



Sandleheath  
Parish Council

Minutes of the Parish Council Meeting of Sandleheath Parish Council (SPC) held on Thursday, 1st December 2016 at 7.30pm at St Aldhelm's.

PRESENT:

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

Also in attendance were 5 residents, District Cllr Roxy Bellows, and Esther Smeardon from the Countryside Access Team, Hampshire County Council (HCC)

16.164 To receive apologies for absence - Apologies received from Parish Cllrs Brian Martin and Graeme Maynard, District Cllr Ann Sevier and County Cllr Edward Heron

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

16.166 To approve and sign the minutes of the meetings held on 13th October 2016. The minutes of the meeting held on 13th October 2016 were read, approved and signed as a correct record of the business transacted.

16.167 Public Session - The Chairman provided an overview to the agenda. A resident raised a concern relating to the water leak on Alderholt Road and the members of the parish council agreed that the Clerk would report the matter to Highways again.

16.168 Reports by District and County Councillors - Nothing to report

16.169 Matters to Report -

- The Clerk advised that she had tidied the parish noticeboard and had displayed a notice prohibiting long term commercial notices and stapling. She had noticed that the central wooden panel is becoming loose and this will be investigated accordingly
- The Clerk advised that there had been some issues with updating the website but was hopeful that the information would be fully up to date shortly.
- Sandleheath Community Association (SCA) was thanked for confirming and forwarding details of insurance in place for the bonfire activities.

16.170 The Common

- a) Update in relation to signage to be displayed on the barrier - The Clerk spoke to the Civil Contingencies and CCTV Manager at NFDC who had confirmed that his team would be happy to provide Out of Hours service providing a suitable process was in place. Clerk will now draft process and get approval from Chairman prior to forwarding on to NFDC.
- b) Update in relation to suitable action to protect Common area in front of Coronation Terrace - The Chairman provided an update. Repair work has commenced with the drain being cleared and gravel laid. The Council is now awaiting written confirmation from the residents advising when work completed.
- c) Update in relation to any other concerns
  - The Clerk advised that the grass cutting team last visited the village on 31/10/2016. The members of the Parish Council agreed that this last cut of season was timed well in relation to the Bonfire activities. There was a short discussion as to whether further cutting was required in the future to further tidy the Common and it was agreed that this matter would be added to the March agenda.
  - Repairs to the boards on the bus shelter are ongoing

- The vehicle damage to the east side of the Common does not appear to have worsened although situation will be monitored.
- The hinges on the Common gate will be investigated shortly by Cllrs Stockton and Andrews

#### 16.171 Highways/Footpaths

- a) Cyclepath - Esther Smeardon provided an update. The path improvement works at Sandleheath are now progressing really well and the path towards Rockbourne should be open again to the public shortly. The contractor will then start on the footpath section through Sandle Copse, working back towards the Industrial Estate. The kissing gate will be replaced by a new barrier. People counters have also been in place prior to work starting, recording an average daily use of approximately 30 users of the path and use will be monitored again once work complete. The overgrown vegetation leading to the entrance of the footpath from the industrial estate was raised as a concern and Esther advised that she would look into the matter. She advised that the contractor hoped to complete work by mid December. The Chairman thanked Esther for all her efforts and for coming to the meeting.
- b) Update in relation to ongoing repairs to highways - Cllr Wright provided a short update, advising that the ridges on Scat Lane had been repaired. Residents were reminded to report any further concerns online at the following address:  
<https://www.hants.gov.uk/transport/roadmaintenance/roadproblems>
- c) Signage on Bishops Lane - A resident had suggested that a sign should be displayed on Bishops Lane to assist delivery drivers and visitors to the village. The members of the parish council agreed that the Clerk will contact NFDC to see if this signage can be arranged and report back to the resident accordingly.
- d) Update in relation to any issues with footpaths - Esther Smeardon advised that Rangers cleared the vegetation from the Damerham path. It was also hoped that the kissing gate from the entrance to the cycle path may replace the stile on this route. Leaves were noted as a concern along Spring Lane and this task will be added to the Parish Lengthsman worksheet accordingly.

