

ECCHINSWELL, SYDMONTON AND BISHOPS GREEN PARISH COUNCIL

Minutes of meeting held at Ecchinswell Village Hall

Wednesday 12 April 2017, commencing at 19.30 hours

**Present:** Councillors Bate, Bayliss, Dain, Hall, Lowrie, Owen

**In attendance:** Borough Councillor John Izett, Doreen Gascoine (Parish Clerk)

Item		Action
1	<p><b>Apologies</b> Cllr Sam Keyse.</p>	
2	<p><b>Declarations of interests</b> The Chairman (Cllr Hall) advised that he was now on the Committee of the May Fair and therefore had an interest in agenda item 11b. He took no part in the discussion of that item.</p>	
3	<p><b>Minutes of previous meeting and actions arising</b> <b>94/16 Resolved</b> To receive and confirm the minutes of the meeting held on 8 March 2017. Signed by the Chairman (Cllr Hall) as a true record. Actions arising: The Clerk advised that Cllr Dain had looked in to the question of eligibility for a grant from the Transparency Fund and agreed with the Clerk that this parish wasn't eligible. The Clerk has sent the amendments to the Exploring Ecchinswell leaflet to HCC and told them we would like the downloadable format to be used. Cllr Dain reported that the "new residents" leaflet covers have been recycled. The updated Assets Register and Publication Scheme have been posted on the website. Cllr Dain has circulated the amended pond clearance day risk assessment. All others are agenda items.</p>	
4	<p><b>Public participation</b> No members of the public present.</p>	
5	<p><b>Borough Councillor's Report</b> Borough Cllr John Izett reported that Cabinet has agreed an arrangement to keep the AA offices in Basingstoke. The AA will take a new building and in return will be released from the lease on Fanum House. They will move in 2019 and will be responsible for demolishing the old building. This will free up 7 acres of land. He also reported that the Local Government Boundary Commission for England had made a presentation to the full Council in March. The current population per ward isn't sufficiently equal, due to variable growth resulting from development, a growing population etc. The borough is therefore now subject to review. This will affect the number of Cllrs – currently 60 - and also the ward boundaries. Currently BDBC operates a system where one third of wards have elections in each of three years, with the fourth year having no elections. This might change to "all out elections", with all wards having elections in one year. To achieve this would need two thirds of Borough Cllrs to agree and this seems unlikely to be achieved. The proposed changes will probably mean 3 Cllr wards, rather than 2 at present. One of these Cllrs will face re-election in each election year. This will also mean fewer wards and some reorganization; it's important to ensure that this doesn't break up communities. There will probably be fewer Cllrs. All out elections will take place in 2019 to start this process of change. A public consultation on the proposed changes will take place from November 2017.</p>	
6	<p><b>County Councillor's Report</b> No report, as County Cllr Tom Thacker not present.</p>	
7	<p><b>Planning</b> <b>95/16 Resolved</b> a) New applications <b>17/01049</b> Timberdown, Hydes Platt, Ecchinswell. Proposed rear conservatory. No objection. <b>17/00577</b> Woodside Farm Buildings, Woodside Farm, Ecchinswell. Replacement of existing cattle kennels with new clear span building. No objections provided any damage caused to the road surface by contractors' vehicles is made good at the end of the development. It would also</p>	

