

## Meeting notes

<b>Meeting</b>	Parish Council Monthly Meeting		<b>Ref.</b>	campc/mtg/201410
<b>Council</b>	Corhampton & Meonstoke		<b>Date</b>	01.10.2014
<b>Venue</b>	The Crypt, Meon Hall, Meonstoke		<b>Time</b>	19:30 – 21:20
<b>Attendees</b>	Patrick Rowe	Vice Chairman / Chairman Planning Committee		PR
	Sue Walker	Parish Councillor		SW
	Rowena Hyder	Parish Councillor		RH
	Steve Clark	Parish Councillor		SC
	Bruce Horn	Parish Councillor		BH
	Nick Riley	Parish Councillor		NAR
	Roger Huxstep (in part)	Councillor HCC		RH(HCC)
	Three Parishioners.			
<b>Apologies</b>	John Shaw	Parish Councillor		JS
	Norma Bodtger	Councillor WCC		NB
	Juliet Brooks	Clerk to the Paris Council		Clerk
<b>Distribution</b>	All those above plus:			
	Za Rowe	Affordable Housing Liaison		ZR
	Jane McCormick	Parish Councillor		JMcC

	ACTION
<b>1.0 Minutes of the last Parish Council Meeting (PC)</b>	
1.1 The minutes of the Parish Council Meeting held on the 03 September 2014 were approved by the Vice Chairman incorporating the following manuscript amends.	
1.1.1 Minute note 6a after 'chq 200664 Steve Clark' insert "(Recreation Ground Picnic benches)" this amendment amplifies exactly what the cheque payable was for.	
1.1.2 Minute note 6a after 'chq 200663 Steve Clark' insert (Recreation Grass Seed) this amendment amplifies exactly what the cheque payable was for.	
1.1.3 Minute note 8J (2) delete "hedges on the" as the reference to Allens lane hedges were not specifically discussed at this point.	
<b>2.0 Matters Arising</b>	
2.1 The acting Chairman advised that it would be his intention to address the matters arising from the previous minutes as the subject matter arose on the agenda.	
<b>3.0 Election of Chairman</b>	
3.1 The acting Chairman confirmed that Sue Walker was prepared to undertake the role of Chairman from 01 November 2014 until May 2015 this was proposed by RH and seconded	

by SC.

- 3.2 SW advised that Rupert Walker would no longer be able to act as the Parish Councils Auditor with SW now being Chairman. A new Auditor is to be instructed / appointed.
- 3.3 The acting Chairman expressed both his and fellow Parish Councillors thanks to the past Chairman John Shaw who will remain as a Parish Councillor and Nick Riley as both a Parish Councillor and Chairman.
- 3.4 PR introduced parishioner Jane McCormick, present at the meeting, who has expressed an interest in being a Parish Councillor. NAR confirmed that he was content with standing down with immediate effect to make way for JMcC due to increasing work commitments.
- 3.5 Jane McCormick was co-opted on to the Parish Council with immediate effect, proposed by SW, seconded by BH.
- 3.6 The Clerk, upon return of annual leave will arrange for the completion of the necessary documentation for the new Parish Councillor.

Clerk

Clerk

#### **4.0 Tennis Group Proposal**

- 4.1 There was no further update from the Tennis Group at the meeting.
- 4.2 SW advised that that in the event of the Tennis Group procuring the supply and installation of the new court there could be a requirement for the Tennis Group to pay VAT. SW further advised that if the Parish Council were to procure the tennis court the PC would be exempt from VAT, albeit the PC would initially have to pay the VAT and then seek recovery from the HMRC as the PC currently does via a VAT reclaim.
- 4.3 In the event of the PC procuring the tennis court future grant applications would also need to be submitted by the PC to qualify for the VAT exemption. The population of any grant application would need to be undertaken by the Tennis Group on behalf of the PC. Clerk to review what is required by the PC to review a completed grant application by the Tennis Group and submit the grant applications, together with the implications of doing so.
- 4.4 It is noted that if the grant applications are submitted under the PC's name together with the procurement and appointment of a Contractor to undertake the tennis court installation then the PC could by default take ownership of the court. The PC would then by way of a Tenant Lease, lease the court to the Tennis Group this lease would need to include rent and maintenance provisions which the Tennis Group would need to provide for via its subscription payments from its members. The cost of any legal fees associated with the preparing of legal documentation will need to be met from the Open Space Fund. Clerk to explore the process and mechanics further and advise Parish councillors ahead of the next meeting.
- 4.5 PR expressed concern that the PC could be responsible for the tennis court together with its maintenance if the Tennis Group/Club were 'wound up / ceased to be a club' although this could be the case if the PC procured the project directly and it was not used by the Parish.

