



Minutes of the Parish Council Meeting of Sandleheath Parish Council (SPC) held on Thursday, 8th September 2016 at 7.30pm at St Aldhelm's.

PRESENT:

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

Also in attendance were 7 residents, District Cllr Ann Sevier, and Esther Smeardon from the Countryside Access Team, Hampshire County Council (HCC)

16.127 To receive apologies for absence - No apologies were received.

16.128 To receive any declarations of interest by any councillor on any agenda item - None received

16.129 To approve and sign the minutes of the meetings held on 28th July 2016. The minutes of the meeting held on 28th July 2016 were read, approved and signed as a correct record of the business transacted.

16.130 Public Session - The Chairman provided an overview to the agenda and was thanked for his prompt action in relation to the recent SSE repair of broken cable on the Top Common. It was confirmed that the overhead wires are monitored and trees are trimmed by SSE on an ongoing basis.

One residents advised that there was a water leak on the right hand side and towards the bottom of Alderholt Road which may become dangerous. The Clerk will report accordingly and liaise with Bob Brown, Highways.

16.131 Reports by District and County Councillors - District Councillor Ann Sevier had attended a recent meeting in which the cycleway was discussed. It is hoped that work will begin shortly and Esther Smeardon confirmed that paperwork had been forwarded to NFDC for approval. Concern was raised in relation to the possible cost of provision of benches and dog bins but this issue will be looked at in greater detail once approval given.

16.132 Matters to Report - There were no other matters to report.

16.133 The Common

a) Report following the recent SSE repair of broken cable on the Top Common. Cllr Stockton updated the Council in relation to a live cable being found on the Common on 2nd July 2016 and confirmed that the following actions have been undertaken:

- tree maintenance has been undertaken on the site following concerns that the trees were still too close to the cables. The trees that had been cut had been placed to one side, in readiness for the November bonfire.
- SSE has now cemented the dragons teeth that were removed to gain access. NFDC has also confirmed that they can operate an out of hours service for emergencies. Suitable wording in relation to the signage that will be displayed on the height restrictive barrier was then discussed and the members **RESOLVED** the following action:

**Up to an expenditure limit of £50, signage is to be purchased and the wording is to be as follows: 'Sandleheath Common - In case of emergency or urgent access, please call (correct telephone number to be inserted)'**

The Clerk is to organise the purchase of signage accordingly.

- b) Update in relation to suitable action to protect Common area in front of Coronation Terrace. The Chairman advised that an update had been received from a resident, advising that it is hoped that the work will be undertaken prior to the end of autumn.
- c) Update in relation to any other concerns. The Clerk advised that the grass cutting team did not trim slope from Alderhot Road to Top Common on their most recent visit to the village on 22nd August 2016. It is hoped that a member will speak with the team during their next visit to the village w/c 26th September 2016. The Clerk was also asked to forward the grass cutting dates to the residents of Coronation Terrace so that cars can be moved in readiness for future visits.

It was also noted that the east side of the Common had sustained some vehicle damage and that this is to be monitored. The screws on the boards in the side of the bus shelter will also be looked at to ensure that they are not becoming too loose.

#### 6.134 Highways/Footpaths

- a) Cyclepath - Esther Smeardon had provided an update earlier in the meeting. The Chairman thanked her for all her efforts and for coming to the meeting.
- b) Update in relation to ongoing repairs to highways - Cllr Stockton provided an update. As yet, further work is still required to the entrance to Bishops Lane and the Clerk is to arrange a site visit with Bob Brown, Highways, to discuss all outstanding repairs in the village. It was noted that the car that was situated near the allotments has now been moved and scalplings have been installed accordingly. Drainage in this area will continue to be monitored.
- c) Update in relation to any issues with footpaths - Esther advised that she had made a site visit to see the trees that have not been trimmed in Bishops Lane. HCC will now trace the landowner so that action can be taken. It was also noted that vegetation alongside the footpath to Fordingbridge may require trimming.

16.135 Local Plan Review: Initial proposals for public consultation - Cllr Stockton advised that he had attended the Local Plan meeting in Fordingbridge on 24th August 2016 and had drafted comments on behalf of the Parish Council. These draft comments had been forwarded to all members for consideration prior to the meeting. The Chairman presented an overview of concerns raised by the proposed Local Plan and, after a short discussion, the members **RESOLVED** the following action:

**The Clerk is to forward comments prepared by the Chairman to NFDC prior to the deadline on 16th September 2016**

16.136 Future of St Aldhelm's - Cllr Daykin provided a short update. A trustees meeting had been held and an AGM will be arranged prior to the end of the year. Negotiations are still ongoing.

