



Minutes of the Parish Council Annual Meeting of Sandleheath Parish Council (SPC) held on Thursday, 23rd June 2016 at 7.30pm at St Aldhelm's.

PRESENT:

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

Also in attendance were 4 residents and District Cllr Ann Sevier

- 16.94 To receive apologies for absence
Received from Parish Councillors Daykin and Wright and District Councillor Bellows.
- 16.95 To receive any declarations of interest by any councillor on any agenda item
No declarations of interest were declared.
- 16.96 To approve and sign the minutes of the meetings held on 19th May 2016
The minutes of the meeting held on 19th May 2016 were read, approved and signed as correct records of the business transacted.
- 16.97 Public Session
One villager expressed thanks for the recently installed dragons teeth that now offer further protection to the Common. It was noted that the entrance to Top Common requires maintenance as soil is loose around the main gate post and bars in the gate itself are now loose. It was agreed that this task could be added to the Parish Lengthsman worksheet.
- 16.98 Matters to Report
- Community Speedwatch - The Chairman provided a short update. At a recent session 37% of drivers exceeded 30 mph although it was highlighted that only 7% of these were driving at speeds exceeding 35 mph
 - Emptying of bin by bus stop. The Clerk advised that NFDC had confirmed that the bin will now be emptied three times a week during the summer months.
- 16.99 The Common
- Update in relation to suitable action to protect Common area in front of Coronation Terrace. The Chairman advised that the Parish Council had now written to the residents and had noted that the work will be undertaken once current building work has been completed. It was noted that a villager had raised concerns about the cutting of grass in between the recently installed dragons teeth. It was agreed for the Clerk to contact the grass cutting team to see if they can trim around dragons teeth on future visits.
 - Update in relation to any other concerns. No other concerns raised
- 16.100 Future of St Aldhelm's
Although Cllr Daykin was absent, the Parish Council was advised that there was nothing further to report at present.
- 16.101 Highways/Footpaths
- Update in relation to ongoing repairs to highways - Cllr Stockton provided an update. Some repairs had been done (e.g some potholes in Alderholt Road, scalplings in chapel layby and regraded entrance to Bishops Lane). The Clerk further advised that she had spoken to Bob Brown, Highways, on 17th June 2016 and that scalplings would be covered in soil and verge markers put in place near entrance to Bishops Lane in due course. Cllr Stockton advised that he had spoken to the owners of Woodside, Scats Lane

and that their hedge would also be trimmed shortly. At present, there is no further progress on new kerbing due to lack of funding. The Parish Council also wished to thank the resident(s) who maintain and plant the flower beds to the entrance to the village.

b) Update in relation to any issues with footpaths - Cllr Stockton advised that all overhanging trees located down Bishops Lane footpath had been reported and are scheduled to be cut during July annual cut.

c) Cyclepath - Cllr Stockton provided a brief background to this project, which was first put forward to NFDC in 2013. County Councillor Edward Heron had contacted NFDC on the parish council's behalf for an update and the written response was read aloud. At present, it seems that Hampshire County Council (HCC) are still liaising with landowners in relation to cycling rights and it is now unclear whether it is now just an upgrade of the footpath. Several concerns were raised including:

- Developers contributions have already been set aside for this project with some developer contributions having been waived for the landowners consent for the cyclepath
- NFDC had previously spent money on an engineer to draw up suitable drawings which now look as though they will not be used.
- SINC had always been in place and it is unclear as to why this had become such a concern.
- Would there be insurance concerns if the path was not seen as a legal cycleway yet used by cyclists?

In light of these concerns it was agreed for the Chairman to contact Esther Smeardon at HCC who is overseeing the project to arrange a face to face meeting at the earliest possibility.

16.102 Parish Lengthsman Scheme

The Chairman gave a short report and confirmed that the following tasks had been undertaken during the lengthsman's last 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

It was agreed that the creation of small trench by the allotments to prevent puddles was not considered viable. Future tasks were then discussed and it was agreed to add the following tasks to the Parish Lengthsman worksheet:

- Trimming of ditch alongside Alderholt Road
- Repair of gate and gateposts at entrance to Top Common
- Following authorisation of expenditure up to £100, it was agreed that more scalplings were required at entrance to Top Common due to the encroachment of hedge

The Clerk advised that Fordingbridge Town Council had also forwarded authorisation of Parish Lengthman remit.

16.103 Parish Noticeboard

The Clerk advised that there were several longterm and commercial notices displayed on the noticeboard which potentially limit community notices. There are also some notices that are stapled onto the board (staples both damage the board and are difficult to remove).

After a short discussion it was agreed for a notice to be displayed which reflects that longterm and commercial notices are not allowed nor are any stapled notices. This notice will be displayed following publication of these minutes and notices not meeting requirements will be removed. It was also agreed that copies of draft minutes should be displayed when space permits

16.104 Meetings of Outside Bodies

No meetings had been undertaken by parish councillors since previous meeting.