Clerk

Clerk

#### **5.0 Reports**

- 5.1 Councillor Roger Huxstep HCC addressed the Parish council and welcomed questions from both the PC and those Parishioners present, brief discussions regarding an update of rural Broadband were held. Councillor Huxstep also gave a brief report on the County Councils target finance/cost reductions for this current term for which HCC were confident of achieving their target of £93M, together with HCC anticipated further target reduction of £100M for next term

#### **6.0 Finance**

- 6.1 Financial Statement – In the absence of the Clerk PR presented the financial statement for the period which demonstrated an account balance of £17,318.85 made up of £6,984.92 in the Community Account and £10,333.93 in a Scottish Widows account. The account

balance includes the remaining half of the Precept (£5,400).

6.2 Bills payable in the period include the following;

- BDO LLP, annual audit fee - £240.00 inclusive of VAT. (chq no.200667 refers)
- Meon Hall, Meon Hall Projects donation - £200.00. (chq no.200668 refers)
- HM Customs & Excise, Clerks salary PAYE - £79.80. (chq no.200669 refers)
- J Brooks, Clerks salary for Sept 2014 - £359.73 inclusive of clerks expenses of £59.99. (chq no.200670 refers)

6.2.1 In the Clerks absence the PC cheque book was passed to the acting Chairman to arrange for the above cheques to be certified by the PC's authorised signatories, regrettably the authorised signatory JS was not present at the meeting therefore alternative arrangements would need to be made for their signature.

Clerk

6.3 The requirement to add further authorised signatories to the PC account was discussed with both SW and RH agreeing to be authorised signatories. Clerk to arrange for bank mandate to be completed.

Clerk

6.4 Open Space balances - SC advised that further to last moths meeting, where it was noted that the Open Space (Play) balance was a lot lower than expected. SC has been discussing this with WCC's Open Space Officer where it was found following a reconciliation of all last year Open Space applications submitted by the PC that the Recreation Ground expenditure of £4248.94 in respect of the ground matting had been mistakenly paid by WCC from the Open Space (Play) pot rather than Open Space (Sport) pot as confirmed by the Open Space application paperwork. This error has now been corrected by the Open Space Fund team at WCC, therefore the corrected Open Space balances as at the 12 September 2014 are as follows;

- Play: £11,836.99
- Sport: £24,610.14

## 7.0 Planning

7.1 The Chairman of the Planning Committee confirmed the following progress on those planning applications recently received and commented upon by the PC

7.1.2 Annex Stoke Down New Road SDNP/14/00027/LDE – PC no comment, decision; Approved

7.1.3 Land adjacent to Hawks Nest Pound Lane SDNP/14/03887/FUL – PC no comment, decision; Refused.

7.1.4 1 The Crossways Beacon Hill Lane SDNP/14/03897/HOUS – PC no comment, decision; Refused.

7.1.5 New application: Barton House Rectory Lane SDNP/14/04423/LIS. PR advised that this application is for the provision of solar panels to be fixed to a Listed building within the SDNP conservation area, upon discussions with the WCC Planning Officer has referred this application to both the SDNP and the Conservation Officer for consideration. PR proposed that the PC remain silent on this application and allow both the SDNP and the Conservation Officer to determine this application.

