



Minutes of the meeting of Sandleheath Parish Council (SPC) held on Thursday, 7th December 2017 at 7.30pm at St Aldhelm's.

PRESENT: Chairman Mr. JP Stockton
Councillors Mr. S Daykin (arrived 7.33pm), Mr. K. Andrews,
Mr. G. Maynard, Mr B Martin & Miss C Kemp
Clerk Mrs. V Eden

Also in attendance were 3 residents and District Councillor Roxy Bellows

17.172 To receive apologies for absence: Apologies were received and accepted from Cllr Wright and District Councillor Ann Sevier

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

17.174 To approve and sign the minutes of the meeting held on 19th October 2017: It was proposed and seconded and, following an unanimous vote, therefore **RESOLVED** that the updated minutes of the meeting held on 19th October 2017 be signed as a true record.

17.175 Public Session: The Chairman provided a brief overview to the agenda items. One villager asked if the Bonfire Night activities had been successful and a member of the SCA confirmed that they had been.

17.176 Reports by County and District Councillors: District Cllr Bellows advised that work was progressing on the Local Plan and that it will be out for consultation next year. There are now 8 portfolios in the NFDC cabinet, instead of 6.

17.177 Matters to Report:

- a) Parish Liaison Meetings - Proposal for Downlands Parish Liaison Meetings was considered a good idea by Damerham, Rockbourne and Whitsbury clerks. Mondays and Wednesdays were not considered good days to meet but Thursdays may be appropriate. Clerk is to arrange a meeting for 18th January 2018 in St Aldhelm's, with refreshments provided. Local parish councils to be invited accordingly.
- b) Community Speedwatch - Nil to report at present
- c) Transparency Code Grant - Clerk to start project to finalise requirements on website and onto new IT equipment before the end of the financial year.

17.178 Planning Applications:

a) To receive and comment on applications received:

APPLICATION NO: 17/11547
TYPE: Full Planning Permission
SITE: MANOR END, 13 MANOR FARM ROAD, SANDLEHEATH SP6 1DY
DESCRIPTION: roof alterations in association with new first floor; front and rear dormers; two-storey front extension; single-storey side extension; balcony

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

PAR 3 - Recommend **PERMISSION** for the reasons listed below:

- the proposed development is in keeping with the local area and style of houses
- there are no overlooking issues with the neighbouring properties

b) To review decisions received from the NFDC Planning Authority: No decisions received.

c) Treeworks application - TPO/17/1030 - Ashbrook Cottage, Main Road, Sandleheath, Fordingbridge, SP6 1PY - Prune 1 x Oak tree - Comments deadline - 27th November 2017
The members agreed that they were happy to leave the decision to the tree officer in this case

d) Other planning matters:

- I. Licensing Act 2003 - Grant of Premises Licence (S17) Premises: UNIT 19, SANDLEHEATH INDUSTRIAL ESTATE, OLD BRICKYARD ROAD, SANDLEHEATH, SP6 1PA Ref: LICPR/17/07351 - Final date for representations is 28 December 2017.

After a short discussion, during which the members noted that they had received limited information in this matter, the following decision was **RESOLVED**:

The parish council supports this application in principle but objects to the hours being outside standard working hours (i.e. potentially anti-social hours)

II. To receive update in relation to 16/11117 NF262 - Ringwood & Fordingbridge Skip Hire. The revised application had been received by the Clerk shortly before the meeting and she was awaiting the confirmation of the new consultation period. If the consultation period ends before the next parish council meeting, it was agreed for the Clerk to formally write to Planning, Hampshire County Council to request that parish council comments may be taken after the next meeting on 4th January 2018.

17.179 The Common:

- a) To receive update in relation to signage: Signage had been collected at a cost of £16.99 but is to be redone due to a spelling error. Clerk to organise accordingly.
- b) Any other concerns:
 - i) Grass cutting team had last visited the village on 30th October 2017, the last cut of the year.
 - ii) Birch and acer trees have been ordered for planting on the Common, together with stakes and rabbit guards.
 - iii) Bonfire activities. Bonfire has now been cleared but there is some rutting on the Common due to the lorry taking the waste away which is to be monitored.
 - iv) Condition of allotment layby to be monitored.
 - v) Following bonfire activities, it was noted that further trimming of brambles on Common may be required and Cllrs Stockton and Andrews will liaise with the parish lengthsman when necessary.
 - vi) It was noted that trees lining the Common have now been cut by the landowner.