	<p>be advisable that contractors' traffic did not approach the site from the north, as this is a narrow country lane and the culverts in that section of the road are in a bad condition.</p> <p>b) Decisions  <b>17/00283</b> Ashland House, Featherbed Lane, North Sydmonton. Erection of side extension to provide garage, storage and home office above with single storey utility room link. Demolition of existing garage. Approved with conditions.</p>																			
8	<p><b>Finance</b>  a) Financial Report and Payments  <b>96/16 Resolved</b>  Payments for February</p> <p><b>Cheque payments:</b>  None</p> <p><b>Electronic payments:</b></p> <table> <tr> <td>D Gascoine</td> <td>Clerk's salary (March)</td> <td>£436.64</td> </tr> <tr> <td>D Gascoine</td> <td>Clerk's expenses (March)</td> <td>£ 57.46</td> </tr> <tr> <td>R Wherry</td> <td>Litter warden – (March)</td> <td>£115.20</td> </tr> <tr> <td>D McClelland</td> <td>Litter warden – (March)</td> <td>£170.60</td> </tr> <tr> <td>HMRC</td> <td>PAYE – DG, RW, DM</td> <td>£147.20</td> </tr> <tr> <td>HALC</td> <td>Subscription</td> <td>£334.80</td> </tr> </table> <p>The Clerk advised that there was an error in the total on the previous month's bank reconciliation. The Chairman (Cllr Hall) duly signed an amended copy.</p>	D Gascoine	Clerk's salary (March)	£436.64	D Gascoine	Clerk's expenses (March)	£ 57.46	R Wherry	Litter warden – (March)	£115.20	D McClelland	Litter warden – (March)	£170.60	HMRC	PAYE – DG, RW, DM	£147.20	HALC	Subscription	£334.80	
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9	<p><b>Correspondence</b>  HCC – Deadline dates for applications to Small Grants Scheme.  HCC – News for Parish Councils. Circulated by email.  HALC – Internal allowances 2017/2018 – car mileage rate now 45 p per mile.  Pensions Regulator – Confirmation of receipt of Declaration of Compliance under “automatic enrollment” requirement.  HALC – Re list of internal auditors.  BDBC – Re tree wardens. To discuss. It was agreed that this information should be publicised in the parish magazine so any interested residents could make further enquiries about the role of tree wardens.  Hampshire Constabulary – Details of new Police Enquiry Office. The Clerk explained that the Police Enquiry Office had moved from the Basingstoke police station to the new Police Investigation Centre at the Viabes Business Park. It was agreed that this information should be put on the parish website.  BDBC – Re Neighbourhood Planning. The Clerk explained that this letter set out the benefits of developing Neighbourhood Plans. It seems that the main reasons for having such a plan relate to planning – new housing, businesses etc. Although some funding was potentially available, it is likely that some of the cost would need to be met by the Parish Council.</p>	<p><b>JBa/NO</b></p> <p><b>DG/NO</b></p>																		
10	<p><b>Highways and Rights of Way</b>  a) <u>Survey of paths and stiles</u>  The Clerk advised that the resident living adjacent to the public footpath in Mill Lane has now erected a strong fence and the problems of access and dogs have been resolved. The Clerk has written to thank them.  b) <u>Footpath working group</u>  Cllr Dain and the Clerk explained that any such group would need to be led and organised by the Parish Council if it was to be covered by the Council's public liability insurance. The Council would need to ensure that the correct equipment, protective clothing etc was used. Cllr Dain is pursuing this with Kingsclere PC, who have already set up a similar group. She will also seek out the views of residents.</p>	<p><b>MD</b></p>																		

	<p>c) <u>A339 road closures</u>  <b>97/16 Resolved</b>  After discussion, that since these closures would likely result in an increase in rat running through the parish, we should ask Highways for advanced notice of the actual dates and that signage be put up preventing HGVs from using the parish roads; such signs to be put up at all road entrances to the parish.</p> <p>d) New issues  None reported.</p>	<p><b>DG</b></p>
<p>11</p>	<p>New business</p> <p>a) <u>Affordable housing – Mags Wylie</u>  This item has been postponed to a later date.</p> <p>b) <u>May Fair grant application</u>  The Chairman (Cllr Hall) took no part in the discussion of this item, Cllr Dain acting as Chair during the discussion.  <b>98/16 Resolved</b>  After discussion, to make a grant of £160 to the May Fair Committee to cover the cost of insurance for the event. The Cllrs will also ask the Committee to ensure there is better publicity for the event in the Bishops Green area. Also, suggest that the Committee reserve some of the profits to cover the cost of insurance in future years, since Parish Council funding for grants is very limited and a grant in future years cannot be guaranteed.</p> <p>c) <u>Projects for May Fair funding</u>  <b>99/16 Resolved</b>  After discussion, to request £300 from the profits to enable planting to take place at the site of the telephone boxes in the parish, to prevent these becoming unsightly waste areas.</p> <p>d) <u>Councillor’s Dispensation</u>  The Clerk asked Cllr Bate to sign the necessary dispensation to allow him to take part in discussions on the setting of the precept. Cllr Bate advised that though he lives in the parish he is not a Council Tax payer in this parish. The Clerk therefore agreed that it was not necessary for him to request a dispensation. Cllr Bate returned his completed Register of Members’ Interests form.</p> <p>e) <u>Risk Assessment</u>  Cllr Dain had previously circulated the latest Risk Assessment form. This showed that the fence around the war memorial site had been damaged. This has now been made safe but repair is needed. The fence is covered under our insurance but the excess would be £250 and the repair wouldn’t cost this much.  <b>100/16 Resolved</b>  After discussion, that the Chairman (Cllr Hall) should ask Malcolm Jones if he would carry out the repair. Cllrs agreed to pay the necessary costs.  Cllr Dain also reported that the second tap at the allotments site was still leaking slightly. The Chairman (Cllr Hall) will raise this with Malcolm Jones.  The hole at Digweeds, reported on the risk assessment, has been filled.  The damaged bench at the war memorial has been removed by the family of the donor, as agreed.</p> <p>f) <u>Recruitment of new Clerk</u>  (This item was taken out of agenda order, at the end of the other business.)  The Chairman (Cllr Hall) circulated drafts of the advertisement and job description, for Cllrs’ consideration. Once these have been agreed the vacancy will be advertised. Owing to the high cost of a full advert in the NWN, the advert used will be brief, with a link to the paper’s jobs website, where full details will be listed  <b>101/16 Resolved</b>  That the Chairman (Cllr Hall) arrange for this advert, at a cost of up to £400. Also, that the Chairman and one other Cllr will make arrangements for the interview process, along with the Clerk. The vacancy will also be advertised on the parish notice boards, on the parish website and the HALC website.  The Clerk will look in to the question of a “person specification” for the role.</p> <p>g) <u>EVH grass cutting application</u>  <b>102/16 Resolved</b></p>	<p><b>DG</b></p> <p><b>TH</b></p> <p><b>TH</b></p> <p><b>TH</b></p> <p><b>TH</b></p> <p><b>DG/NO</b></p> <p><b>DG</b></p>