16.172 Future of St Aldhelm's - Cllr Daykin provided a short update, advising that matters were progressing and that the SCA was now awaiting final draft of lease which will be voted on at the next AGM.

16.173 Parish Lengthsman Scheme - The Parish Lengthsman's last visit to the village was on 14th November 2016 and the following tasks were completed:

- The entrance to the Top Common now has more concrete at the bottom of the gateposts.
- Vegetation cut back on eastside of footpath at top of Alderholt Road
- Clearance of collapsed ditch

Following investigation by the Chairman. the fallen tree on telephone tension wire backing onto Common was not classed as a task for the Lengthsman.

New tasks were considered and the Chairman is to look at the poor condition of a tree on the right hand side of the ramp to the Common and add to worksheet if necessary.

#### 16.174 Planning Applications

- a) To receive and comment on applications received:

**16/11544 - Ringwood & Fordingbridge Skip Hire, Courtwood Farm, Court Hill, SANDLEHEATH, SP6 1QD - Erection of a building on site to house a biomass boiler and ancillary equipment along with 3 x 50m drying bays for material storage**

Although this planning application does not fall within the parish, the parish council had received concerns from several Sandleheath residents living near the site. These included concerns relating to further expansion due to additional traffic, noise, emissions (i.e. drying process - who will control and monitor) and safety of site (i.e. how is it going to be shut down in the event of an emergency).

Prior to the meeting, the Parish Council had forwarded a list of questions to the Planning Department at Hampshire County Council asking for more information but had not received a response.

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

**The Parish Council would OBJECT to the application until further information was provided.**

The Clerk will liaise with the Chairman and forward a response to Hampshire County Council (HCC) accordingly

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

**SITE:** ALDERWOOD, 11 MANOR FARM ROAD, SANDLEHEATH SP6 1DY  
**DESCRIPTION:** Single-storey front, side & rear extensions, raise roof height, dormers and rooflights in association with new first floor; fenestration alterations  
**DECISION:** Granted Subject to Conditions

c) Other planning matters: No other planning matters

16.175 Training - Cllrs Martin and Andrews confirmed that they attended the 'The Knowledge' workshop on 26th October 2016 held in Damerham and had found the training to be of much use. It is hoped that more joint meetings could be held between local parish councils (particularly relating to planning) in due course. Chairman and Clerk to investigate accordingly.

16.176 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. The current system of providing an overview to members was felt to be working but would be continually monitored.

16.177 Finance

a) To review current balances and financial position

Current account £6360.43 Deposit account £4315.73

An up to date Financial Statement (Appendix 2) was prepared and forwarded to the Parish Councillors. Quarterly bank reconciliation will be forwarded to Cllr Maynard in due course.

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
100802	HALC	Officers Update	£21.00
100803	NFDC	Grounds maintenance	£556.80
100804	Victoria Eden	Clerk's 3rd Quarters Fees and Expenses including annual home working allowance	£782.17
100805	Philip Stockton	Annual Chairman's Allowance	£50.00
100806	SLCC	Annual renewal	£46.50
100807	Damerham Parish Council	The knowledge training	£36.70

c) Budgetary Documentation: Cllr Stockton went through the documentation prepared by the Clerk and the Council then had a full discussion in relation to its budgetary requirements for the financial year 2017/2018. In light of future expected spending, it was agreed that the precept request for the financial year commencing April 2017 should be increased. The following **MOTION** was then proposed:— Sandleheath Parish Council should increase its spending requirement by 3% to meet future expected expenditure.

This motion was then put to the vote and **RESOLVED** unanimously. The Clerk is to prepare precept request accordingly.

The Clerk confirmed that requests for Grant Aid had been received from the following charities: New Forest Disability, Victim Care Support, Fordingbridge Day Centre for the Elderly and Infirm and Rae Straton Lunch Club.

Following a full discussion, the full parish council **RESOLVED** that the following organisations would receive Grant Aid as detailed below as elderly villagers were currently benefiting from their services and the funds would help the organisations to continue with their work:

Fordingbridge and District Day Centre for the Elderly and Infirm	£ 60
Rae Straton Lunch Club/Day Centre	£ 60

#### 16.178 Meetings of Outside Bodies

- The Clerk confirmed that she had attend the Officers Update on 19th October 2016

16.179 Matters to be raised on next agenda : Confirmation of Precept request 2017-2018, Out of Hours Service process

16.180 Date of Next Meeting - Thursday 5th January at 7-30pm in St. Aldhelm's.

The Chairman closed the meeting at 9.48pm.

