



Minutes of the Parish Council Annual Meeting of Sandleheath Parish Council (SPC) held on Thursday, 25th May 2017 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,
Miss C Kemp and Mr. D Wright
Clerk to the Council Mrs. V Eden

Also in attendance were 7 residents, County Cllr Edward Heron and District Cllrs Ann Sevier and Roxy Bellows.

17.69 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, following an unanimous vote, Cllr Stockton was elected unopposed. The Chairman's Declaration of Acceptance of Office was signed accordingly.

17.70 To elect the Vice Chairman of the Council and to receive the Vice Chairman's Declaration of Acceptance of Office and address to Council:

It was proposed and seconded for 'Cllr Daykin to be elected Vice Chairman for the forthcoming year.' There were no further nominations and, following an unanimous vote, Cllr Daykin was elected unopposed. The Vice Chairman's Declaration of Acceptance of Office was signed accordingly.

17.71 To receive apologies for absence: No apologies were received.

17.72 Co-option of New Parish Councillor: The Clerk advised that Caroline Kemp had applied for the role of parish councillor and that her resume had previously been forwarded to the parish councillors for their consideration. The Clerk confirmed that the electoral register had already been checked so that eligibility was confirmed. Following discussion, it was proposed and seconded for Caroline Kemp be co-opted onto the Council and, following an unanimous vote, she was invited to join the table by the Chairman. Cllr Kemp read and completed her Declaration of Acceptance of Office form, which was counter signed by the Clerk. She was also given the Code of Conduct adopted by the council. The Clerk is to ensure that the Register of Members' Interests form is completed & forwarded to the Monitoring Officer at NFDC within 28 days of the meeting.

17.73 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: Cllr Daykin declared in interest in relation to 17/10633 and it was confirmed by all Councillors that their Declaration of Interest forms were up to date.

17.74 Public Participation Session: The Chairman provided a brief overview to the agenda items.

17.75 To approve and sign the minutes of the meetings held on 23rd March 2017 and 7th April 2017: It was proposed and seconded and, following an unanimous vote, therefore **RESOLVED** that the minutes of the meeting held on 23rd March 2017 be signed as a true record. It was proposed and seconded and, following an unanimous vote, therefore **RESOLVED** that the minutes of the meeting held on 7th April 2017 be signed as a true record.

The Chairman then brought forward item no. 25, as a planning consultant was attending the meeting on behalf of his client in relation to NF262 - 16/11117. Comments were also accepted from the public prior to individual planning applications being considered by the Council.

17.76 Planning Applications

a) To receive and comment on applications received:

APPLICATION NO: 17/10633

TYPE: Full Planning Permission

SITE: ASHFORD MEADS, 16 MANOR FARM ROAD, SANDLEHEATH SP6 1DY

DESCRIPTION: Raise roof height, front and rear dormers in association with new first floor; rooflights; raised rear terrace; front porches; re-instate existing solar panels

Cllr Stockton gave an overview to the application and one resident voiced his concerns in relation to the loss of privacy to his property and that the work may be out of character with other properties in the area, although it was noted that other properties in the area had dormers or were built over two storeys.

The members then discussed the application. The following **MOTION** was then proposed and seconded and, following a vote (five in favour, one abstaining), therefore **RESOLVED**:

PAR 3: We recommend **PERMISSION**, for the reasons listed below:

The parish council considers that the proposed development is not out of keeping with the street scene and that there will be sufficient distance from the front of the extension to other properties in the area to make visual intrusion minimal.

The Clerk is to advise NFDC accordingly.

Planning Consultation – NF262 - Variation of conditions 4, 7, 9 & 12 of planning permission 16/11117 (to increase vehicle movements; to allow retention of soil screener for external separation of soil and rubble; and to allow continuation of existing concrete panel fence); and retention of existing welfare units at Ringwood & Fordingbridge Skip Hire Courtwood Farm, Court Hill, SANDLEHEATH SP6 1QD

The applicant and his planning consultant were happy to give an overview principally stating that the application was a normalisation of current operations as earlier planning conditions were unrealistic and took questions in relation to this application from both parish councillors and residents present.

The members then discussed the application. It was felt that the environmental statement did not stand up to scrutiny in relation to concerns about dust and noise and the transportation statement also did not stand up to scrutiny as comparisons with previous transport users of the site are unrealistic. It was highlighted that the application represents a significant increase in traffic movement and concerns were raised in that a breach of planning conditions had continued over a number of years. The following **MOTION** was then proposed and seconded and, following a vote (four in favour, three against), therefore **RESOLVED**:

This application should be **REFUSED** but the parish council would consider a future proposal with improved mitigation measures.