16.137 Parish Lengthsman Scheme - The Parish Lengthsman's last visit to the village was on 22nd August 2016 and the following tasks were done:

- trimming of ditch alongside Alderholt Road
- following previous authorisation of expenditure up to £100, more scalplings were installed at entrance to Top Common due to the encroachment of hedge
- trimming of overhanging brambles in Spring Lane

The Parish Lengthsman's next visit to the village will be on 14th November 2016 and it has been noted that the entrance to the Top Common may require more concrete at the bottom of the gateposts. The hinges and bolts on the gate may also need to be replaced.

16.138 Meetings of Outside Bodies - Cllr Stockton, Cllr Andrews and the Clerk confirmed that they had attend the NFDC Local Plan meeting held in Fordingbridge on 24th August 2016.

16.139 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 reminded the members that a non-competitive cycling sportive - Wiggle New Forest 100 Sportive - will be taking place on 24th and 25th September 2016. Noticeboard will be updated with the route to be taken and further information in relation to this event can be found at: <http://www.ukcyclingevents.co.uk/events/wiggle-new-forest-100-sportive/>
- Electoral Review of Hampshire: Final Recommendations have now been published

#### 16.140 Training

- a) Officer's Update 19th October 2016 - £35 + VAT - The Parish Council agreed that the Clerk could attend this training with costs being shared with the other parish council that the Clerk is employed by.
- b) The Clerk advised that she will now be attending the Budgeting Tips and Tricks on 11th October 2016
- c) The Clerk advised that she would now attend the 'The Future of LG in Hampshire' workshop on 14th September 2016 in place of the Chairman.
- d) The Clerk reminded the members of 'The Knowledge' workshop on 26th October 2016 being held in Damerham. Members are to confirm with the Clerk if they are able to attend.

#### 16.141 Planning Applications

- a) To receive and comment on applications received:

**APPLICATION NO:** 16/11083  
**TYPE:** Variation / Removal of Condition  
**SITE:** BLAKES BARN CAR PARK, FORRES SANDLE MANOR SCHOOL, SANDLE MANOR DRIVE, SANDLEHEATH SP6 1NS  
**DESCRIPTION:** Removal of Condition 1 of Planning Permission 92789 to allow building to remain  
**APPLICANT:** Forres Sandle Manor

After a short discussion, the following recommendation was **RESOLVED**:

**PAR 5 - Happy to accept the decision reached by the NFDC's Officers under their delegated powers.**

The Clerk is to advise NFDC accordingly.

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

**APPLICATION NO:** 16/10848  
**SITE:** LILACS, SCATS LANE, SANDLEHEATH SP6 1PL  
**DESCRIPTION:** Dwelling; demolition of existing  
**DECISION:** Granted Subject to Conditions

- c) Other planning matters: **NF262 - Ringwood & Fordingbridge Skip Hire, Courtwood Farm, Court Hill, SANDLEHEATH, SP6 1QD**

Although it was highlighted that this application was in the parish of Damerham, it was noted that several Sandleheath residents had expressed concerns online. After a short discussion, the following recommendation was **RESOLVED**:

**The application raises concerns because of a potential increase in dust, noise and traffic movement. The members would like the applicant to provide clarification as to what action will be taken to mitigate a potential increase in dust and noise together with confirmation that traffic will not be increased.'**

The Clerk is to advise Hampshire County Council accordingly.

16.142 Finance

- a) To review current balances and financial position  
Current account £3535.96 Deposit account £4314.98  
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 invoice was approved and the Council **RESOLVED** for the cheque to be drawn up accordingly:

Cheque No	Payee	Details	TOTAL COST
100797	Victoria Eden	Clerk's Second Quarter Fees and Expenses	518.79

- c) To confirm completion of external audit 2015-2016. This has been completed without incurring any additional fees or comments.

16.143 Matters to be raised on next agenda : Draft budget

16.144 Resolution Relating to Confidential Nature: A resolution was passed that in accordance with Standing Order 2d in view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they were instructed to withdraw.

16.145 Clerk's Appraisal: Cllr Stockton provided an update in relation to the staff appraisal that was undertaken on 9th August 2016 and advised that the Council was happy with the work undertaken by the Clerk to date. It was noted that the Clerk's workload has been steadily increasing (particularly due to the increase in electronic communications) and, following a three month audit of hours worked, the current 4 hours per week were not sufficient to cover all tasks undertaken. After looking at the 2016-2018 National Salary Award forwarded by NALC, it was further considered that revisions were required to the Clerk's current pay scale.

After a discussion, the following motion was **RESOLVED** by the Parish Council:

**The Clerk's hourly rate is to increase to £9.999 (SCP 20) as from April 2016 to cover the period April 2016 to September 2016 in line with NALC guidance. As from October 2016, the Clerk's hours are to increase to 5 hours per week.**

16.146 Date of Next Meeting - Thursday 20th October at 7-30pm in St. Aldhelm's.

The Chairman closed the meeting at 8.45pm.

