

CORHAMPTON & MEONSTOKE PARISH COUNCIL

Minutes of the Annual General Meeting of the Parish Council at 7.30pm Wednesday 9 May 2018 at the Meon Hall

PRESENT: Rowena Annereau-Hyder (formerly Rowena Hyder), Bruce Horn, Jane McCormick, Jerry Pett, Patrick Rowe, John Shaw.
IN ATTENDANCE: Rosie Hoile – Clerk, District Councillor Laurence Ruffell,
PUBLIC Michael Fithyan, Sally Fithyan, Malcolm Hyder, James Morrice, Nick Riley.

18.1 **Apologies for absence:** None

18.2. Election of Chairman and Vice- Chairman

RESOLVED – to elect Patrick Rowe Chairman of the Parish Council for the forthcoming year.

RESOLVED – to elect Jerry Pett Vice Chairman of the Parish Council for the forthcoming year.

Declarations of Acceptance of Office were received and duly signed.

18.3 Councillors' Code of Conduct. The Council **NOTED** acceptance.

18.4 Disclosable Pecuniary and Non-pecuniary interest. None

18.5. To approve Minutes of recent meetings.

18.5.1 RESOLVED - To approve as a correct record the Minutes of the Parish Council Meeting held on 7 March 2018.

17.5.2 Approval of notes taken at the Annual Parish Assembly held on 12 April 2017 was deferred to the July meeting.

18.6 Casual Vacancy:

18.6.1 It was **RESOLVED** to suspend Standing Orders Clause 3r in order to vote by secret ballot. Two candidates had applied to fill the vacancy. Each summarized interests and skills relevant to the community to bring to the Parish Council. Completed ballot papers were then handed to the Clerk.

18.6.2 It was unanimously **RESOLVED** to co-opt Mr Nick Riley onto the Parish Council.

18.6.3 The Declaration of Acceptance of Office was signed and Mr Nick Riley joined councillors at the meeting.

18.7 To approve Standing Committees 2018/19

18.7.1 RESOLVED – to appoint Jane McCormick, Jerry Pett and Nick Riley as members of the Planning Committee led by Jerry Pett.

18.5.2 RESOLVED – to retain existing Planning Committee Terms of Reference adopted January 2016.

18.8 Working Groups (WG) 2018/19

RESOLVED – to allocate responsibilities and appoint Members to the following working groups.

Finance *: Rowena Annereau-Hyder, Jane McCormick, Patrick Rowe.

Highways, Roads and Transport: John Shaw.

Recreation and Play Grounds: Jane McCormick

Allotments: Rowena Annereau-Hyder

Footpaths & ROW: Jerry Pett

Hedges & Verges, Tree Warden Bruce Horn

Flooding Bruce Horn, John Shaw

Emergency Plan liaison: Rowena Annereau-Hyder

Website * Rowena Hyder

Social housing: Jane McCormick

*includes the Clerk.

18.9 Representatives to outside bodies.

RESOLVED to appoint members to represent the Council at meetings of the -

Meon Hall Committee: Rowena Annereau-Hyder

Meonstoke Tennis Club: Jane McCormick

Winchester District Association of Local Councils (WDALC): Jerry Pett

18.10 Lengthsmen co-ordinator

It was **RESOLVED** to co-opt James Morrice to instruct HCC lengthsmen on behalf of the Council.

18.11 Procedural and Constitutional Matters

18.11.1 **RESOLVED:** To retain the following policies for the forthcoming year unless notification is received of statutory amendments, material change, or recommendation by the auditor or other external authority.

a) Standing Orders (Nov 2016) b) Financial Regulations (July 2016) c) List of Assets (March 2018).
D) financial Risk Assessment (March 2017) e) Equality and Diversity Policy (January 2017)
f) Complaints Procedure (March 2018). g) Reserves Policy (March 2018).

RESOLVED: to adopt the Corhampton & Meonstoke General Data Protection Regulation (GDPR) Policy previously circulated.

18.11.2 **Policies and documents to be considered at future meetings:**

The Council **NOTED** that GDPR notices had to be issued and consents obtained from residents before 25 May to enable the Council to make contact for the purpose of Council business.

RESOLVED: To draft policies and protocols for consideration at the following meetings
Circulate drafts for Health & Safety, Dealing with the Press and Freedom of Information requests for the July and September meetings.

ACTION Finance WG

18.12 RESOLVED:

Parish Council meeting dates on Wednesdays of the coming Council year.

11 July 2018, 12 September 2018, 14 November 2018, 9 January 2019, 13 March 2019

Annual Parish Assembly on 10 April 2019.

Annual General Meeting of the Parish Council followed by usual business on 8 May 2018.

The Annual General Meeting of the Parish Council closed at 8.05 pm.