16.105 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:

- 25/05/2016 - National Pay Scale Changes
- 15/06/2016 - ALCC Membership
- 16/06/2016 - Parish Lengthsman Rights of Way Maintenance

16.106 Planning Applications

- To receive and comment on applications received: No planning applications received.
- To review decisions received from the NFDC Planning Authority:

NO. 16/10436
SITE: SANDLE LODGE FARM, MAIN ROAD, SANDLEHEATH SP6 1PF
DESCRIPTION: Use of barn as 1 residential unit; fenestration alterations (Prior Approval Application)
DECISION: Prior Approval not required

c) Other planning matters:

Case Ref: TPO/16/0234
Proposed Works: Fell 2 x Scots Pine trees
Site Address: Sandlegate, 1 Sandle Copse, Sandleheath, Fordingbridge, SP6 1DX

After a short discussion, it was agreed to leave the decision to the tree officer.

16.107 Matters to be raised on next agenda

- Clerk's appraisal
- Cycle path
- Local Plan (as first part due to be published w/c 27th June 2016)

16.108 Finance

- To review current balances and financial position
Current account £3917.92 Deposit account £4314.23
An up to date Financial Statement (Appendix 2) was prepared and forwarded to the Parish Councillors.
- 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
100793	Victoria Eden	Clerk's 1st Quarter Fees and Expenses	£524.62
100794	Do The Numbers Ltd	Internal Auditor Fee 2015-2016	£155.00
100795	Avon Tree Care	Materials - Dragons Teeth	£23.76

- To consider and review Internal Audit Report
The recent internal audit report was received and the following points were read aloud:
 - It is good practice to state the number of members of the public in the minutes as proof of public engagement.
 - It is a requirement of LGA 1972 (Sch 12 para 41.1) for the chairman to initial every page of the minutes and to sign and date the final page.
 - The staging date for SPC is 1st May 2017. Under the updated guidance, Sandleheath PC will not need a scheme as the clerk will never earn enough to have

to be enrolled.

Comments on the Internal Auditor Report were noted and the Clerk confirmed that action was being taken on all points.

- d) To receive and approve annual accounts, Governance Statement, Bank Reconciliation and Explanation of Variances for 2015-2016. The annual accounts and completed Audit Commission Annual Return for the financial year ended 31st March 2016 (including Annual Governance Statement 2015/16) were presented to the Council. The Parish Council **RESOLVED** that the annual accounts and Audit Commission Annual Return (including the Annual Governance Statement 2015/16) were a correct record. They were then signed and dated by the Chairman and Clerk. 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 will be forwarded to the external auditor prior to 4th July 2016.

16.107 Date of Next Meeting

Thursday 28th July at 7-30pm in St.Aldhelm's.

The Chairman closed the meeting at 8.15pm.

Appendix 1 - Correspondence 19/05/2016 - 23/06/2016

Date Received	Delivery Method	Received From	Details	Meeting date / Deadline / Consultation Period
19-May-2016	Royal Mail	Hampshire County Council	Electoral Review of Hampshire: Further Limited Consultation for Havant and New Forest	
20-May-2016	Email	NFDC	New Forest Business Expo: Friday 3 June at Brockenhurst College	
20-May-2016	Email	NFALC	NFALC Minutes - 21.04.16	21-Jul-2016
20-May-2016	Email	NFDC	CANCELLED-Temporary Road Closure Bowerwood Road Fordingbridge	
23-May-2016	Email	HALC	LGC/NALC supplement survey	
23-May-2016	Email	Hampshire County Council	Hampshire Minerals and Waste Newsletter 14	
23-May-2016	Email	Cllr Heron	LGBCE review of Hampshire County Council	6-Jun-2016
25-May-2016	Email	SLCC	National Pay Scale changes	
26-May-2016	Email	HALC	Councillor Commission Brief	
26-May-2016	Email	NFDC - Planning	Decision on Planning Application 16/10436 - Prior Approval not required	
27-May-2016	Email	NFDC	Rural Housing Week 2016 - Breakfast at The Foresters Arms pub, Brockenhurst. 10am Thursday 14 July	20-Jun-2016
27-May-2016	Email	Christchurch and East Dorset Council	Christchurch and East Dorset Community Infrastructure Levy Charging Schedules Update	