7.1.6 New application: Ryecroft Rectory Lane Meonstoke SDNP/14/04463/HOUS. PR advised the PC that this application was for the erection of metal veranda to side of the property, whilst the PC planning committee to date hadn't had sight of the plans PR had reviewed them on the SDNP planning portal and proposed that application received a 'No Comment' from the PC. Clerk to confirm via the on-line planning consultee process that the PC have 'No Comment' on this application

Clerk

7.2 Affordable Housing – PR, on behalf of Za Rowe (Parish Councils Affordable Housing Liaison) advised that Sovereign were preparing their planning application documentation for submission. SC reminded those present that previously Sovereign Housing Association had presented their proposals / plans to the Parish Council. On behalf of the Parish Council Za Rowe is to enquire / contact Sovereign to establish if it is their intention to present to the Parish Council prior to submitting their application.

Za Rowe

7.3 Enforcement – Steynes Farm Mobile Home, no further update in the period since the last

7.4 Allotments – PR advised that the on-site clearance has yet to commence on site.	
7.4.1 Clerk to confirm that Parish Councillors comments against the draft lease proposal between the PC and WCC have been passed to the Solicitor for incorporation / agreement in to the lease, in particular increasing the term/tenancy of the lease from five (5) to ten (10) years with the facility to extend the lease at five yearly intervals.	Clerk
7.4.2 The proposed Tenancy Agreement between the PC and the Allotment Tenant has been updated to incorporate PC's comments. A copy of which was issued to Parish Councillors for their review, comment/acceptance.	All Parish Councillors
7.4.3 Water Stand Pipe – NAR confirmed that a further new standpipe application was submitted to Portsmouth Water (PW) on the 22 September 2014, to date no acknowledgement had been received. NAR agreed to contact PW for a progress update on the quotation.	NAR
7.5 Consideration will need to be given to the appointment of an Inspector of Allotments, this position was discussed by the Parish Council and it was proposed that the Clerk should undertake this role going forward.	Clerk
7.6 Southdown National Park Documents: PR confirmed that he was happy to complete the SDNP questionnaire and submit to SDNP by the return date of 12 November 2014.	PR
<b>8.0 Parish Matters</b>	
8.1 Playground – SC advised that that the PC could be eligible for a Hampshire Playing Fields Association Grant that could contribute to the resurfacing of the of the playground surface around the climbing bars. SC to progress the application and send to the Clerk for completion and submission.	SC / Clerk
8.2 Recreation Ground – The Parish Council have received complaints from parishioners regarding the foul language being used by the football teams using the recreation ground. NAR agreed to contact the Chairman of the football club initially, should the bad language continue then the Parish Council will formally write to the Club.	NAR
8.2.1 SC advised that following recent communication with the WCC Dog Warden regular / more frequent visits will now be made by the warden as dog fouling continues to persist at both the recreation ground and generally around the village. It was suggested by a Parishioner at the meeting that the Dog Warden should consider the timing of their visits carefully to ensure that their visits are meaningful. SC agreed to liaise directly with the Dog Warden in this regard.	SC
8.2.2 It was noted that the level and quality of service the Parish Council was receiving from ISS in respect of the Recreation ground maintenance was exceeding the PC's expectations	
8.3 Meon Hall – James Morrice (JM) on behalf of The Meon Hall Management Committee (MH) advised the MH were still experiencing some challenges in respect of the transfer from being a standard charity to a Charitable Incorporated Organisation (CIO) these challenges were primarily as a result of the Charities Commission revising there audit procedure of applications. JM confirmed that the Meon Hall Management committee were committed to becoming a CIO and will be persevering with the application and the Charities Commission.	
8.4 Lengthsman – James Morrice advised that the next visit by the Lengthsman team is expected on the 06 October 2014 for two days. The works scheduled for this visit include works at the Playground which are outside of the scope of works provided by the Flower Pot Men. Due to the nature of these works it will be necessary to temporarily shut the playground.	
8.4.1 SC volunteered to inform the School of the temporary closure of the playground whilst the Lengthsman are on site.	SC.
8.5 Flooding – JS to provide an update following last month's meeting note in respect of arranging a meeting with the Environment Agency to seek clarification in so far as annual maintenance and clearance work as recommended in the Halcrow reports in 2003/2006.	JS