ROUTINE BUSINESS

18.13 To adjourn meeting to hear public questions and comments on planning and agenda items. (10 mins).

There were no questions from members of the public. The Chairman congratulated District Councillor Ruffell on his election as District Councillor for the Upper Meon Valley Ward in the district of Winchester. Councillor Ruffell reported he received 1260 votes out of 1860 votes cast, 41% of the turnout. Little business of note had taken place in the intervening days since the election on 3 June. He will continue to chair WCC Planning Committee who look at applications before they are called in by SDNP. He is also Chairman of the North Whiteley Development Forum

County Councillor Roger Huxstep had forwarded his report for the Clerk to circulate. The political composition of the Council changed following 4-yearly elections. Councillor Roy Perry was re-elected Leader. The 2018/19 Revenue & Capital Budget of £608m gave rise to a 5.99% increase in council tax at Band D; 3% specifically to meet expanding demand for more adult social care and childrens' services. Highways are under pressure due to estimated cost of an additional £10m to repair potholes caused by severe weather. The Government has contributed £3m. Councillor Huxstep considered the response from the Police & Crime Commissioner to the Chairman of the Hampshire Police & Crime Panel's to be inadequate.

Meeting resumed:

18.14 Finance, Grants & Governance.

18.14.1 **RESOLVED:** To authorize payment of accounts listed in Appendix A

18.14.2 Annual Governance & Accountability Return (AGAR) 2017/18

The Council noted the findings and conclusion of the annual internal audit report 2017/18 and authorised the Chairman to sign sections 1 & 2 on behalf of the Council.

RESOLVED:

a) To approve the bank reconciliation to 31 March 2018

b) To approve the Statement of Receipts & Payments 2017/18 signed by the internal auditor on 7 May.

c) To approve Section 1 Annual Governance Statement 207/18

d) To approve Section 2 Accounting Statements 2017/18

18.14.3 **RESOLVED:** to renew the Parish Council insurance policy with Hiscox through Came & Company from 1 June 2018

ACTION – the Clerk

i) to renew policy ii) to forward policy to the Shedfield Clerk for the HCC Lengthsmen scheme.

18.15 Planning:

18.15.1 **New planning applications:**

18.15.1.1 **Ref:** SDNP/18/02124/FUL **Location:** Stocks Farm, Stocks Lane, Meonstoke SO32 3NQ

Proposal: Proposed agricultural building for the housing of livestock.

THE COUNCIL RAISED NO COMMENT -

18.15.1.2 Councillor Riley declared a personal and pecuniary interest in the next application; as SDNP had already determined the application, he was not required to absent himself from the meeting.

Ref: SDNP/17/01265/CND **Location:** 3 Allens Lane, Corhampton SO32 3NX

Proposal: Variations of condition 3 of approved planning permission.

APPLICATION DETERMINED

18.15.2 The Planning Report, Appendix B, was noted.

Councillor Pett reported relatively few changes had been incorporated into the SDNP Local Plan prior to submission to the Secretary of State to test for soundness. There is no housing target for the Parish, but it had been noted that text in the proposed affordable housing policy had not been amended following WCC's meeting with SDNP. Therefore the Council is willing to appear as a witness with a WCC. The timetable to appear in front of the Inspector is being monitored for the opportunity. It is hoped that imminent adoption of the SDNP Local Plan will confer greater weight to SDNP policy SD41 governing consideration given to heritage, agricultural use and affordable housing in the outcome of the Appeal Inspector's determination of the Harvestgate planning application.

18.16 Open Space, Recreation and Playgrounds

18.16.1 Play and Sports - update

a) Timber trail uprights have been encased with a plastic mulch compound around the base to deter damage inflicted by strimmers.

b) New multi-use waste bins have been installed the Meon Hall (and the Pound)

c) Sharing facilities appears to have benefitted the village football team shared facilities.

Liaison has improved and there is mutual co-operation and opportunity.

18.16.2 Grounds Maintenance:

a) Annual Grounds Maintenance Contract. ISS sold the landscape division, transferring manpower and machinery to 'Tivoli'. James Morrice has asked Tivoli to supply details for an annual contract.

- b) Hampshire Lengthsmen Contract. Idverde has been appointed the HCC lengthsmen contractor; the parish will retain 5 visits throughout the year. The Clerk is awaiting the contract between the Parish and the lead parish, Shedfield Parish Council who manage the local cluster on behalf of HCC.

18.17 Allotments:

Councillor Annereau-Hyder sent a letter to advise a plot holder to remove long standing weeds. A start has been made but more work is required. A replacement tap has been ordered to replace the one damaged earlier this year. Cost £18.00 plus VAT. Phil Butler has offered to fit the tap.

