

CORHAMPTON & MEONSTOKE PARISH COUNCIL

Minutes of the Meeting of the Parish Council
7.30pm on Wednesday 13 July 2016 at the Meon Hall

PRESENT: Cllrs Bruce Horn, Rowena Hyder, Jane McCormick, Jerry Pett, Patrick Rowe, John Shaw.
IN ATTENDANCE: Rosie Hoile – Clerk
District Councillor Laurence Ruffell (departed at 8.10 pm)
James Morrice, Za Rowe

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16.24 **Apologies received for absence.** District Cllr Thacker was not present due to work commitments.

16.25 **Declarations of interest.** No declarations of interest were received.

16.26 **Minutes of the Full Parish Council meeting held on 11th May 2016** were approved and signed by the Chairman.

16.27 **Public session.**

16.27.1 A resident asked whether the Council was aware of a planning application for a bio mass plant at Walton Farm. Photographs were circulated showing dense output of black acrid smoke emitted from the chimney. An Environment Agency (EA) Officer had been called but denied access by the owner. The EA Officer gave the resident a log to fill in. District Cllr Ruffell asked to be kept informed of progress in order to follow the matter up with the Environment Agency and raise it with WCC Planning Enforcement.

16.27.2 County Councillor's report - Cllr Huxstep was not present

16.27.3 District Councillor's report:

Devolution – Change at the top of Government introduced uncertainty to the process. The full City Council to meet to consider impact.

Leisure Centre – likely location at Bar End. A 50 meter swimming pool suitable for training to Olympic standard is planned. It will be part funded by the University of Winchester.

Cllr Ruffell had been advised that no Hampshire recycling centres would be closed but opening hours would be reduced or a centre to close for one day per week instead. Small jobbing builders to be allowed to dump general building waste for £2-00.

Meeting resumes:

16.28 **Chairman's Report:** The Chairman thanked Briony Pett for her assistance at the celebration following the thanksgiving service at St Andrew's Church to mark HM Queens 90th birthday. Ian McCormick was thanked for his work in the Play Area at Meonstoke Recreation Ground. A replacement basketball net had been purchased and fitted. Cllr Walker raised the issue of the dangerous tree at the Chapel Road playground. **ACTION – The Clerk** to contact Arborcall.

16.29 **Finance, Grants & Governance.**

16.29.1 **RESOLVED** - To approve payments listed in Appendix A.

RESOLVED - To approve reconciliation of bank accounts as at 30th June. See Appendix A.

16.29.2 **Annual Audit 2016/17.**

BDO LLP (parish councils' external auditors) requested answers to 2 outstanding points.

1) Box 2 List of variances (difference +/- 10% change from previous year's accounts) in the Annual Return. The Clerk was requested to supply a breakdown of clerks' salaries for 2014/15 and 2015/16.
 2) Box 9 Other payments (difference +/- 10% change from previous year's accounts) Exclusion from the register of assets paid for in 2015/16. In the internal auditor's opinion the external auditor was mistaken in that the equipment was installed in Feb/March 2015 (Yr ending 2014/5) and was recorded in that year's asset register but the invoice was paid in May 2015 (Yr ending 2016/17). Also part of the invoice was for play bark and not the asset content, play bark does not constitute an asset. The Clerk is in the course of writing to BDO. The internal auditor advised on the setting up a new format Asset Register recommended by HALC /NALC at the first quarter visit on 11th July.

16.29.3 **Purchase of timber posts for installation on the Triangle.**

RESOLVED - to approve purchase of the posts @£46-00. **ACTION** – John Shaw to contact Highways.

61.29.4 **Corhampton & Meonstoke Financial Regulations.**

RESOLVED - to approve the draft revision based on the National Association of Local Councils (NALC) model updated in May 2016.

16.29.5 **Long term capital project.**

Cllr Walker has written to Cty Cllr Huxstep to enlist Highways advice. The initial plan is to await the outcome of the Houghton's Yard and Vernon House developments on Warnford Road because requirements will be contingent on footpath provision. It was **AGREED** to write to SDNP regarding the footpath. The developer is willing to install but it is for the Council to negotiate with the local authority. **ACTION** – Jerry Pett

16.29.6 **Asset Register 2016 /17.**

The register was reformatted on 11th July at the internal auditor's visit, too late for the council meeting. **ACTION** – Chairman/R Hyder/J McCormack/Clerk to look at before the September meeting.

