Theft From Motor Vehicles In Fordingbridge 14/04/2016 17:10:30 [143550]	
19-Apr-2016	Email	NFALC	Advance notification of cycle event - Sunday 3rd July 2016	
20-Apr-2016	Email	NFDC	Temporary Event Notice - 6293 FORRES SANDLE MANOR SCHOOL, SANDLE MANOR DRIVE, SANDLEHEATH, FORDINGBRIDGE, SP6 1NS - 19/06/16	
30-Apr-2016	Email	NFDC	New Forest District Council - Information Bulletin - April 2016 Edition - http://www.newforest.gov.uk/CHttpHandler.ashx?id=31617&p=0	
4-May-2016	Email	HALC	Advice on Future Changes to Data Protection	
4-May-2016	Email	SLCC	The EGM explained – will you be attending?	10-Jun-2016
5-May-2016	Email	NFALC	RE: NFALC Neighbourhood Planning Group inaugural meeting	20-May-2016
5-May-2016	Email	ICO	Latest news from the ICO	
6-May-2016	Email	HALC	HALC May 2016 E-update	
7-May-2016	Royal Mail	Hampshire County Council	HALC Conference on 9th March 2016 and workshop on Planning for Gypsy and Traveller site	
9-May-2016	Email	Zurich	Insurance Renewal Quote for: Sandleheath Parish Council	
9-May-2016	Email	HALC	Clerk's Survey letter	
9-May-2016	Email	HALC	Bulletin on national developments and meetings	
9-May-2016	Email	HALC	Opportunity To Complete TFG (Task and Finish Group) Parishes 2025 Survey - By 17:00 On 27/5	
10-May-2016	Email	SLCC	News Bulletin - 10th May 2016	
11-May-2016	Email	HALC	Stress Survey - Summary of Survey Results 2016 and Individual Comments by Clerks	
11-May-2016	Email	Local Government Boundary Commission	Electoral Review of Hampshire: Further Limited Consultation for Havant and New Forest	6-Jun-2016

Date Received	Delivery Method	Received From	Details	Meeting Date / Deadline / Consultation Period
12-May-2016	Email	Hampshire County Council	Update re highway concerns	
13-May-2016	Email	NFDC	Forward Plan - June 2016 - http://www.newforest.gov.uk/CHttpHandler.ashx?id=460&p=0	
13-May-2016	Email	Fordingbridge Town Council	CPR Training - 7th June 2016	
13-May-2016	Email	NFDC	Confirmation of allocated Developer Contribution amounts	
17-May-2016	Email	Denny Lodge Parish Council	Forestry Commission Inclosures Consultation 2016- Response from Denny Lodge Parish Council	6-Jun-2016
17-May-2016	Email	Villager	Re: Area of Sandleheath Common adjacent to Fernlea and Coronation Terrace	
19-May-2016	Email	Villager	Re: Dragons teeth near Area of Sandleheath Common adjacent to Fernlea and Coronation Terrace	
19-May-2016	Email	NFALC	Notification of Cycling event - 19/06/2016	
19-May-2016	Email	Clerk at Marchwood	Notification of travellers	
19-May-2016	Royal Mail	NFDC	Info re Appletree Careline	

Sandleheath Parish Council - Appendix 2

Financial Statement Prepared for Meeting dated Thursday 19th May 2016

Total all balances :		£8,540.19	
Balances as at :		5/13/2016	
	Current (Community Account)	Deposit	
	£4,225.96	£4,314.23	
Payments since last meetings dates :		17/03/2016 & 25/04/2016	
Cheque No	Payee	Details	TOTAL COST
100782	Victoria Eden	Clerk's Fees and expenses 4th Quarter	£506.54
100783	Fordingbridge Public Works Contractors	Ditch work and earthen bunds	£320.00
100784	Fordingbridge Town Council	Parish Lengthsman materials - Scalpings	£33.25
100785	Avon Tree Care	Parish Lengthsman materials - Strainer shield	£35.64
100786	Hampshire Association of Local Councils	Officer's Update - 16/03/2016	£21.00
100787	R Ball & Son Ltd	Resurfacing of Spring Lane	£2,016.00
100788	Fordingbridge Town Council	Parish Lengthsman materials - Cement	£47.40
100789	Hampshire Association of Local Councils	Affiliation fees 2016-2017	£206.00
100790	Hampshire Association of Local Councils	NALC Levy 2016-2017	£33.00
Items for payment			
Cheque No	Payee	Details	TOTAL COST
100791	NALC	LCR Subscription Renewal Invoice	£17.00
100792	Came and Company	Insurance Renewal 2016-2017	£291.04
Receipts since last meetings date :		17/03/2016 & 25/04/2016	
Date	Received From	Details	TOTAL AMOUNT
16-Apr-2016	SSE	Wayleave payment	£116.33
28-Apr-2016	NFDC	First half of precept and discretionary grant 2016-2017	£3,502.00