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

APPLICATION NO: 17/10227

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

DECISION: Grant Temporary Permission

c) Other planning matters:

APPLICATION NO: 17/10499

TYPE: Full Planning Permission

SITE: LILACS, SCATS LANE, SANDLEHEATH SP6 1 PL

DESCRIPTION: Single-storey front and rear extensions

As comments for this application are required by 14th June 2017, it was agreed for a special meeting to be held on 8th June 2017. NFDC has confirmed that this date is permitted as St. Aldhelms will not be used as a polling station.

17.77 To approve and adopt the Standing Orders for Sandleheath Parish Council: As no updated guidance had been received, the parish council **RESOLVED** to continue to adopt the existing Standing Orders.

17.78 To approve and adopt the Financial Regulations for Sandleheath Parish Council: As no updated guidance had been received, the parish council **RESOLVED** to continue to adopt the existing Financial Regulations.

17.79 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.

17.80 To review and confirm responsibilities of Parish Councillors: The following roles were agreed by the Council-

Planning	Cllr Stockton, Cllr Daykin, Cllr Kemp 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

17.81 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. Cllr Maynard agreed to assist as and when necessary.
- 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. Cllr Maynard agreed to assist as and when necessary.

17.82 To review the Council Asset Register: As no new assets were purchased during 2016-2017, the parish council **RESOLVED** that the existing Council Asset Register is a true record of the Council's fixed assets and was signed by the Chairman and Clerk accordingly.

17.83 To review the Council Insurance Policy and discuss/decide on alterations: As no new assets were purchased during 2016-2017, no amendments were deemed necessary. Following due diligence, Came and Co had sourced three quotations and the most competitive price came from Inspire - £297.68 on a one year basis (it was noted that IPT will increase from 2% from 1st June 2017 - the renewal price price reflects this). The Council **RESOLVED** to take up this insurance from 1st June 2017.

17.84 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 agreed for continual adoption by the Council
- b) Freedom of Information Act (FOIA) requests - The Clerk advised that she had not made any changes to the existing documentation but was monitoring General Data Protection Requirements (GDPR) guidance and would make changes when necessary. The current documentation was agreed for continual adoption by the Council at the present time, although will be amended to reflect postage and packing costs.

17.85 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 23rd February 2017. These dates are now displayed on the noticeboard and parish council website together with the grass cutting dates in the village.

2017

Thursday 22nd June 2017
 Thursday 20th July 2017
 Thursday 7th September 2017
 Thursday 19th October 2017
 Thursday 7th December 2017

2018

Thursday 4th January 2017
 Thursday 22nd February 2017
 Thursday 22nd March 2017

It was noted that these dates may be subject to change. Any changes will be reflected on the parish noticeboard and website: www.sandleheath.gov.uk

17.86 Matters to Report: Nil to report

17.87 The Common:

- Emergency Access procedure - Draft policy is currently with NFDC and the Clerk is awaiting further information in relation to signage about cables. This matter will be added to the next agenda.
- A resident had also suggested for new native trees to be planted on the Common to replace those that had come down. Planting cannot happen until later in the year so this matter will be added to a future agenda.

17.88 Future of St Aldhelm's: Cllr Daykin provided a short update. Matters are ongoing and lease is currently being redrafted.

17.89 Highways/Footpaths

- a) Update in relation to ongoing repairs to highways - Surface water on Main Road repaired.
- b) Update in relation to any issues with footpaths/cyclepath - Update received from Esther Smeardon at Hampshire County Council (HCC). Culverts are not yet installed, further compacting is not considered necessary at the present time although will be monitored and publicity is on hold at present whilst signage concerns are addressed. Contractor will also remove dead tree when installing culverts. Concerns in relation to the drainage at the start of the cyclepath in the industrial estate were raised. It was also confirmed that the kissing gate has not yet been installed in its new location and Clerk will inform HCC accordingly. The members also considered a competition to find a suitable name for the cyclepath and will liaise with the Sandleheath Community Association (SCA).

17.90 Parish Lengthsman Scheme: Cllr Stockton provided an update. Following his previous visit on 15th May 2017, all tasks were completed on the worksheet His next visit is on 7th August 2017 and members were advised to forward any new tasks to Cllr Stockton.

17.91 BT Telephone Kiosk: The Clerk confirmed that the box can only be used to house a defibrillator and presented the contract to the Council. Following a discussion, the members agreed that they did not wish the box to house a defibrillator and **RESOLVED** that the parish council did not wish to adopt the BT Telephone Kiosk. Clerk is to inform BT accordingly.

17.92 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:

1. Adoption of Bishops Lane - It was agreed by the Parish Council that Bishops Lane should be a registered street name. Clerk to contact NFDC accordingly.
21. Potential Development Sites - It was agreed for Cllr Stockton to respond to this request proposing Courtwood Farm and a change of use at the Southern end of the industrial estate.

17.93 To consider and authorize training for councillors and clerk: The HALC Training Calendar for 2017 was presented to the Council and members are to contact Clerk if training is required.