16.29.7 **Clerk's salary.**

RESOLVED - To increase the Clerk's salary to £10.944 per hour (NALC Scale LC1 SCP23) to be backdated to 1 April 16 in line with national pay scales award. The Clerk is employed for 8 hours per week.

RESOLVED - To approve payment of the Clerk's salary by standing order from 1 August 2016.

ACTION - Clerk set up new SO at Bank.

16.30 Planning.

16.30.1.1 SDNP/16/03187/HOUS and SDNP/16/03188/LIS Church Cottage Church Lane Meonstoke SO32 3NA
NO COMMENT

16.30.1.2 SDNP/16/03318/HOUS, Southbourne House, Chapel Road, Meonstoke, SO32 3NJ
NO COMMENT

16.30.2 Planning decisions listed in Appendix B recommended by the Planning Committee at the meeting and public consultation on 22nd June. The Council **AGREED**

- To **RAISE NO OBJECTION** to the Vernon House and 2 adjacent site applications
- To **MAKE COMMENT** on sewage. Councillors could not understand why the Environment Agency insists on a closed system. The Council has consistently conveyed dissatisfaction to SDNP officers over recent and unsatisfactory installations. The developer, the Council and residents consider the 'Klargester' system to be the most suitable solution.
- To **MAKE COMMENT** on need for a footpath. The developer's traffic safety audit omitted pedestrian activity. The Council were content with Councillor Pett's draft to SDNP (circulated at the meeting).

Further, the Council wish SDNP to 'come clean' regarding their intention to create a 'rat run' through the combined developments, which the Council regard as a move towards urbanisation contrary to the historic character of development in the village.

16.30.3 Planning decisions determined by SDNP listed in Appendix B - **NOTED**

16.30.4 Planning appeals: None

16.30.5 Planning enforcement: An update had not been received from WCC regarding the 2 extent cases.

16.31 Open Spaces, Recreation & Playgrounds

16.31.1 **Monthly play equipment inspection.** The June inspection had been carried out by the Chairman. It was noted there were screws missing from the Skate ramp. **ACTION – Sue Walker/Clerk**

16.31.2 **Fitting of rubber mat.** It was **AGREED** that Cllrs Horn, Pett, Rowe and Walker will form working group to fit the rubber mat. **ACTION – Sue Walker to email cllrs with available dates.**

16.31.3 **Installation of the tennis court.** Cllr McCormick said the Tennis Club had received final approval to arrange the start date which has been set for 8th August.

16.31.4 **Revised format for the Recreation Ground booking form.** The conditions of hire had been brought up to date. The new format had been prepared and circulated by James Morrice. The Council were content and the Chairman thanked James Morrice for his work. Grateful thanks too, were recorded to Anna Rolfe, the Meon Hall's Booking Secretary, for acting on behalf of the Clerk as the co-ordinator of the Recreation Ground booking process for joint hirings of The Meon Hall and Recreation Ground; and for sports and recreation hirings of the Recreation Ground, and for dealing with all the many and varied hirers, the forms, and the payments.

16.31.5 **Recreation Ground charges.** The working group considered all sources of income and looked at pitch fees charged by other parish councils. The Recreation Ground was bought by compulsory purchase 1939-41 as a community facility with free access open to the public. The guiding principle established in 1946 was that no hourly charge should be levied. The working group therefore recommended an annual donation of a minimum of £50 be paid by sports organisations. **RESOLVED** - To approve the Recreation Ground Working Group's recommendation effective from 1 August 2016

16.31.6 **Grounds and grass maintenance at the Meon Hall.** James Morrice reported that ISS was behind with the number of cuts due to vehicle breakdown. The quality of the cut carried out was not good, the operator was not proficient having fatally damaged the Jubilee Tree and the Rider beyond repair. Rain has also delayed the cutting programme at the Chapel Road playground and at the Pound.

16.31.7 **Lengthsmen.** James Morrice reported 25% of the work on the list fell under Rights of Way. On the follow-up visit lengthsmen also strimmed the grass between the A32 and the Bucks Head due to a poor quality cut by HCC contractor. **ACTION – Clerk** to write to Hampshire Highways.

16.31.8 **Damage to play equipment and the oak tree at the Recreation Ground.** See 16.31.6. The Rider would cost £1500 to repair/replace for which ISS was liable. **ACTION - Patrick Rowe** to contact arboriculturalists to find a specimen 7 year old oak tree. ISS admitted liability and must deal with the Council's nominated supplier direct.

