



Sandleheath
Parish Council

Minutes of the Parish Council Meeting of Sandleheath Parish Council (SPC) held on Thursday, 23rd March 2017 at 7.30pm at St Aldhelm's.

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

Also in attendance were 2 residents and District Cllrs Ann Sevier and Roxy Bellows

17.44 To receive apologies for absence - Apologies received from Parish Cllr Philip Stockton and County Cllr Edward Heron

17.45 To receive any declarations of interest by any councillor on any agenda item - No Declarations of Interest declared

17.46 To approve and sign the minutes of the meeting held on 23rd February 2017. The minutes of the meeting held on 23rd February 2017 were read, approved and signed by the Vice Chairman as a correct record of the business transacted.

17.47 Public Session - The Vice Chairman provided an overview to the agenda. A member of the Sandleheath Community Association (SCA) advised that he had met with Esther Smeardon, Countryside Access Team, to discuss publicity for the opening of the cyclepath.

17.48 Reports by County and District Councillors - The NFDC Local Plan is still being progressed at the present time.

17.49 Matters to Report - Nothing further to report at present.

17.50 The Common

a) Update in relation to signage to be displayed on the barrier - Emergency Contact process now drafted and is shortly to be forwarded to NFDC. It was suggested that this process should also be forwarded to the local First Responders and Clerk will investigate accordingly. At training delivered on 9th March 2017, the Clerk was advised that villagers should call 105 in the event of cables being down on the Common and had asked if suitable signage could be forwarded. Cllr Andrews was given the additional key for the Top Common gate as per previous meeting.

b) Update in relation to suitable action to protect Common area in front of Coronation Terrace - It was noted that further work had been undertaken at the top end of Coronation Terrace but no update has been received from the residents. The members commented that there was still some surface water and that the situation should be monitored on an ongoing basis. Clerk is to chase for an update and also forward NFDC cutting dates to all residents so that cars are not parked on areas that require cutting on the relevant dates

c) Proposed cutting dates have been forwarded to the NFDC team. Cllr Andrews agreed to meet with the team on their first visit to the village w/c 10th April 2017.

d) Update in relation to any other concerns - No further concerns identified.

17.51 Highways/Footpaths

a) Cyclepath Update - Esther Smeardon, HCC Countryside Access Team, has advised that culverts will be installed under path near Marl Lane entrance but is awaiting consent (usually one month) and confirmed that she met with a member of the SCA to discuss publicity for the opening of the cyclepath - this should occur in May after the elections. Entrance rails at the Industrial Estate entrance to the cycleway have now been made removable - they can be unbolted if required. The pathway will continue to be monitored and recompacted if necessary.

b) Update in relation to ongoing repairs to highways - Cllr Wright provided an update. Hampshire Highways have been contacted in relation to the concern about the surface water on Main Road (this appears to have been confused with another concern) and the verge damage which occurred whilst work was being undertaken in relation to the repair of the potholes on the top of Alderholt Road (Hampshire Highways advised that it would be difficult to prove liability in this matter). The Clerk advised that she would liaise with Cllr Wright and take some photographs to forward to Hampshire Highways in relation to these concerns (and any other new/ongoing concerns) and would also enquire if some plastic verge protection markers could be replaced. Signage in respect of Bishops Lane has been raised again with NFDC Address Management team as properties are located on this bridleway and a response is awaited. The bridge repair on Alderholt Road is now complete. Residents were reminded to report any further concerns online at the following address: <https://www.hants.gov.uk/transport/roadmaintenance/roadproblems>

17.52 Future of St Aldhelm's - Matters are still progressing.

17.53 Parish Lengthsman Scheme - The next visit to the village will be on 15th May 2017 and the members were reminded to forward any further tasks to the Chairman. One task that was suggested was the trimming of the bushes in front of the village shop.

17.54 Removal of Public Telephone in Sandleheath - The Clerk advised BT that the parish council is considering adopting the telephone box but has been emailed the following response: *Sorry we've not been able to reply to your email. We've got a large number of enquiries we're working through at the moment. We're doing this as quickly as possible and will send you a full response as soon as we can.* The members agreed to wait to hear from BT before discussing further.