Date Received	Delivery Method	Received From	Details	Meeting date <input type="checkbox"/> Deadline <input type="checkbox"/> Consultation Period
31-May-2016	Email	NFDC	New Forest District Council - Information Bulletin - May 2016 Edition - http://www.newforest.gov.uk/CHttpHandler.ashx?id=31772&p=0	
31-May-2016	Email	HALC	Councillor Commission	
31-May-2016	Email	Hampshire Alert	New Forest Residents Warned About Courier Fraud	
1-Jun-2016	Email	HALC	Continuation of help-desk service for planning queries	
1-Jun-2016	Email	NFDC	TEN - 6396 SANDLEHEATH COMMON, MAIN ROAD, SANDLEHEATH, SP6 1PY	
2-Jun-2016	Email	Fordingbridge Town Council	Every Man Remembered	9th August 2016
2-Jun-2016	Email	ICO	Latest news from the ICO - June 2016	
2-Jun-2016	Email	HALC	Letter to Member councils on Hampshire Devolution Deal(s)	
3-Jun-2016	Email	HALC	HALC E-update: June 2016	
4-Jun-2016	Email	Paul Lai	Please Sign Our Petition To Help Reduce Suicides (and Persuade Others To Sign It Too)	
6-Jun-2016	Email	HALC	LCR Opinion Question	
6-Jun-2016	Email	Anchor	A respite break for you and your loved one	
7-Jun-2016	Email	NFDC	New Forest District Council: Business booms at second New Forest Expo in Brockenhurst	
7-Jun-2016	Email	Highways - HCC	Works Completed - Enquiry 21221377 - Alderholt Road	
7-Jun-2016	Email	NFDC	New heights for Chairman's charity raising	
9-Jun-2016	Email	NFDC	Detailed local government review now seeks opinions of residents and business	
10-Jun-2016	Email	NFDC	Invitation to NFDC Civic Service - 3rd July 2016	24th June 2016
13-Jun-2016	Email	NFDC	Chairman's charity abseil	
14-Jun-2016	Email	NFDC	Forward Plan of Key Decisions - 1 July to 30 September 2016 - http://newforest.gov.uk/CHttpHandler.ashx?id=460&p=0	
15-Jun-2016	Email	ALCC	Your Complimentary ALCC Membership	
15-Jun-2016	Email	HALC	The Countryside Awards - Entry Date Extended to 1st July	1st July 2016
15-Jun-2016	Email	Villager	Update re Bishops Lane	
16-Jun-2016	Email	Fordingbridge Town Council	Lengthsman - Rights of Way Maintenance	

Date Received	Delivery Method	Received From	Details	Meeting date <input type="checkbox"/> Deadline <input type="checkbox"/> Consultation Period
16-Jun-2016	Email	HALC	Celebrate Rural Housing Week with HARAH this July	20th June 2016
16-Jun-2016	Email	Hampshire County Council	Your Hampshire - The latest news from your county council	
16-Jun-2016	Email	Hampshire County Council	Access Hampshire newsletter	Next Small Grants Scheme deadline - 25/07/2016
16-Jun-2016	Email	HALC	Photographs for Annual Review	
17-Jun-2016	Email	SLCC	SLCC Branch minutes	
17-Jun-2016	Email	HALC	Hampshire ALC AGM Invitation	22nd October 2016
19-Jun-2016	Email	NFALC	COUNCILLOR COMMISSION - HAMPSHIRE TOWN & PARISH COUNCILS ROUNDTABLE 7 JULY 2016	
20-Jun-2016	Email	NFDC	Confirmation that bin is to be emptied 3 times a week in summer	
20-Jun-2016	Email	SLCC	Helping Your Society Develop - a separate body, the Association of Local Council Clerks, will now provide trade union activities	
20-Jun-2016	Email	SLCC	News Bulletin - 20th June 2016	
21-Jun-2016	Email	HCC	Works Completed - Enquiry 21221371 - Court Hill	
21-Jun-2016	Email	SLCC	NEC elections	
22-Jun-2016	Email	NFDC	Update re cycleway	
22-Jun-2016	Email	Villager	Concern re grass around dragons teeth	
22-Jun-2016	Email	NFDC - Treeworks	TPO/16/0626 - Prune 2 x Oak trees - Sandle Court, Rockbourne Road, Sandleheath, Fordingbridge, SP6 1QF	20th July 2016
23-Jun-2016	Email	PRS for Music	Have your say in our Local Authorities consultation	22nd June to 17th August 2016
23-Jun-2016	Email	HCC	Works Completed - Enquiry 21221380 - Sign (Non-Illuminated) Defect - ALDERHOLT ROAD	

Sandleheath Parish Council - Appendix 2

Financial Statement Prepared for Meeting dated Thursday 23rd June 2016

Total all balances :		£8,232.15	
Balances as at :			
	Current (Community Account)	Deposit	
	£3,917.92	£4,314.23	
Payments since last meetings dates :		19th May 2016	
Cheque No	Payee	Details	TOTAL COST
100791	NALC	LCR Subscription Renewal Invoice	£17.00
100792	Came and Company	Insurance Renewal 2016-2017	£291.04
Items for payment			
Cheque No	Payee	Details	TOTAL COST
100793	Victoria Eden	Clerk's 1st Quarter's Fees and Expenses	£524.62
100794	Do the Numbers Ltd	Internal Auditor Fee 2015-2016	£155.00
100795	Avon Tree Care	Parish Lengthsman materials - Dragons Teeth	£23.76
Receipts since last meetings date :			
Date	Received From	Details	TOTAL AMOUNT