16.32 **Allotments.** Cllr Hyder had notified the solicitor on 24th May of nothing controversial found in the lease which could be sent to WCC to sign after the 'no bonfire' clause had been added. WCC have agreed to raised beds provided they are supported by railway sleepers. (Tenants meets the cost of sleepers on their plots). The solicitor is waiting for WCC to sign. Once the lease is signed WCC will clear the land and install a water supply. The Council unanimously **AGREED** a significant result had been achieved after 6 years. The Chairman thanked Cllr Hyder for her persistence throughout.

16.33 Roads, Highways & Transport:

- 16.33.1 **'Unsuitable for Large Vehicles' signage at the entrance to High street from Bucks Head Hill.** The Council was split on the need for signage, some councillors considered a sign would not be effective. Residents should instruct their supply chain. Cllr Walker suggested a delivery condition should be attached to planning permissions. **ACTION - Clerk** to send standard letter to residents of High Street.
- 16.33.2 **Potholes and other matters of road maintenance.** Cllr Shaw expressed his continued frustration concerning Highways communication and slow response in taking action.
- 16.33.3 **PACT meeting at West Meon 2nd June 2016.** Cllr Walker reported that residents of the Meon Valley were disappointed with the effectiveness of police patrols. She will press the new Police and Crime Commissioner (P&CC) to fulfil the previous P&CC's promise to fund 4G cameras to monitor average speed control areas. **ACTION – Sue Walker**

16.34. Footpaths:

- 16.34.1 The Waltham Ramblers' Report on the condition of footpaths and RoW in the Parish had been circulated. Cllr Hyder said David Street is the Footpath Warden and has assessed all the footpaths in the Parish. Some of the footpaths are on the Hampshire Countryside Access cutting list for July and 'Summer'. The 2 footpaths crossed by electric fences had been noted by the riding fraternity. James Morrice considered the lengthsman should concentrate their efforts on footpaths in the villages.

16.35 Neighbourhood Watch: Nothing to report.

16.36 Website: Cllr Hyder is to ask Wizbit for traffic flow data. **ACTION – Rowena Hyder**

16.37 Consultations and Training.

- 16.37.1 SDNP Workshop, Liss Thursday 18 May. Cllr McCormick gave her report.
- 16.37.2 HCC Devolution briefing 28th June. The Clerk had previously circulated notes taken at the meeting.

16.38 Correspondence requiring the Council's response. None

16.39 Items for the next agenda. Standing Orders, Code of Conduct. Share of mobile phone with Droxford PC dedicated telephone number solely for parish business.

16.40 Dates of next meeting: Wednesday 14th September

Appendix A – Accounts for Payment (* invoices paid between meetings to be approved)

Chq no	Payee	Item	£ Amount
200778	Just Toys Ltd*	Grass mat sheet	144.99
200779	A J Morrice*	Grounds maintenance expenses	97.93
200780	HALC*	Affordable Housing pamphlet	1.00
200781	Flower Pot Men	*Inv 4S84	76.00
200782	Wizbit Internet Services*	Inv 15688	21.00
200783	Zurich Municipal*	Insurance policy renewal	575.74
200784	R Hoile	Clerk's salary @ current rate £10.84 per/hr	751.30
200785	R Hoile	Office expenses	83.44
200786	P Rowe P Rowe	- basketball net replacement	2.49
200787	Lightatouch	Internal audito Q1.	60.00
200788	R Hoile	Clerk's salary increase to £10.944 /hr approved PC mtg 13/7/16	15.80
200789	The Meon Hall	Hire of hall Jan - Nov £195 + Planning Mtg £34.50	229.50
Total authorised payments			£ 2,059.19

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Bank Reconciliation 1/04/2016 - 30/06/2016

Barclays Bank A/C No ---023	£	£
Balance as per Page 396 24/06/16		11,088.35
Less unrepresented cheques:		
Chq 275	751.30	
Chq 276	108.84	
Chq 780	1.00	
Chq 783	575.74	
	1,436.88	9,651.47
Unlodged payments	-	
Scottish Widows A/C No 060		
Balance as per statement No 32 1 April 2016	7,916.28	<u>17,567.75</u>

Cashbook 30th June 2016

Balance b/f 1/04/15	13276.24
Add Receipts 1/4/16 - 30/06/16	9950.76
Less Payments 1/4/16 - 30/06/16	-5659.25
	<u>17,567.75</u>

APPENDIX B – Planning Report

16.30 Planning:

www.southdowns.gov.uk/planning/view-planning-applications

16.30.1 New planning applications

16.30.1.1 SDNP/16/03187/HOUS and SDNP/16/03188/LIS
Church Cottage Church Lane Meonstoke SO32 3NA

An open fronted and partially open sided porch on the front elevation over the front door of the cottage.