	<p>To make a grant of £550 to EVH towards the cost of grass cutting at the village hall site.</p> <p>h) <u>Historic WI files</u> Cllr Dain reported that the last person who was known to have had these files is uncontactable – not returning phone calls etc. Since there seem to be no further avenues to explore, the resident who raised the matter will be informed that there is, unfortunately, nothing further the Parish Council can do. Item to be removed from the agenda.</p>	<b>DG</b>
12	<p><b>Matters for discussion</b></p> <p>a) <u>Parish Lengthsman</u> There has been no further action regarding the outstanding queries from the work done in the last financial year. The Chairman (Cllr Hall) will raise these issues with the Lengthsman.</p> <p>b) <u>C57</u> The Chairman (Cllr Hall) advised that there has been no further progress with arranging a site visit. He will continue to pursue the matter.</p> <p>c) <u>WWI commemoration</u> The Clerk has advised Kingsclere PC that Cllr Dain will be our representative for organising the event and further details are awaited from Kingsclere.</p> <p>d) <u>Cllrs' areas of responsibilities</u> Deferred to the June meeting.</p> <p>e) <u>Village maintenance</u> The Clerk advised that the contractor has now signed the contract for the coming year. The Chairman (Cllr Hall) advised that maintenance work has now started and he was concerned that the grass verge outside the old churchyard has not been cut; the contractor has cut it in previous years. The Clerk confirmed that the old churchyard has been taken off the maintenance contract, since the PCC wish to arrange their own maintenance. Although the contractor has cut the verge in the past, it isn't actually part of the old churchyard and has never been part of the maintenance contract. The Chairman (Cllr Hall) will discuss this with the contractor. Cllr Bayliss reported that the contractor has inspected the new oak tree in the past fortnight and is happy with its progress. Further visits are scheduled.</p> <p>f) <u>Allotments</u> The Chairman (Cllr Hall) reported that Malcom Jones advised that the black plastic is still on the site but that he is happy to continue cutting back the weeds etc on the unleased plots. No further action to be taken at present. The vacant plots will be advertised on the website and in the parish magazine.</p> <p>g) <u>Assembly</u> Final arrangements for the Assembly were confirmed. The Chairman (Cllr Hall) will circulate copies of the agreed flyer, for all Cllrs to deliver to residents. The speakers will come from BDBC and Kingsclere PC. The Chairman (Cllr Hall) will arrange for liquid refreshments and the Clerk will arrange food. The Clerk reminded Cllrs that the AGM started at 7.00 pm and that they should arrive by 6.30, to help prepare the room.</p> <p>h) <u>Parish website</u> The Clerk advised that there were still a number of issues on the Local Directory page; incorrect headings, multiple links to the same page, links not working. Since this page is unlikely to be visited frequently, it was agreed that Cllr Owen will "hide" the page.</p> <p>i) <u>Litter wardens</u> No new issues.</p> <p>j) <u>Parish Magazine</u> Items for inclusion in the parish magazine were agreed.</p>	<p><b>TH</b></p> <p><b>TH</b></p> <p><b>TH</b></p> <p><b>NO/JBa</b></p> <p><b>TH/ALL TH DG</b></p> <p><b>NO</b></p>
13	<p><b>Date of next meeting</b> Wednesday 10 May 2017 at Ecchinswell Village Hall, the AGM to start at 7.00 pm, followed by the Annual Assembly starting at 7.30 pm. There being no further business, the meeting closed at 9.30 pm.</p>	