17.180 Highways/Footpaths

- a) Update in relation to highways, including:
 - i) SID Deployment - No data recorded on recent visits (only reminder signs) so Clerk asked to request data recording SID equipment on future visits.
 - ii) Speeding concerns in Alderholt Road. Correspondence had been received from a resident expressing concern at speeding drivers in Alderholt Road. At present there is no data to support speeding concerns and signage is in place. Clerk is to see if a data recording device can be situated on Alderholt Road and whether Hampshire Police can put a van in place. It was also noted that vehicles are travelling too quickly into Alderholt Road from Scats Lane.
 - iii) Parishioners are reminded to report any concerns online via the Hampshire County Council (HCC) website at <http://www3.hants.gov.uk/roadproblems> or contact Clerk.
- b) Update in relation to any issues with footpaths/cyclepath - Hampshire County Council Countryside Access team has advised that the dead tree is now down by the cyclepath. Culverts are not deemed to be necessary at present although councillors were encouraged to forward photographic evidence during bad weather. The footfall counter to be utilised in the Spring. Kissing gate still not installed but this is being looked into accordingly.

- c) Cutting Lists 2018 - As the parish lengthsman currently maintains Spring Lane, it was agreed for this footpath to be removed from the Cutting List for 2018 and for the other 5 paths to remain on the list.
Parishioners are reminded to report any concerns relating to Rights of Way issues online via the Hampshire County Council (HCC) website at <https://www.hants.gov.uk/landplanningandenvironment/rightsofway/reportaproblem> or contact Clerk.

17.181 Future of St Aldhelm's: Cllr Daykin provided a short update. Lease has now been agreed and a launch meeting is being organised. The Sandleheath Village Hall CIO is now looking for community support so that this project is a success for the village.

17.182 Parish Lengthsman Scheme:

- a) The Parish Lengthsman's last visit to the village was on 6th November 2017 and Cllr Stockton provided an update. It was noted that the cleaning of signage is always on the worksheet
b) Members were advised to forward any new tasks to Cllr Stockton.

17.183 Parish Council IT Arrangements: Clerk is researching this and meeting with the NFDC IT team on 12th December 2017 following the email migration project on 9th/10th December 2017 and will report back accordingly. It was noted that members could still redirect their gov.uk addresses to their personal email addresses although this may have implications when meeting the new General Data Protection Regulations which come into effect on 25th May 2018.

17.184 Training: The Clerk forwarded the HALC training calendar 2018 for the members consideration. The Parish Council **RESOLVED** that Cllr Kemp could attend training in respect of The Knowledge and Core Skills on 7th March 2018 (£90 plus VAT) and that the Clerk could attend training in respect of Minute Taking on 31st January 2018 (£40 plus VAT) and HALC's Officer's Update on 20th February 2018 (£40 plus VAT) - these costs (and associated travelling expenses) for the Clerk will be shared with the other parish councils that employ her. The Clerk will also attend the General Data Protection Regulations (GDPR) training organised by NFDC on 12th December 2017 in Lyndhurst and the Parishes Autumn workshop organised by HCC on 13th December 2017 in Winchester and travel expenses will be claimed back accordingly. Clerk advised that model employment contracts are currently being rewritten due to GDPR changes and would research suitable training in due course.

17.185 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

17.186 Finance

- a) To note current balances and financial position
Current account £7558.83 Deposit account £7317.57
The Financial Statement (Appendix 2) was reviewed by members
b) To authorise and sign cheques for payment: The members **RESOLVED** to authorise the following invoices and cheques were drawn up accordingly-

Cheque No	Payee	Details	TOTAL COST
100827	Victoria Eden	Clerk's salary, working from home allowance, postal, stationery and signage expenses	£839.02
100828	Society of Local Council Clerks	Annual membership renewal	£38.34
100829	New Firest District Council	Grounds maintenance	£556.80
100831	Philip Stockton	Chairman's allowance	£50.00

c) To consider and approve budget, including Precept Request and grant aid requests : The members reviewed the documentation prepared by the Clerk and then had a full discussion in relation to its budgetary requirements for the financial year 2018/2019. Formal approval of the budget is to take place in January 2018 so that amendments can be made to ensure that sufficient monies are in place for contingency funds and capital projects, and that the information reflected is as up to date and accurate as possible.

In light of future expected spending (including capital projects), increasing contingency funds and possible county council cuts, it was agreed that the precept request for the financial year commencing April 2018 should be increased.

The following **MOTION** was then proposed:–

Sandleheath Parish Council should increase its precept request by 5% to meet future expected expenditure.

This motion was then put to the vote and **RESOLVED** unanimously.