17.94 Matters to be raised on the next agenda: Planting of trees on the Common

17.95 Meetings of Outside Bodies

PS had attended the SCA AGM on 5th May 2017 and highlighted that volunteers are desperately needed to keep the SCA afloat. It was agreed for a joint letter from the SCA and Parish Council to be forwarded to each household in Sandleheath to see if more people will come forward to volunteer.

VE had attended Rae Straton Lunch Club and Fordingbridge Day Centre AGMs on 17th May 2017 and each organisation are seeking more volunteers. The Clerk also attended the Fordingbridge Town Assembly on 19th April 2017.

17.96 Finance

a) To review current balances and financial position

Current account £8122.70 Deposit account £4316.68

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 wayleave payment had been received.

Following a discussion, the members **RESOLVED** that £3000 from the current account should be transferred into the deposit account and the Clerk is to action accordingly.

b) To receive internal audit report, approve annual accounts, bank reconciliation and proposed VAT reclaim amount 2016-2017

i. To receive Internal Audit report - The internal audit report was received by the Council and comments in relation to administration were noted.

ii. To receive and approve annual accounts, Governance Statement, Accounting Statements, Bank Reconciliation and Explanation of Variances for 2016-2017. The finalised annual accounts and completed Audit Commission Annual Return for the financial year ended 31st March 2017 were presented to the Council. The Parish Council **RESOLVED** that the annual accounts and Audit Commission Annual Return (including the Annual Governance Statement 2016/17 followed by the Accounting Statements 2016/2017) were a correct record. They were then signed and dated by the Chairman and Clerk and are to be forwarded to BDO. The records of accounts would be made available to electors from 5th June 2017 to 14th July 2017.

iii. To receive proposed VAT reclaim amount 2016-2017 - The Clerk advised that £474.85 is to be claimed back as reflected on Summary of Receipts and Payments forwarded to the councillors.

c) To authorise and sign cheques for payment

The following invoices were approved and the Council **RESOLVED** for the cheques drawn up accordingly:

Cheque Number	Payee	Details	TOTAL COST
100816	Came and Company	Insurance Renewal 2017-2018	£297.68
100817	Do The Numbers Ltd	Internal Auditor fee 2016-2017	£155.00

d) To receive update on Pensions Regulator - The Sandleheath Parish Council staging date, 1st May 2017, has now passed. As the Clerk did not meet certain criteria, the Parish Council did not have to automatically enrol her into a pension scheme nor did the Clerk request to join one. A letter is held on file accordingly and the Compliance Declaration is to be completed within 6 months.

17.97 Date of Next Meeting - Thursday 22nd June at 7.30pm in St. Aldhelm's.

The Chairman closed the meeting at 9.30pm.

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

Appendix 1 - Correspondence 23.03.2017 - 25.05.2017					
Ref.	Date Received	Delivery Method	Received From	Details	Meeting date / Deadline / Consultation Period
1	24/03/2017	Email	NFDC	Additional Street Signage - Bishops Lane	
2	24/03/2017	Email	NFDC	Preliminary Briefing - Planning Application 17/10227 - Forres Sandle Manor School	
3	27/03/2017	Email	Cranborne Chase AONB	Landscape Partnership Trustee vacancy	
4	27/03/2017	Email	Fordingbridge Town Council	Spare Day - 6th April 2017	
5	29/03/2017	Email	HALC	Letter Regarding Internal Auditors	
6	29/03/2017	Email	NFDC	World War II defences excavated from New Forest beach	
7	31/03/2017	Email	NFALC	NFALC Agenda - 20.04.2017	
8	31/03/2017	Email	Dept of Business, Energy & Industrial Strategy	Update to Local Councils on the PAF Public Sector Licence	
9	02/04/2017	Email	BT	NEW FOREST CONSENT 01425652540 Sandleheath Parish Council - Adoption of BT phone box	
10	03/04/2017	Email	Countryside Access Team	Small Grants Scheme Countryside Access – DEADLINE APPROACHING	24/04/2017 (24/07/2017 , 23/10/2017, 22/01/2018)
11	05/04/2017	Email	NFDC	Preliminary Briefing - Planning Application 17/10298- 1 KERRY GARDENS	
12	06/04/2017	Email	ICO	Latest news from the ICO	
13	07/04/2017	Email	HALC	HALC E-update April 2017	
14	12/04/2017	Email	HCC	Passenger Transport Forum Mailing List	
15	12/04/2017	Email	HALC	Village of the Year 2017 Launch 14 April 2017	
16	12/04/2017	Email	Cranborne Chase AONB	News roundup from Cranborne Chase AONB (April 2017)	
17	13/04/2017	Email	Fordingbridge Town Council	Annual Town Assembly 19/04/17	
18	19/04/2017	Email	Cranborne Chase AONB	VILLAGE OF THE YEAR 2017	
19	19/04/2017	Email	Neighbourhood Watch	Sandleheath Neighbourhood Watch Bulletin	

