



Minutes of the meeting of Sandleheath Parish Council (SPC) held on Thursday, 19th October 2017 at 7.30pm at St Aldhelm's.

PRESENT: Chairman Mr. JP Stockton  
Councillors Mr. S Daykin, Mr. K. Andrews, Mr. D Wright,  
Mr B Martin & Miss C Kemp  
Clerk Mrs. V Eden

Also in attendance were 14 residents and County Cllr Edward Heron.

17.153 To receive apologies for absence: Apologies were received from Cllr Maynard

17.154 To receive any declarations of interest by any councillor on any agenda item: No declarations of interest declared

17.155 To approve and sign the minutes of the meeting held on 7th September 2017: It was proposed and seconded and, following an unanimous vote, therefore **RESOLVED** that the updated minutes of the meeting held on 7th September 2017 be signed as a true record.

17.156 Public Session: The Chairman provided a brief overview to the agenda items and advised that the public would have opportunity to comment on the proposed application for development in Bishops Lane during the relevant agenda item. No other concerns were raised.

17.157 Planning Applications:

- a) To receive and comment on applications received: No planning applications received.
- b) To review decisions received from the NFDC Planning Authority: No decisions received.
- c) Other planning matters:

1. Proposed planning development in Bishops Lane: The Chairman advised that the parish council had received details of a proposed development of two houses in Bishops Lane. It was stressed that this was not a formal planning application, requiring parish council comments to the planning authority. The applicant, who was in attendance, wished to hear the members' thoughts prior to submitting a formal application. The members discussed the proposed application and then received comments from the residents present. Some concerns were raised including:
  - The proposed application would be outside of development boundary. Would this set a precedent?
  - If the land was sold with planning permission, could a further application be received requesting more development?
  - Would it be more beneficial for this land to be residential in this part of the village, rather than commercial?
  - Could this be a site for affordable housing?
  - As part of this site had been a rubbish tip, would this cause problems?
  - Would access arrangements be problematic?
  - Who would be responsible for the maintenance of the lane? In particular, assurances would be needed that the lane would return to its original condition prior to building work commencing.
  - As a SSI site, what impact would there be on local wildlife?

Following this discussion, the Parish Council reverted to being in closed session. It was agreed that the members were generally in favour of the proposal as it would mean industrial work would cease and reflected creative thinking to meet housing need in the village. However, it was stressed that formal comments cannot be made until a formal planning application is received and then fully considered by the Parish Council.

2. 16/11117 NF262 - Ringwood & Fordingbridge Skip Hire – The Clerk advised that she had contacted Hampshire County Council (HCC) and been informed that a revised application had yet to be received. Once received, the County Council website will be updated and a further consultation process will begin. Although the members felt that the current situation was not acceptable as the applicant is currently in breach of planning regulations, it was noted that, at the current time, the County Council is working with the applicant to resolve the issue and that any enforcement action must be reasonable. The members agreed that the Clerk is to continue to liaise with the planning officer but, if a revised planning application is not received by the next meeting, she is to enquire as to when enforcement action will begin and when a statement will be forwarded by the planning department.
3. Comments in relation to NFDC Draft Housing Strategy 2018-23 prior to consultation deadline of 27th October 2017. It was agreed that there were no comments from members at the present time
4. Treeworks application - TPO/17/0843 - Pearcedale, Alderholt Road, Sandleheath, SP6 1PR - Prune 1 x Beech tree. The members agreed that no comments were required in relation to this application and to leave the decision to the tree officer

17.158 Reports by County and District Councillors: County Cllr Heron provided an update now that the Serving Hampshire – Balancing the Budget Consultation has closed. Hampshire County Council (HCC) is looking to make further savings and there may be fundamental changes ahead. Key areas where savings may be made include recycling centres, community transport and the library service. Further consultations are likely to be undertaken in the future and the county council is looking to adapt how it works with town and parish councils.

An update was also provided in relation to the NFDC draft Housing Strategy 2018-2023. Although a third site in Fordingbridge has now been identified for inclusion in this strategy, this does not negate the need for other sites (e.g. Ashford)

17.159 Matters to Report:

- a) Parish Liaison Meetings - Cllr Daykin's proposal for the formation of Downlands Parish Liaison Meetings was considered by the members, who agreed that it was a good idea. It was then agreed for the Clerk to send a formal proposal to set up such meetings to other clerks in the local area.
- b) Transparency Fund Application - The Clerk advised that the grant of £900 had now been received and would liaise with Cllr Daykin in relation to the purchase of IT equipment for the Council.
- c) Community Speedwatch - Nil to report.