8.6	Tree Warden – No matters arising.	
8.7	Hedges/verges – Despite JS contacting the landowner of the hedges at Allens Lane there would appear to be no action taken to date. PC agreed that a letter should be sent to the landowner advising them to carry out necessary maintenance on their hedges.  <i>Post Meeting Note (06 October 2014) The landowner maintenance works have now been undertaken, therefore there is no action required.</i>	Clerk
8.8	Rural Transport – No matters	
8.9	Footpaths – RH reported that the works to 'Meon Valley Trail' had commenced and they were due for completion mid-December 2014.	
8.9.1	SC enquired as to whether the Meon Valley Trail works included the installation of an access gate off Pound Lane at the bridge or whether this could be undertaken under the Lengthsman works schedule. JM advised that the Lengthsman team did not have the necessary permits to work on the Highways. The PC discussed the necessity of a gate at this location and it was agreed that this access to the railway line was not a permanent access and was an informal access therefore the installation of a permanent access was agreed as not being required	
8.9.2	The PC have been requested to complete / review the Hampshire Countryside Access Plan (CAP) and engage in stakeholder consultation./ RH agreed to review the documentation and undertake the survey on behalf of the PC by the survey return date of the 24 October 2014.	RH
8.9.3	SW offered to assist RH in the completion of the CAP.	SW
8.10	Highways Matters - The poor condition of the surface around the water hydrant in Fry's Lane still requires attention. JS to pursue Hampshire Highways.	JS
8.10.1	It was reported that the main roundabout directional sign located on the LHS grass verge of the A32 close to the phone box is damaged. JS to pursue Hampshire Highways.	JS
8.11	PACT/HALC/WDALC - SW advised that the next PACT meeting is to be held on the 21 October 2014.	
8.11.1	SW & RH further advised that numerous items of correspondence had been received from HALC and WDALC these are being reviewed by SW, RH and the Clerk and distributed to the Parish Councillors accordingly.	
8.11.2	SW advised that residents of West Meon are compiling a petition to submit to the Police Commissioner against the noise / nuisance of motor bikes passing through their village.	
<b>9.0</b>	<b>Community Asset Registration (CAR)</b>	
9.1	Confirmation that the Bucks head pub has been added to the CAR together with registration number following WCC's receipt of the boundary map from the Clerk.	Clerk
<b>10.0</b>	<b>Parking at the Shop Entrance to St Andrew's Green</b>	
10.1	The question of available funds from Hampshire Highways to undertake the additional parking bays at the shop was directed at Councillor Roger Huxstep HCC; unfortunately the response only reiterated the previous minute note in so far as budget constraints were dictating these works.	
<b>11.0</b>	<b>Broadband</b>	
11.1	On-going	
<b>12.0</b>	<b>Communications</b>	
12.1	Updating of the PC website was discussed and the need to upload documents / correspondence at the earliest opportunity to inform parishioners of both PC news and other	All

parish related matters. It is proposed that that a website guardian be appointed to undertake these updates on behalf of the PC. All Parish Councillors and the Clerk to give some consideration to a parishioner who may be willing to undertake this role.

### 13.0 Chairman's Business

13.1 The new incoming Chairman suggested that all Parish Councillors provide a short narrative giving an update of their respective areas of responsibilities in advance of future PC meetings. This update could then be appended to the meeting agenda and circulated to all Parish Councillors prior to the meeting. It is hoped that this will inform / prepare councillors in advance of the meeting and will assist in the recording of the minutes.

All

<b>Issue date</b>	<b>Author</b>	<b>Attachments</b>
07.10.14	N A Riley	None

  

<b>Next meeting</b>	<b>Venue</b>	<b>Meeting title</b>
05.11.2014. 19:30hrs	The Crypt, Meon Hall	PC Monthly Meeting.