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

Following a discussion, the full parish council **RESOLVED** that the following organisations would receive Grant Aid as detailed below as elderly villagers were continuing to benefit 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	£ 100
Rae Straton Lunch Club/Day Centre	£ 100

17.187 Meetings of Outside Bodies:

Vicky Eden - 1st November 2017 - SLCC Roadshow

CLlr Stockton - 6th November 2017 - Meeting with NFDC and Bishops Lane residents

17.188 Matters to be raised on the next agenda: Final approval of Budget and confirmation of precept amount, ongoing planning applications, confirmation of Cutting Lists 2018, Meeting dates 2018, speakers and date for Annual Parish Assembly (19/04/2018?),

17.189 Date of Next Meeting - Thursday 4th January 2018 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 20.10.2017 - 07.12.2017

Ref.	Date Received	Delivery Method	Received From	Details	Meeting date / Deadline / Consultation Period
1	20.10.2017	Email	HCC	Agenda - Parishes Autumn Briefing - 13th December 2017	
2	20.10.2017	Email	Sandleheath Resident	Tasks for lengthsman	
3	23.10.2017	Email	NFDC	Rural Affordable Housing delivery	
4	30.10.2017	Email	HALC	Policy Update	
5	30.10.2017	Email	NFNPA - Treeworks	TPO/17/1030 - Ashbrook Cottage, Main Road, Sandleheath, SP6 1PY - Prune 1 x Oak tree	27 November 2017.
6	31.10.2017	Email	HCC	News for Local Councils	
7	01.11.2017	Email	HALC	Age Concern Village Agents	
8	01.11.2017	Email	NFDC	Protocol on Death of a Senior Royal	
9	01.11.2017	Email	NFDC	General Data Protection Regulation (GDPR) - Training	12.12.2017
10	02.11.2017	Email	ICO	Latest news from the ICO	
11	03.11.2017	Email	HALC	HALC E-Update November 2017	
12	06.11.2017	Email	NFDC	NFDC representation at Remembrance services	
13	09.11.2017	Email	HALC	CALL FOR NOMINATIONS - Direct Elections to NALC Smaller Councils' Committee	23.11.2017
14	11.11.2017	Email	NFDC - Planning	17/11547 - MANOR END, 13 MANOR FARM ROAD, SANDLEHEATH SP6 1DY - roof alterations in association with new first floor; front and rear dormers; two-storey front extension; single-storey side extension; balcony	08.12.2017 - Extended
15	13.11.2017	Email	NFDC	Shining a light on local government: New Forest District Council is taking part in #OurDay	21.11.2017
16	14.11.2017	Email	NFNPA - Treeworks	FAO Tree Wardens - FW: Invitation to Charter Pole Event	25.11.2017
17	15.11.2017	Email	NFDC	Forward Plan - December 2017	
18	15.11.2017	Email	NFDC	Precept Request 2018-2019	
19	16.11.2017	Email	HALC	Parish Council IT Health Survey	
20	17.11.2017	Email	HALC	Police and Crime Panel - Call for evidence	13.12.2017
21	17.11.2017	Email	NFDC	New Forest District Council create new guide for aspiring local businesses	

22	17.11.2017	Email	Rae Straton Luncheon Club and Fordinbridge Day Centre	Request for grant aid	
23	20.11.2017	Email	Salisbury Museum	The Salisbury Museum is going potty!	
24	20.11.2017	Email	Smaller Authorities' Audit Appointments Limited	Notification of external auditor appointments for the 2017-18 financial year	
25	21.11.2017	Email	HCC	Rights of Way Vegetation Priority cutting lists 2018	01.02.2018
26	21.11.2017	Email	Sandleheath Resident	Alderholt road forgotten	
27	21.11.2017	Email	SLCC	Your SLCC Membership Renewal Notice	01.01.2018
28	22.11.2017	Email	HALC	Funding Update - Waste Prevention Grants	
29	23.11.2017	Email	Age Concern	VILLAGE AGENT	
30	24.11.2017	Email	HCC	Your Hampshire	
31	27.11.2017	Email	Two Bridges Care Group	Amendments to website	
32	28.11.2017	Email	Hampshire Highways	Important Information Regarding the Hampshire County Council's Hanging Basket Process	
33	28.11.2017	Email	NFDC	New Forest District Council is looking for private landlords to work with	
34	28.11.2017	Email	NFALC	NFALC Minutes - 19.10.17	
35	29.11.2017	Email	NFDC	New Forest District Council considers residential investment proposal	
36	30.11.2017	Email	NFDC	Tri-cycle win for local business at New Forest Business Partnership Awards 2018	
37	01.12.2017	Email	HCC	@Mail Replacement Project - migration date confirmation.	

Sandleheath Parish Council - Appendix 2

Financial Statement Prepared for Meeting dated Thursday

7th December 2017

Total all balances :		£14,876.40	
Balances as at :			
	Current (Community Account)	Deposit	
	£7,558.83	£7,317.57	
Payments since last meetings date:		19th October 2017	
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
Items for payment			
Cheque No	Payee	Details	TOTAL COST
100827	Victoria Eden	3rd Quarter's salary, home working allowance, postal, stationery expenses and signage for Common	£839.02
100828	SLCC	SLCC membership renewal	£38.34
100829	NFDC	Grounds Maintenance	£556.80
100831*	Philip Stockton	Chairman's Allowance	£50.00
Receipts since last meetings date :		19th October 2017	
Date	Received From	Details	TOTAL AMOUNT

* 100830 cancelled due to administrative error