17.160 The Common:

- a) To receive report in relation to damage & repair of gate, & update in relation to signage: The Chairman updated the members. The Top Common gate has now been replaced by the parish lengthsman at a cost of £126.59 (inclusive of VAT) and signage is being organised accordingly.
- b) To consider request to use Top Common for car parking: A request has been received to use the Common for car parking for a funeral at 2pm on 27th October 2017. The members agreed for the Common to be used for parking on that day.
- c) Any other concerns:
  - i) Grass cutting team had last visited the village on 25th September 2017 and their last cut of the year is due on 30th October 2017. Members agreed that they were happy with cuts undertaken to date.
  - ii) The members agreed for the Clerk to order a birch and acer tree for planting on the Common up to a cost of £200 as agreed at the meeting held on 22nd June 2017 and for these trees to be delivered w/c 13th November 2017. Cllr Wright would be supplying a willow tree and the Chairman will arrange planting accordingly.

iii) The SCA advised that the Top Common gate would be open for materials to be delivered for the bonfire activities on 29th and 30th October 2017.

#### 17.161 Highways/Footpaths

1. Update in relation to highways, including ongoing repairs
  - a. The Clerk advised that a two thirds majority was NOT reached following a consultation to name Bishops Lane so the bridleway will not have a formal street name.
  - b. Any other issues?  
No new concerns reported at the present time.
2. Update in relation to any issues with footpaths/cyclepath - The Clerk has chased Esther Smeardon in relation to additional culverts, request for a footfall counter, publicity, installation of the kissing gate and is awaiting a response. The Clerk has also chased to see when the dead tree will be removed near the cyclepath as the bats should now have moved on. HCC is aware of the damage to the bridge over mill stream and a closure notice is now displayed.

17.162 Future of St Aldhelm's: Cllr Daykin provided a short update to advise that matters were still ongoing. The key for St. Aldhelm's is now held with a village resident.

#### 17.163 Parish Lengthsman Scheme:

- a) On his most recent visit, the Parish Lengthsman has repaired the Common Gate.
- b) The Parish Lengthsman's next visit to the village is on 6th November 2017 and members were advised to forward any new tasks to Cllr Stockton. Previous tasks suggested included:

- o Cutting back the vegetation on the Industrial Estate near the cyclepath.
- o Pushing back the grass edging on the pavement leading into Fordingbridge.
- o Trimming the grass and vegetation between Spring Lane and the allotments gate.

New tasks suggested included:

- Removing leaves on Spring Lane and Cyclepath
- Removing any low branches in the village, including conifers by 30mph sign
- Vegetation to be cut near post office at top of Scats Lane
- Ditch on Alderholt Road to be cleared

Worksheet to be forwarded on accordingly.

17.164 Training: The Clerk forwarded the HALC training calendar 2018 for the members consideration. Clerk did not attend the Officer's Update due to other commitments but will attend the SLCC Roadshow on 1st November 2017.

17.165 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:

41 - 11/10/2017 - Hampshire County Council - Parishes Autumn Workshop on 13th December 2017 - Members to consider if they would like to attend this evening training with the Clerk.

#### 17.166 Finance

- a) To note current balances and financial position  
Current account £7784.02 Deposit account £7317.57  
The Financial Statement (Appendix 2) was reviewed by members and reflects income of £3607.00 (2nd Half of precept 2017-2018), £35.00 - Chairman's Donation and £900.00 (Transparency Fund Grant)

b) To authorise and sign cheques for payment:

Cheque No	Payee	Details	TOTAL COST
100823	Fordingbridge Town Council	Parish Lengthsman Materials	£126.59
100824	ICO	Data Protection Renewal	£35.00
100825	Royal British Legion	Poppy Appeal Donation	£35.00
100826	SLCC	Regional Training Seminar 2017	£27.60

c) To consider draft budget - The Clerk is in the process of changing the format of the budget documentation so that the information is presented in a more clear and easy to understand manner, with ear-marked funds clearly identified. She will liaise further with the Chairman and forward draft budget documentation prior to the next meeting.

d) Grant Aid Requests - The request from Citizen Advice (New Forest) will be considered at the December meeting.