*These are draft minutes until approved at the next parish council meeting. Appendices are also reflected on the website*

### Appendix 1 - Correspondence 13.10.2016 - 01.12.2016

Ref.	Date Received	Delivery Method	Received From	Details	Meeting date / Deadline / Consultation Period
1	13/10/2016	Email	Fordingbridge Town Council	Use of Safety Net	
2	14/10/2016	Email	Coronation Terrace Resident	Update on repairs on lower common	
3	17/10/2016	Email	NFDC	Collection and disposal of fridges and freezers	
4	18/10/2016	Email	NFDC	Chairman's Volunteers' Awards 2016	24/11/2016
5	20/10/2016	Email	HALC	Rural Community Ownership Event	12/11/2016
6	20/10/2016	Email	Pensions Regulator	Choose a pension scheme	
7	20/10/2016	Email	Countryside Access Team	Footpaths plus cycleway update	
8	24/10/2016	Email	HCC	NHT Public Representative Survey 2016	15/12/2016
9	24/10/2016	Email	HALC	Precept Capping Consultation Response to Minister of State	28/10/2016
10	26/10/2016	Email	HCC	Presentation from Parish and Town Council Workshops - September 2016 - The Future of Local Government	
11	27/10/2016	Email	HALC	2017 Royal Garden Party Nominations	
12	28/10/2016	Email	HCC	Community Challenge Fund: flood alleviation - CLOSING DATE APPROACHING	23/12/2016

Ref.	Date Received	Delivery Method	Received From	Details	Meeting date / Deadline / Consultation Period
13	28/10/2016	Email	NFDC	Local Plan Review - Call for Brownfield Sites	02/12/2016
14	28/10/2016	Email	NFDC	Information Bulletin - October 2016 Edition - <a href="http://www.newforest.gov.uk/CHttpHandler.ashx?id=32824&amp;p=0">http://www.newforest.gov.uk/CHttpHandler.ashx?id=32824&amp;p=0</a>	
15	31/10/2016	Email	NFDC	Hire SIDs/SLRsCc	
16	31/10/2016	Email	NFDC	Suspension Of Parking Charges to Support Small Business Saturday and Locally Organised Christmas Events	
17	31/10/2016	Email	HCC	NHT Public Representative Survey 2016 - with further clarification	
18	04/11/2016	Email	ICO	November 2016 - Latest news from the ICO	
19	04/11/2016	Email	HALC	HALC November e-update	
20	07/11/2016	Email	Hampshire County Council	Hampshire County Council – Consultation on revisions to the Hampshire draft of Community Involvement Consultation (planning)	19/12/2016
21	07/11/2016	Email	HALC	Hampshire County Council Parish and Town Council Consultation Workshops - September 2016	
22	07/11/2016	Email	NFDC	NFDC taking part in national tweetathon #OurDay	15/11/2016
23	08/11/2016	Email	NFDC	Looking forward to a dip in the New Forest's 'excellent' bathing waters	
24	09/11/2016	Email	HALC	Hampshire Pride and #PrideHantsWide	
25	09/11/2016	Email	HALC	CiLCA courses - Advance Notification of 2017 dates	
26	09/11/2016	Email	Cranborne Chase	Cranborne Chase AONB grant bid success!	
27	09/11/2016	Email	Hampshire County Council	Planning Decision - NF262 - Ringwood & Fordingbridge Skip Hire, Courtwood Farm, Court Hill, SANDLEHEATH, SP6 1QD	
28	09/11/2016	Email	HALC	Salary Survey	
29	11/11/2016	Email	NFDC	New Forest District Council commemorate Armistice Day	
30	11/11/2016	Email	NFDC	Forward Plan - December 2016	
31	11/11/2016	Email	Hampshire County Council	Your Hampshire	
32	12/11/2016	Email	NFALC	NFALC Minutes - 20.10.16	
33	14/11/2016	Email	NFDC	New Forest LEADER Grant Programme: How Businesses in your Parish can Benefit	
34	14/11/2016	Email	NFDC	Brand New Forest Town/Village of the year	
35	14/11/2016	Email	Resident	Chaser re gate	
36	15/11/2016	Email	NFDC	Precept Request 2017-2018	
37	15/11/2016	Email	HALC	HALC Salary Survey	
38	15/11/2016	Email	Countryside Access Team	Footpath Workshop	

