



Minutes of the meeting of Sandleheath Parish Council (SPC) held on Thursday, 20th July 2017 at 7.30pm at St Aldhelm's.

PRESENT: Chairman Mr. JP Stockton
Councillors Mr. S Daykin, Mr. K. Andrews, Mr. D Wright, Mr. G Maynard
(arriving at 7.52pm) & Miss C Kemp
Clerk Mrs. V Eden

Also in attendance were County Cllr Edward Heron, District Cllr Ann Sevier and 2 residents.

17.118 To receive apologies for absence: Apologies were received from Parish Cllr Martin and District Cllr Roxy Bellows

17.119 To receive any declarations of interest by any councillor on any agenda item: None.

17.120 To approve and sign the minutes of the meeting held on 22nd June 2017: It was proposed and seconded and, following an unanimous vote, therefore **RESOLVED** that the updated minutes of the meeting held on 22nd June 2017 be signed as a true record.

17.121 Public Session: The Chairman provided a brief overview to the agenda items but no questions were raised.

17.122 Reports by County and District Councillors: District Cllr Sevier gave an update in relation to the Local Plan Review 2016-2036 and advised that the Public Consultation on Published Local Plan should commence in the autumn. There was no further update at the present time in relation to the Whitsbury Road Development.

County Cllr Heron reminded the members to respond to the Serving Hampshire – Balancing the Budget Consultation and highlighted that the deadline for comments is 21st August 2017.

Information relating to this consultation can be found at the following link:

<https://www.hants.gov.uk/aboutthecouncil/haveyoursay/consultations/balancingthebudget>

It was also noted that Hampshire County Council (HCC) had appointed a new Highways contractor, Skanska, and this firm will start on 1st August 2017.

17.123 Matters to Report: The Chairman reported that the mobile speed camera had been in Sandleheath earlier in the week.

17.124 The Common:

- 1) Emergency Access procedure - James Knight, Civil Contingencies and CCTV Manager at NFDC, has confirmed that his team is happy with the procedure drawn up by Sandleheath Parish Council. The Clerk advised that a 10cm x 15cm acrylic sign for the Common gate reflecting the emergency contact number would cost in the region of £20 from a local supplier. It was agreed that this sign should be red with white lettering and the Chairman would measure the gate to confirm the correct signage size. The members agreed that they were still happy to proceed in line with the motion resolved on 8th September 2016: 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 02380 285250'
The Clerk is to liaise with the Chairman and organise the purchase of signage accordingly.
- 2) Any other concerns - It has been noted that there are fallen on the Common and this task will be added to the Parish Lengthsman's worksheet. The Chairman advised that he had retrieved the dedication to Mary Parker and this will be reinstated shortly. It was also noted that the grass cutting team had not cut to the ditch on the left hand side of the Common

during their last visit and Clerk will report to NFDC prior to their next visit w/c 21st August 2017.

17.125 Highways/Footpaths

- 1) Update in relation to ongoing repairs to highways - A request to formally name Bishops Lane has now been further acknowledged by NFDC. Further progress will be reported at the next meeting.
- 2) Update in relation to any issues with footpaths/cyclepath - Update received from Esther Smeardon in relation to the cyclepath - additional culverts have been installed; the Countryside Access team are still awaiting production and installation of signage before publicity can be arranged and the team will also ask if rangers can install the kissing gate on the outskirts of the village if the farmer has not already installed it. The members advised that there was still concern that culverts may be required at the industrial end of the cyclepath and the situation is to be monitored accordingly. It was also suggested that a footfall counter would be useful for the members to establish usage of the path. The Clerk will liaise with Esther accordingly.

17.126 Future of St Aldhelm's: Cllr Daykin provided a short update although there was little to report. The Sandleheath Village Hall CIO has now changed solicitor and an updated lease has been forwarded to and acknowledged by the Church.