*These are draft minutes until approved at the next parish council meeting*

**Appendix 1 - Correspondence 29/07/2016 - 08/09/2016**

<b>Ref</b>	<b>Date Received</b>	<b>Delivery Method</b>	<b>Received From</b>	<b>Details</b>	<b>Meeting date / Deadline / Consultation Period</b>
1	01.08.2016	Email	Resident	Update following repair of live electricity wire on common	
2	03.08.2016	Email	Damerham Parish Council	The Knowledge Training - 26th October 2016	
3	04.08.2016	Email	ICO	Latest news from the ICO - August 2016	
4	04.08.2016	Email	Hampshire County Council	Confirmation that Philip Stockton is booked onto the Ringwood Workshop (The Future of Local Government in Hampshire) on 14 September.	
5	07.08.2016	Email	NFALC	NFALC Minutes - 21.07.16	
6	08.08.2016	Email	HALC	NALC Community Led Housing Survey	30.09.2016
7	12.08.2016	Email	HALC	Clerk of the Year	30.09.2016
8	12.08.2016	Email	NFDC	Temporary Road Closure Alderholt Road Sandheath	16.08.2016
9	16.08.2016	Email	Resident	Coronation Terrace Update	
10	17.08.2016	Email	HALC	Councillor Age and Gender Profile Survey	30.09.2016
11	19.08.2016	Email	NFALC	SAFER NEW FOREST PARTNERSHIP - Comments to be considered	05.09.2016
12	19.08.2016	Email	Hampshire Alert	Police And Crime Commissioner Invites You To Have Your Say	
13	22.08.2016	Email	NFDC	Annual Canvass 2016	
14	22.08.2016	Email	HALC	Trustee recruitment at the National Flood Forum	
15	23.08.2016	Email	Ringwood Town Council	Grounds Equipment for sale - Duks Sweeper - Offers in excess of £200	
16	23.08.2016	Email	NFDC	Beach huts build begins	
17	25.08.2016	Email	HALC	Confirmation of Clerk's training - Budgeting Tips - 11/10/2016	
18	25.08.2016	Email	NFDC	Military parade in Lyndhurst to celebrate council granting of Freedom of the New Forest	25.09.2016
19	26.08.2016	Email	HALC	Community Led Survey PDF Copy	
20	31.08.2016	Email	HALC	Updated Request To Relay Link To NALC Community Led Housing Survey	

<b>Ref</b>	<b>Date Received</b>	<b>Delivery Method</b>	<b>Received From</b>	<b>Details</b>	<b>Meeting date / Deadline / Consultation Period</b>
21	31.08.2016	Email	NFDC	New Forest District Council - Information Bulletin - August 2016 Edition - <a href="http://www.newforest.gov.uk/CHttpHandler.ashx?id=32448&amp;p=0">http://www.newforest.gov.uk/CHttpHandler.ashx?id=32448&amp;p=0</a>	
22	31.08.2016	Email	Hampshire County Council	Inclusive Transport conference	22.09.2016
23	01.09.2016	Email	ICO	Latest news from the ICO	
24	02.09.2016	Email	Hampshire County Council	Community Challenge Fund - CLOSING DATE APPROACHING	07.10.2016
25	05.09.2016	Email	NFDC	Emergency Out of Hours Service	
26	05.09.2016	Email	NFDC	TEN - 6594 Dudley Hill Hall FORRES SANDLE MANOR SCHOOL	24.09.2016
27	06.09.2016	Email	NFDC	Local plan review - opportunity to comment closes 16 September	
28	07.09.2016	Email	NFDC	Make Your Cans Count this Recycle Week	12.09.2016 - 18.09.2016
29	08.09.2016	Email	HALC	Community Challenge Fund - CLOSING DATE APPROACHING	7 October 2016 and 23 December 2016.
30	08.09.2016	Email	Came and Co	Came & Company are moving Office	
31	08.09.2016	Email	LGBCE	Electoral Review of Hampshire: Final Recommendations	

## Sandleheath Parish Council - Appendix 2

### Financial Statement Prepared for Meeting dated Thursday 8th September 2016

<b>Total all balances :</b>		<b>£7,850.94</b>	
<b>Balances as at :</b>			
<b>Current (Community Account)</b>		<b>Deposit</b>	
<b>£3,535.96</b>		<b>£4,314.98</b>	
<b>Payments since last meeting date :</b>		<b>28th July 2016</b>	
<b>Cheque No</b>	<b>Payee</b>	<b>Details</b>	<b>TOTAL COST</b>
100796	Fordingbridge Town Council	Parish Lengthsman materials - Dragons Teeth	£23.70
<b>Items for payment</b>			
<b>Cheque No</b>	<b>Payee</b>	<b>Details</b>	<b>TOTAL COST</b>
100797	Victoria Eden	Clerk's Fees and Expenses - 2nd Quarter 2016-2017	£518.79
<b>Receipts since last meeting date :</b>			
<b>Date</b>	<b>Received From</b>	<b>Details</b>	<b>TOTAL AMOUNT</b>