17.55 Planning Applications

a) To receive and comment on applications received:

APPLICATION NO: 17/10227
TYPE: Variation / Removal of Condition
SITE: FORRES SANDLE MANOR SCHOOL, SANDLE MANOR DRIVE, SANDLEHEATH SP6 1NS
DESCRIPTION: Removal of Condition 1 of Planning Permission 12/98354 to allow building to be permanent

After a short discussion the following decision was **RESOLVED**:

PAR4: We recommend REFUSAL, for the reasons listed below:

The members do not agree that the temporary building should be given permanent permission but would be happy to accept a renewal of temporary planning permission for a further five years.

APPLICATION NO: 17/10298
TYPE: Full Planning Permission
SITE: THE LODGE, 1 KERRY GARDENS, SANDLEHEATH SP6 1QW
DESCRIPTION: Erection of a timber store/shed

After a short discussion the following decision was **RESOLVED**:

PAR3: We recommend PERMISSION, for the reasons listed below.
The application would have no adverse effect on the street scene

The Clerk is to advise NFDC accordingly.

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

APPLICATION NO: 17/10101
SITE: CROSSROADS, MAIN ROAD, SANDLEHEATH SP6 1PP
DESCRIPTION: Outbuilding
DECISION: Granted Subject to Conditions

c) Other planning matters:

Ringwood & Fordingbridge Skip Hire, Courtwood Farm, Court Hill, SANDLEHEATH, SP6 1QD

It had been suggested that there may be a planning application to allow 60 lorry movements a week through the village. Following research, no application was found.

A planning application has now been submitted in relation to the Whitsbury Road development (17/10150) and members may submit their own personal comments by 24th March 2017.

17.56 Risk Assessment - The Clerk presented the amended risk assessment to the council. After a short discussion in which significant changes were highlighted (i.e. addition of the cyclepath) the amended Risk Assessment was read, approved and adopted by the Council and signed accordingly. Inspections of council assets have also been undertaken and recorded accordingly, although it was noted that the middle section of the parish noticeboard is loose and will be monitored going forwards.

17.57 Annual Parish Assembly - Date confirmed as 27th April 2017 and Regal Cinema in Fordingbridge will send a speaker.

17.58 Review of Regulatory Documentation - This is ongoing. The Clerk is to amend financial regulations to reflect electronic banking and also ensure that processes will be in line with new General Data Protection Regulations, coming into force in 2018 (these will have an impact on record keeping requirements). Also members were reminded to use their [.gov.uk](mailto:info@fordingbridge.gov.uk) email addresses so it is clear as to who owns the data.

17.59 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:

- Hampshire Alert - Appeal after 18 year-old woman found injured in Damerham

17.60 Finance

a) To review current balances and financial position

Current account £5523.56 Deposit account £4316.25

An up to date Financial Statement (Appendix 2) was prepared and forwarded to the Parish Councillors. Up to date bank reconciliations will be forwarded to Cllr Maynard to meet end of financial year requirements. External Audit date has been confirmed as 10th July 2017.

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 |
|-----------|-------------------------|--|------------|
| 100812 | Parish of Fordingbridge | St. Aldhelm's rental | £120.25 |
| 100813 | HALC | Officer's Update Training - 1st March 2017 | £24.00 |
| 100814 | Victoria Eden | Clerk's 4th Quarter Fees and Expenses | £735.94 |

c) Pensions Regulator - Clerk to draft letter reflecting parish council position on staging date 01/05/2017 and complete compliance declaration within five months after staging date.

17.61 Meetings of Outside Bodies:

VE - 1st March 2017 - Officer's Update

VE - 9th March 2017 - Emergency Planning Workshop - Clerk to forward templates of emergency plans to all councillors

17.62 Matters to be raised on next agenda : Review of regulatory documentation, review of insurance

17.63 Date of Next Meeting - Parish Council Annual Meeting is to be held on Thursday 25th May 2017 at 7.30pm in St. Aldhelm's.

The Vice Chairman closed the meeting at 8.12pm.