17.167 Meetings of Outside Bodies – No meetings attended

17.168 Matters to be raised on the next agenda: Consideration and approval of Budget

17.169 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.

17.170 Clerk's Appraisal: The Chairman provided an update in relation to the staff appraisal that was undertaken on 29th September 2017 and advised that the Council was very happy with the work undertaken by the Clerk to date. 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 £10.099 (SCP 20) as from April 2017 in line with NALC guidance. It was also agreed to increase the Clerk's working from home allowance to £120 per annum.

The members also considered moving the Clerk up to SCP21 as this action would be in line with her contract which states that her SCP may be changed following 3 years service. However, as the role of Clerk and Responsible Financial Officer has changed significantly in recent years, it was agreed to research and rewrite the current contract held with the council and job description. The Clerk is to liaise with HALC accordingly.

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

The Chairman closed the meeting at 9.05pm.

*These are draft minutes until approved at the next meeting.*

**Appendix 1 - Correspondence 08.09.2017 - 19.10.2017**

<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	09.09.2017	Email	HALC	HALC E-Update - September 2017	
2	13.09.2017	Email	HALC	CPRE Hampshire Neighbourhood Planning Conference	05.10.2017
3	14.09.2017	Email	HALC	Do Not miss this opportunity to hear from new external auditor PKF Littlejohn - 18th October 10.00-12.30 - Basingstoke	
4	14.09.2017	Email	Wessex Cancer Care	New event promises to be Halloween Spook-tacular	
5	14.09.2017	Email	HALC	Introduction to Health & Safety for Parish Councils - 20th November 2017 10.00-16.00 - Eastleigh	
6	14.09.2017	Email	HALC	Dale Valley Training Course Information: Lantra Awards Basic Tree Survey & Inspection Course - 24th November 2017	
7	14.09.2017	Email	NFNPA	Find out how to save money and energy at your community hall	
8	15.09.2017	Email	The Conservation Volunteers	Autumn and Winter Update	
9	15.09.2017	Email	NFDC	Forward Plan - October 2017	
10	15.09.2017	Email	Rural Services Network	Growing a Rural Community for Hampshire	
11	18.09.2017	Email	Freshwater Habitats Trust	Reminder: Working together for Water and Wildlife; New Forest Wildlife Forum Event - 28th September	
12	18.09.2017	Email	HALC	Transparency Fund Drop In Sessions - Eastleigh House 6th December 2017	
13	19.09.2017	Email	NFDC	Car parking charges will increase in NFDC's 51 car parks from January 2018	
14	19.09.2017	Email	HALC	Superfast Broadband Funding	
15	19.09.2017	Email	Hampshire County Council	Your Hampshire	
16	20.09.2017	Email	Marketing Email	Tree condition surveys in your parish	

17	20.09.2017	Email	HALC	Places still available on the Budgeting Tips and Tricks Session - 27th September - 10.00-15.30 - Eastleigh - £75 incl a light lunch	
18	20.09.2017	Email	Pensions Regulator	Automatic enrolment pension contributions - how are you affected by the increases?	
19	22.09.2017	Email	NFNPA - Treeworks	TPO/17/0843 - Pearcedale, Alderholt Road, Sandheath, Fordingbridge, SP6 1PR - Prune 1 x Beech tree	20.10.2017
20	23.09.2017	Royal Mail	Citizens Advice New Forest	Grant Aid request	
21	26.09.2017	Email	NFDC	New Forest residents urged to 'Try 1 Thing' online this October	
22	27.09.2017	Email	NFDC	Suspension Of Parking Charges To Support Small Business Saturday, Locally Organised Christmas Events and Supporting Local Business	
23	27.09.2017	Email	Hampshire Alert	Free Event For The New Forest To Help Drive Safely For Longer	02.10.2017 - 06.10.2017
24	27.09.2017	Email	Countryside Alliance	Nominate now in the 'Rural Oscars' 2017	13.11.2017
25	29.09.2017	Email	NFDC	Housing Strategy	27.10.2017
26	29.09.2017	Email	HCC	Update re Ringwood & Fordingbridge Skip Hire Courtwood Farm, Court Hill, SANDLEHEATH SP6 1QD (application number 17/10612)	
27	03.10.2017	Email	HALC	Policy Update - October 2017	
28	03.10.2017	Email	NFDC	New Forest District Council's Ringwood Health and Leisure centre reopened by Gordon Brittas	
29	04.10.2017	Email	NFDC	New Forest District Council: Council's Housing Strategy aims to improve availability of genuinely affordable homes	
30	04.10.2017	Email	NFNPA - Treeworks	Applications - R14/15/17/0891 - Woodlands Lodge, Tanners Lane, SP6 1QB - Fell 1 Beech Tree - FIO	
31	04.10.2017	Email	NFNPA - Treeworks	Decisions - R14/15/17/0891 - Woodlands Lodge, Tanners Lane, SP6 1QB - Fell 1 Beech Tree - Exempt works	
32	04.10.2017	Email	AONB	News round up from Cranborne Chase AONB (October 2017)	
33	05.10.2017	Email	NFDC	Grants Still Available for Businesses in Rural New Forest & Surrounding Parishes	