NO COMMENT

SDNP/16/03318/HOUS

16.30.1.2 Southbourne House, Chapel Road, Meonstoke, SO32 3NJ

Demolition of existing single storey rear extension and garage. Erection of two-storey extension and garage and alteration to driveway access arrangements

NO COMMENT

7.2 To approve planning decisions recommended at the Meeting of the Planning Committee on 22nd June.

Ref: SDNP/16/02757/FUL

Location: Vernon House Warnford Road Corhampton SO32 3ND

Proposal: Part demolition of Vernon House, new road and 5 new detached houses. Comprising 4no. 3 Bedroom and 1no. 5 Bedroom.

THE PLANNING COMMITTEE RECOMMENDED NO OBJECTION subject to two significant issues to be resolved through Conditions or S106 agreements. a) Sewerage – Klargestor system preferred. b) Pedestrian access –SDNP strongly urged to engage with the Highway Authority and the Developer to enable a pragmatic resolution of this issue before the dwellings are occupied.

Ref: SDNP/16/02767/FUL

Location: Vernon House Warnford Road Corhampton SO32 3ND

Proposal: Demolition of part of Vernon House for widened access and 5 new dwelling houses, comprising 1no. 2 Bed Detached, 2no. 3 Bed Detached and 2no. 5 Bed Detached.

THE PLANNING COMMITTEE RECOMMENDED NO OBJECTION see above.

Ref: SDNP/16/02651/HOUS

Location: Manor House, High Street, Meonstoke, SO32 3NH

Proposal: Conversion of barn to short-term two bedroom holiday let and garage and boiler room for owner. Restoration and conversion of former piggery to one bedroom holiday let.

THE PLANNING COMMITTEE RECOMMENDED NO COMMENT

Ref: SDNP/16/01536/HOUS

Ref: SDNP/16/02652/LIS

Location: Corhampton House, Corhampton Lane, Corhampton, SO32 3NB

Proposal: To construct a 3 bay garage, with room above. This is to be built to the west of the south-wing of Corhampton House. The ground floor garages will be constructed within an existing 1 - 1.5 m high earth bank. The first floor room will be accessed by an external staircase to the south of the building. This staircase will lead up to a small south facing balcony under the eaves of the roof.

THE PLANNING COMMITTEE RECOMMENDED NO COMMENT

Ref: SDNP/16/02215/HOUS
 Location: Clover Cottage Rectory Lane Meonstoke SO32 3NF
 Proposal: Single storey timber out building for use as a garden room.
THE PLANNING COMMITTEE RECOMMENDED NO COMMENT

SDNP/16/02067/HOUS
 Location: Selbourn Cottage Warnford Road Corhampton SO32 3ND
 Proposal: Proposed two storey rear extension (following demolition of the existing conservatory) and alterations to existing fenestration
THE PLANNING COMMITTEE RECOMMENDED NO COMMENT

Ref: SDNP/16/02552/TCA
 Location: Hales Farmhouse, High Street, Meonstoke, SO32 3NH
 Proposal: Cotoneaster to fell
THE PLANNING COMMITTEE RECOMMENDED NO COMMENT

Ref: SDNP/16/02621/LDE
 Location: Shellets Farm Lone Barn Lane Corhampton SO32 3LN
 Proposal: The buildings which stand on land on the opposite (north) side of Lone Barn Lane have been used as accommodation to Shellets for more than 10 years (since the 1960s). The Barn is used for overspill living accommodation. The shed is used for storage in association with the main house and barn, and the land is used as garden.
THE PLANNING COMMITTEE RECOMMENDED NO COMMENT

7.3 To consider Planning Decisions received

SDNP/16/01536/HOUS Corhampton House, Corhampton Lane, Corhampton, SO32 3NB **APPROVED**

SDNP/16/01104/HOUS Little Coombe, New Road, Meonstoke, SO32 3NN **APPROVED**

SDNP/16/02067/HOUS Selbourn Cottage , Warnford Road, Corhampton, SO32 3ND **APPROVED**

7.4 Planning Appeals - NONE

7.5 Planning enforcement cases - extant:

7.5.1 **Ref:** 07/00047/CARAVN 06/02/07s

Location: Steynes Farm, The Hangars, Corhampton SO32 3LL

7.5.2 **Ref:** 11/00163/SUSE

Location: Watton Farm Watton Lane Droxford Southampton Hampshire SO32 3HA