Ref.	Date Received	Delivery Method	Received From	Details	Meeting date / Deadline / Consultation Period
39	15/11/2016	Email	NFALC	NFALC Neighbourhood Planning Meeting	
40	15/11/2016	Email	HALC	Negotiate a better Outcome in Planning Training Session	
41	18/11/2016	Email	SLCC	DCLG Precept Consultation	
42	18/11/2016	Email	NFDC	Horticultural artists benefit from New Forest LEADER grant scheme	
43	21/11/2016	Email	HALC	COUNCILLOR COMMISSION INTERIM REPORT	
44	22/11/2016	Email	HALC	Reminder: We need your opinion - Salary Survey	
45	22/11/2016	Email	NFDC	PLANNING SERVICE REVIEW CONSULTATION	01/12/2016
46	22/11/2016	Email	Resident	Sign at Bishop Lane	
47	23/11/2016	Email	HALC	BURWOOD COUNTRYSIDE SERVICES FOR ALL YOUR LAND MANAGMENT NEEDS	
48	23/11/2016	Email	NFDC	Free parking on Small Business Saturday	03/12/2016
49	23/11/2016	Email	NFDC	Christmas opening hours	
50	24/11/2016	Email	Hampshire Alert	Pcc Rural Crime Conference	
51	25/11/2016	Email	Hampshire County Council	News for Local Councils	
52	27/11/2016	Email	Hampshire Alert	Out-building Security for Fordingbridge area	
53	28/11/2016	Email	Hampshire Alert	New Information Provider - SGN	
54	27/11/2017	Email	Hampshire County Council	News for Local Councils	
55	30/11/2016	Email	Access Team South	Priority Cutting List for your Parish - 2017/18 cutting season	01/02/2017
56	30/11/2016	Email	Rae Straton Lunch Club and Fordingbridge Day Centre	Grant Aid request	
57	1/12/2016	Email	NFDC	Information Bulletin - November 2016 Edition - <a href="http://www.newforest.gov.uk/CHttpHandler.ashx?id=33070&amp;p=0">http://www.newforest.gov.uk/CHttpHandler.ashx?id=33070&amp;p=0</a>	
58	1/12/2016	Email	NFDC	Presentation prior to Cabinet Meeting on 7 December	
59	1/12/2016	Email	HCC	Roadside salt/grit bins	
60	1/12/2016	Email	HALC	Pilot Breakfast Briefings 2017	

## Sandleheath Parish Council - Appendix 2

### Financial Statement Prepared for Meeting dated Thursday 1st December 2016

<b>Total all balances :</b>		<b>£10,676.16</b>	
<b>Balances as at :</b>			
Current (Community Account)		Deposit	
<b>£6,360.43</b>		<b>£4,315.73</b>	
<b>Payments since last meetings dates :</b>		<b>13th October 2016</b>	
Cheque No	Payee	Details	TOTAL COST
100798	ICO	Data protection renewal	£35.00
100799	Avon Tree Care	Parish lengthsman materials - scalpings	£43.74
100800	RBL	Donation for poppy wreath	£35.00
100801	HALC	Budgeting - Tricks and Tips workshop	£45.00
<b>Items for payment</b>			
Cheque No	Payee	Details	TOTAL COST
100802	HALC	Officer's Update	£21.00
100803	NFDC	Grounds Maintenance	£556.80
100804	Victoria Eden	3rd Quarter's Clerk's Fees, expenses and annual working from home allowance	£782.17
100805	Philip Stockton	Chairman's Allowance	£50.00
100806	SLCC	Membership renewal	£46.50
100807	Damerham Parish Council	The Knowledge training	£36.70
<b>Receipts since last meetings date :</b>			
Date	Received From	Details	TOTAL AMOUNT