17.127 Parish Lengthsman Scheme: The next visit to the village is on 7th August 2017 and the following tasks are included on his worksheet:

- Making safe and removal of fallen trees on Common
- Cleaning of signs on Main Road and into Industrial Estate
- To strim and bank ditch along Spring Lane
- To strim both sides of cyclepath near cyclepath near the industrial estate
- To provide costs in relation to the purchase of scalplings near Ashburn House and the coppice

The Clerk also advised that the vegetation around the parish noticeboard also required trimming. Members were advised to forward any new tasks to Cllr Stockton.

17.128 Planning Applications

a) To receive and comment on applications received: No planning applications received.

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

APPLICATION NO. 17/10633

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
DECISION: Granted Subject to Conditions

APPLICATION NO. 17/10499

SITE: LILACS, SCATS LANE, SANDLEHEATH SP6 1PL
DESCRIPTION: Single-storey front and rear extensions
DECISION: Granted Subject to Conditions

c) Other planning matters:

- 16/11117 NF262 - Ringwood & Fordingbridge Skip Hire – Additional information (Addendum Technical Note (Transport Statement) and amended Noise Impact Assessment) has now been received from Strategic Planning at HCC and further comments by Sandleheath Parish Council are to be forwarded by 25th July 2017. The members were concerned that the mitigation measures were inadequate and the additional transport statement was misleading and factually incorrect resulting in HGV transport levels

being significantly higher than stated. It was proposed and seconded and, following an unanimous vote, therefore **RESOLVED** that the following recommendation is to be forwarded to HCC:

Sandleheath Parish Council strongly objects to this application based on what is misleading presentation of information in the Transport Statement. There is actually a very significant increase in HGV movements in both directions which will be concentrated daily on narrow country roads through the village of Sandleheath. The council also disagrees with the logic that the previous user of the site had such a high proportion of HGV movements.

The acoustic report does not give the council confidence that mitigation measures are in place to prevent loss of amenity to residents.

The parish council would also draw the County Council's attention to the fact that there is a case for enforcement of a breach of current planning conditions.

Members were asked to forward any further comments in writing to the Chairman as soon as possible so that a full response can be forwarded to HCC prior to the comments deadline.

- INFORMATION ONLY 17/10926 (Lawful Development) - HILLCREST COTTAGE, ROCKBOURNE ROAD, ROCKBOURNE SP6 1QF

17.129 Application to the Transparency Fund: The Clerk had looked at the existing laptop that had been gifted to the Council in 2009. She advised that 'Support for Windows XP ended on April 8, 2014, and it is unsafe to use a Windows XP computer connected to the Internet' so would like to apply for funding for a new laptop (as the existing one is unfit for purpose), software and antivirus so the parish council is able to meet its obligations in relation to the Transparency Code. It was noted that Office 365 - Business can only be purchased on a monthly basis and the Clerk will check whether she can get this through NFDC (as recent correspondence advised that the district council is upgrading to this software) or whether the Financial Regulations would need amending to permit electronic banking. Copies of guidance were given to the Chairman and Cllr Daykin. Following discussion, it was proposed and seconded and, following an unanimous vote, therefore **RESOLVED** that the parish council should make an application to the Transparency Fund once further research has been undertaken. The Clerk advised that she would like to forward application form by 13th September 2017 with the final application form being discussed at 7th September 2017 meeting.

17.130 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:

13. Advance notification of cycle event on 16th-17th September - the route will go through Sandleheath and the noticeboard will be updated nearer the time.

17.131 Finance

- a) To note current balances and financial position
Current account £3982.78 Deposit account £7317.11

The Financial Statement (Appendix 2) was reviewed by members. It was noted that the agreed transfer of £3000 to the deposit account had taken place.

- b) To authorise and sign cheques for payment - Nil to pay at present
c) Correspondence received from external auditor - A discrepancy had occurred on the annual return due to the un-presented cheque and this has incurred a fee. Error has been noted by the Clerk and a more robust checking system will be in place for the next financial year.
d) To receive update on Pensions Regulator – it was noted that the Compliance Declaration must be completed by 2nd October 2017

17.132 Meetings of Outside Bodies – none attended since the last meeting.

17.133 Matters to be raised on the next agenda: Clerk's Appraisal; Transparency Fund application;

17.134 Date of Next Meeting - Thursday 7th September at 7.30pm in St. Aldhelm's.

The Chairman closed the meeting at 8.33pm.