Ref.	Date Received	Delivery Method	Received From	Details	Meeting date / Deadline / Consultation Period
20	20/04/2017	Email	NFDC	Decision on Planning Application 17/10227 - Forres Sandle Manor School	
21	20/04/2017	Email	NFDC	New Forest District Council Local Plan Review 2016-2036: Potential Development Sites within Sandleheath Built-up Area	
22	24/04/2017	Email	Fordingbridge Day Centre	Fordingbridge Day Centres A.G.M.s	17/05/2017
23	28/04/2017	Email	NFDC	Preliminary Briefing - Planning Application 17/10468 - Fairview, Alderholt Road	
24	28/04/2017	Email	Hampshire County Council	Planning Consultation – NF262 – Ringwood & Fordingbridge Skip Hire Courtwood Farm, Court Hill, SANDLEHEATH SP6 1QD	26/05/2017
25	02/05/2017	Email	Fordingbridge Town Council	Fordingbridge Twinning Event	27/05/2017
26	03/05/2017	Email	NFDC	Community-led housing for the New Forest on the horizon	
27	03/05/2017	Email	HALC	Planning Queries Service for member councils continues....	
28	03/05/2017	Email	HALC	Transparency Fund 2017-2018	
29	04/05/2017	Email	HALC	Spring/Summer Training availability	
30	04/05/2017	Email	ICO	Latest news from the Information Commissioner's Office	
31	05/05/2017	Email	HALC	HALC E-Update - May 2017	
32	05/05/2017	Email	HCC	Access Hampshire Newsletter	
33	05/05/2017	Email	Came and Co	Insurance Renewal Invitation	01/06/2017
34	06/05/2017	Email	BR	Adoption of BT phone box 01425652540	
35	07/05/2017	Email	County Cllr Heron	Attendance at Town/Parish Council meetings.	
36	09/05/2017	Email	Hampshire Alert	Crime Prevention Advice For Van Drivers	
37	10/05/2017	Email	NFDC	Cliff collapse at Barton on Sea	
38	10/05/2017	Email	HALC	Specialist VAT and finance advisory services	
39	10/05/2017	Email	NFDC	New Forest Business Show at end of May	
40	11/05/2017	Email	NFDC	Less than two weeks left to register to vote in the general election	
41	11/05/2017	Email	Hampshire Alert	Rogue Traders Crime Prevention Advice	

Ref.	Date Received	Delivery Method	Received From	Details	Meeting date / Deadline / Consultation Period
42	11/05/2017	Email	Hampshire Alert	Help Protect Your Rural Property Against Thieves	
43	12/05/2017	Email	Fordingbridge Town Council	Road Closure - Station Road Fordingbridge	03 - 04/06/2017
44	15/05/2017	Email	Enquiry	Confirming of road name in Sande Heath	
45	16/05/2017	Email	NFDC	Notification of new Planning Application 17/10633 - ASHFORD MEADS, 16 MANOR FARM ROAD	05/06/2017
46	16/05/2017	Email	HALC	Code of Conduct Conference - 14th June - 10.00-15.00 - St Mary's Stadium, Southampton	
47	18/05/2017	Email	HALC	Urgent support needed for LGC/NALC supplement survey	
48	18/05/2017	Email	NFDC	Rural Housing Week - 5th and 6th July 2017	
49	18/05/2017	Email	HCC	Your Hampshire	
50	22/05/2017	Email	Cty Cllr Heron	Attendance at Parish Council meetings 2017	
51	23/05/2017	Email	NFDC	Officially excellent New Forest bathing waters	
52	23/05/2017	Email	HCCI	New Forest Passenger Transport Forum	19/07/2017
53	25/05/2017	Email	NFDC	Manchester Incident	

Sandleheath Parish Council - Appendix 2

Financial Statement Prepared for Meeting dated Thursday

25th May 2017

Total all balances : £12,439.38			
Balances as at :			
	Current (Community Account)	Deposit	
	£8,122.70	£4,316.68	
Payments since last meetings dates :			
Cheque No	Payee	Details	TOTAL COST
100815	Hampshire Association of Local Councils	Affiliation fees and NALC Levy 2017-2018	£244.00
Items for payment			
Cheque No	Payee	Details	TOTAL COST
100816	Came and Company	Insurance Renewal 2017-2018	£297.68
100817	Do The Numbers Ltd	Internal Audit Report	£155.00
Receipts since last meetings date :			
Date	Received From	Details	TOTAL AMOUNT
16/08/2017	SSE	Wayleave Payment	£116.33
28/04/2017	NFDC	1st half of precept 2017-2018	£3,697.00