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

Appendices are also reflected on the website

Appendix 1 - Correspondence 24.02.2017 - 23.03.2017

| Ref. | Date Received | Delivery Method | Received From | Details | Meeting date / Deadline / Consultation Period |
|------|---------------|-----------------|--------------------------|--|---|
| 1 | 28/02/2017 | Email | NFDC | Be a litter hero this weekend | |
| 2 | 02/03/2017 | Email | NFDC | New Forest District Council - Information Bulletin - February 2017 Edition | |
| 3 | 02/03/2017 | Email | ICO | Latest news from the ICO | |
| 4 | 02/03/2017 | Email | County Cllr Edward Heron | ROAD TRAFFIC REGULATION ACT 1984, TEMPORARY CLOSURE OF B3078, HARE LANE, CRANBORNE | |
| 5 | 03/03/2017 | Email | HALC | HALC E-update March 2017 | |
| 6 | 06/03/2017 | Email | NFDC | Three fined after fly-tipping incidents | |
| 7 | 06/03/2017 | Email | HALC | Make sure your Council puts Safety First | |
| 8 | 06/03/2017 | Email | Waymark | RFFS Waymark | |
| 9 | 07/03/2017 | Email | Pensions Regulator | Are you prepared for your staging date? | 01/05/2017 |
| 10 | 08/03/2017 | Email | HALC | Have your say on efforts to tackle rural crime | 19/03/2017 |
| 11 | 08/03/2017 | Email | HALC | QUESTIONS FROM NALC - SHORT RESPONSE DEADLINE | 13/03/2017 |
| 12 | 08/03/2017 | Email | HALC | Amendment to Local Government Finance Bill | |
| 13 | 09/03/2017 | Email | NFDC | Council tax bills being sent to 81,000 households | |

| Ref. | Date Received | Delivery Method | Received From | Details | Meeting date / Deadline / Consultation Period |
|-------------|----------------------|------------------------|----------------------------|--|--|
| 14 | 09/-3/2017 | Email | Villager | Concern re increased lorry movement through village | |
| 15 | 10/03/2017 | Email | BT | Adopt A Kiosk | |
| 16 | 10/03/2017 | Email | Hampshire County Council | NFDC COMMUNITY EVENT - Community Emergency Planning | |
| 17 | 13/03/2017 | Email | NFDC | Community Housing Fund | |
| 18 | 15/03/2017 | Email | HALC | Development of Advice and Resource Pages | |
| 19 | 15/03/2017 | Email | Cranborne Chase AONB | Dark Night Skies information evening 20th March | |
| 20 | 16/03/2017 | Email | Hampshire County Council | Small Grants Scheme - 6 Week Deadline | |
| 21 | 16/03/2017 | Email | Hampshire County Council | News for Local Councils | |
| | 17/03/2017 | Email | Hampshire County Council | Your Hampshire | |
| | 20/03/2017 | Email | Fordingbridge Rotary | Fordingbridge Citizen of the Year Award 2017 | |
| | 21/03/2017 | Email | Cranborne Chase AONB | News roundup from Cranborne Chase AONB (March 2017) | |
| | 21/03/2017 | Email | Fordingbridge Town Council | Lengthsman Schedule Q2 April-Jun 2017 | |
| | 23/03/2017 | Email | Hampshire Alert | Appeal After 18 Year-Old Woman Found Injured In Damerham | |

Sandleheath Parish Council - Appendix 2

Financial Statement Prepared for Meeting dated

Thursday
23rd
March
2017

Thursday
23rd
March
2017

Total all balances : £9,839.81

Balances as at :

| Current (Community Account) | Deposit |
|-----------------------------|------------------|
| £5,523.56 | £4,316.25 |

Payments since last meetings dates : 23rd February 2017

| Cheque No | Payee | Details | TOTAL COST |
|-----------|----------------------------|-----------------------------|------------|
| 100811 | Fordingbridge Town Council | Parish Lengthsman materials | £23.70 |

Items for payment

| Cheque No | Payee | Details | TOTAL COST |
|-----------|-------------------------|--|------------|
| 100812 | Parish of Fordingbridge | St. Aldhelm's rental | £120.25 |
| 100813 | HALC | Officer's Update Training - 1st March 2017 | £24.00 |
| 100814 | Victoria Eden | Clerk's 4th Quarter Fees and Expenses | £735.94 |

Receipts since last meetings date : 23rd February 2017

| Date | Received From | Details | TOTAL AMOUNT |
|------|---------------|---------|--------------|
|------|---------------|---------|--------------|