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

Appendix 1 - Correspondence 22.06.2017 - 20.07.2017					
Ref.	Date Received	Delivery Method	Received From	Details	Meeting date / Deadline / Consultation Period
1	22/06/2017	Email	HALC	URGENT - 19th July 2017 - Focus on: Transparency and Budgeting - Progress on one and getting the most out of the other - Cost £40	
2	22/06/2017	Email	Fordingbridge Town Council	Parish Lengthsman - Call for more worksheets please	
3	22/06/2017	Email	HALC	Hampshire Association of Local Council Awards 2017	
4	23/06/2017	Email	NFDC	Procurement Contracts open to Towns & Parishes	
5	26/06/2017	Email	NFDC	Emergency Planning Advice	
6	26/06/2017	Email	Neighbourhood Watch	Handbag Theft Sandleheath	
7	27/06/2017	Email	NFDC	Emergency Contact Procedure	
8	29/06/2017	Email	Hampshire County Council	News for Local Councils	
9	29/06/2017	Royal Mail	BDO	Query re Annual Return 2016-2017	5th July 2017
10	30/06/2017	Email	NFDC	New app for New Forest Health & Leisure	
11	03/07/2017	Email	Christchurch & East Dorset Council	Community Infrastructure Levy (CIL) Charging Schedules and Regulation 123 List	
12	04/07/2017	Email	Rural Services Network	Growing a Rural Community Survey for Hampshire	
13	04/07/2017	Email	UK Cycling Events	Advance notification of cycle event	16th - 17th September 2017
14	06/07/2017	Email	ICO	Latest news from the ICO	
15	07/07/2017	Email	HALC	HALC July E-update	
16	10/07/2017	Email	HCC	Culverts being installed on new cycle path	
17	10/07/2017	Email	NFALC	NFALC Agenda - 20 July 2017	

18	11/07/2017	Email	NFDC	Additional Street Signage - Bishops Lane	
19	11/07/2017	Email	HCC	Ringwood & Fordingbridge Skip Hire Courtwood Farm, Court Hill, SANDLEHEATH SP6 1QD (application number 17/10612)	25/07/2017
20	13/07/2017	Email	NFDC	Eat out and Eat Well with new public health scheme	
21	13/07/2017	Email	HALC	Village of the Year - Enter Now!	21st July 2017
22	13/07/2017	Email	Wiltshire Council	Consultation on the Pre-submission draft Wiltshire Housing Site Allocations Plan	22/09/2017
23	14/07/2017	Email	NFDC	INFORMATION ONLY Sandleheath Parish Council new Planning Application 17/10926 - HILLCREST COTTAGE, ROCKBOURNE ROAD, ROCKBOURNE SP6 1QF	
24	18/07/2017	Email	Hampshire County Council	Your Hampshire	
25	18/07/2017	Email	HALC	Invitation to Hampshire ALC's 70th Anniversary Celebrations - 10th October 2017 - 17.00-19.00 - Great Hall, Winchester	
26	19/07/2017	Email	HALC	Voice of the Councillor 2017	
27	19/07/2017	Email	NFDC	HCC are changing the system for the email account you use from POP3 to Office 365. The timetable for this is September 2017.	
28	20/07/2017	Royal Mail	HCC	The Fordingbridge Taxishare - poster to be displayed on noticeboard	

Sandleheath Parish Council - Appendix 2			
Financial Statement Prepared for Meeting dated Thursday			
20th July 2017			
Total all balances :		£11,299.89	
Balances as at :			
	Current (Community Account)	Deposit	
	£3,982.78	£7,317.11	
Payments since last meetings date:		22nd June 2017	
Cheque No	Payee	Details	TOTAL COST
100818	Victoria Eden	1st Quarter's salary and reimbursement of postal costs	£651.04
100819	Fordingbridge Town Council	Parish Lengthsman materials	£12.20
Items for payment			
Cheque No	Payee	Details	TOTAL COST
Receipts since last meetings date :		22nd June 2017	
Date	Received From	Details	TOTAL AMOUNT