34	05.10.2017	Email	NFALC	NFALC Agenda - 19.10.17	
35	05.10.2017	Email	ICO	Latest news from the ICO	
36	06.10.2017	Email	HALC	HALC E-Update October 2017	
37	06.10.2017	Email	NFDC	CONSULTATION TO NAME AN EXISTING STREET – BISHOPS LANE	
38	09.10.2017	Email	HALC	Amendment to HALC October E-update	
39	09.10.2017	Email	NFDC	Bangladeshi officials visit New Forest District Council's beach huts	
40	10.10.2017	Email	Fordingbridge Rotary	Fordingbridge Quiz Night	17.11.2017
41	11.10.2017	Email	HCC	HOLD THE DATE - PARISHES AUTUMN WORKSHOP	13.12.2017
42	11.10.2017	Email	NFDC	Jellyfish warning signs being removed	
43	11.10.2017	Email	HALC	Update re application to the Transparency Fund	
44	11.10.2017	Email	HALC	Hampshire Association of Local Councils 70th Annual General Meeting - Saturday 4th November 2017 - Thornden School, Chandlers Ford, SO53 2DW	
45	11.10.2017	By hand	Resident	Proposed development in Bishops Lane	
46	12.10.2017	Email	The Conservation Volunteers	Ponds, woods and training courses	
47	13.10.2017	Email	HALC	NALC Policy Motions	
48	13.10.2017	Email	NFDC	Forward Plan - November 2017	
49	16.10.2017	Email	Marketing Email	Trespasser & Horse Removal Specialists	
50	17.10.2017	Email	NFALC	REMINDER - NFALC Meeting at Lyndhurst - 19.10.17	
51	17.10.2017	Email	HALC	Hampshire Association of Local Council 70th Anniversary Press Release	
52	17.10.2017	Email	HALC	Continuing Problems with the Standards Regime	
53	17.10.2017	Email	HALC	Motion to be considered at the Hampshire ALC AGM	
54	19.10.2017	Email	Pensions Regulator	Automatic enrolment pension contributions - how are you affected by the increases?	

## Sandleheath Parish Council - Appendix 2

### Financial Statement Prepared for Meeting dated Thursday

**19th October 2017**

**Total all balances : £15,101.59**

**Balances as at :**

Current (Community Account)

Deposit

**£7,784.02**

**£7,317.57**

**Payments since last meetings date:**

**7th September 2017**

Cheque No	Payee	Details	TOTAL COST
100820	Victoria Eden	2nd Quarter's salary and stationery expenses	£712.76
100821	NALC	LCR Subscription 2017-2018	£17.00
100822	BDO	External Auditor Fee	£36.00

Items for payment

Cheque No	Payee	Details	TOTAL COST
100823	Fordingbridge Town Council	Parish Lengthsman Materials	£126.59
100824	ICO	Data Protection Renewal	£35.00
100825	Royal British Legion	Poppy Appeal Donation	£35.00
100826	SLCC	SLCC Roadshow 2017	£27.60

**Receipts since last meetings date :**

**7th September 2017**

Date	Received From	Details	TOTAL AMOUNT
28/09/2017	NFDC	2nd Half of Precept 2017-2018	£3,607.00
29/09/2017	Philip Stockton - Chairman	Donation	£35.00
29/09/2017	NALC	Transparency Fund Application	£900.00