18.18 Roads, Highways & Transport:

a) Councillor Shaw updated the meeting. He urged residents to report road problems on line and retain the ticket number. If the problem is not addressed to report the ticket number to him to take up. Flooding at Broken Bridge is being assessed. Highways have advised some solutions, but there is not enough money in the budget.

b) Bollards on Bucks Hill: Councillor Pett has requested a quote for 3 timber bollards.

18.19 Footpaths and Rights of Way

Councillor Pett reported Hampshire Countryside Service had repaired the steps leading onto the Meon Valley Trail at 'Broken Bridge'. This together with a plan of work to mitigate flooding will eventually improve passage for all users of the MV Trail and the road.

a) FP 29 stile – the Clerk is waiting to hear from Countryside Access prior to completing the application.

b) Bridgemead gate – Sovereign Housing require sight of SDNP consent, plans and product specification of the proposed stile or gate. The Clerk had written to SDNP.

18.20 Broadband

Councillor Pett said there will be a small article in next edition of the Bridge magazine. All the cabinets have now been commissioned, some residents have been lucky enough to receive fibre to the property (FTTP), but most receive fibre to the cabinet (FTTC). There are 2 enclaves in Bucks Hill and Corhampton Lane who will receive a 'reverse' solution in 2019.

18.21 Correspondence

a) **RESEOLVED:** To ratify the proposal made at the Annual Parish Assembly on 11 April that the Parish Council sends a letter of support to the family at Corhampton & Meonstoke Post Office & Stores following two burglaries.

b) **NOTED:** The Police & Crime Commissioner's response to the Chairman of the Hampshire Police & Crime Panel.

18.22 Consultations

The Council agreed that no input is required regarding Southampton to London Pipeline Project, the proposed route has no impact on parish residents and is more or less in line with the existing route.

18.23 Items for the next agenda. See minute ref: 18.11.2, and APA notes.

18.24 Date of next meeting: Wednesday 11 July 2018.

The meeting closed at 9.10 p.m.

Signed (Chairman)Date.....

APPENDIX A – FINANCE REPORT 9 May 2018

Income (8 March – 4 May)	£	£
Scottish Widows Business fund deposit a/c	0.20	
WCC Precept/CTS grant	8,650.00	
Allotment rents	102.18	
Meon Hall rent	50.00	8802.38

Payments

1. <u>DDs, SOs & payments to be noted</u> (8 March – 4 May)		£	£
SO	R Hoile April salary	383.21	
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2. <u>To be authorised at the meeting</u>			
Chq	Payee	£	
200887	HALC affiliation fee & NALC levy	288.00	
200888	Wizbit hosting annual fee Inv 213361	44.00	
200889	Flower Pot Men - Inv 5B28 March 18	58.00	
200890	WCC Invoice 5100501392	100.00	
200891	Lightatouch (Internal auditor)	71.25	
200892	Vita Play ltd Inv 1764	780.00	
200893	Wizbit set-up new imap email a/c Inv 21540	42.00	
200894	Droxford PC-shared mobile /inks/SLCC sub 2018	239.24	
200895	R Hoile office expenses	126.39	
200896	A J Morrice (to clean & maintain skate park)	40.00	2655.30

Bank Reconciliation 1/04/2017 - 31/03/2018		£	£
<u>Barclays Bank A/C No ---023</u>		16,555.31	
Balance as at 31/03/18			
<u>Less unpresented cheques</u>			
200880	The Meon Hall 2018 contract to 31 March	63.00	
200886	P Bury Plot No 9 refund	<u>22.92</u>	-85.92
<u>Scottish Widows A/C No 060</u>		7,940.15	
Balance as per statement No 39 I Jan 2018			
<u>Cash at bank 31 March 2018</u>			<u>24,409.54</u>
Cashbook reconciliation 31 March 2018			
Balance b/f 1/04/17		16,170.45	
Add Receipts 1/4/17 - 31/3/18		20,282.12	
Less Payments 1/4/17 - 31/3/18		- 12,043.03	
Cash book reconciliation			<u>24,409.54</u>

APPENDIX B – PLANNING REPORT 9 May 2018

1 PRE-PLANNING ADVICE

Ref: SDNP/18/02115/PRE

Location: Stoke Cottage Chapel Road Meonstoke Southampton SO32 3NJ

Proposal: One new dwelling with associated parking and access.

2 APPLICATIONS DETERMINED

SDNP/18/00802/HOUS

Location: Rectory Court Rectory Lane Meonstoke Southampton Hampshire SO32 3NF

Proposal: Single storey side and rear extensions including associated internal and external alterations.

Decision: APPROVED

Ref: SDNP/17/06440/LIS

Ref: SDNP/17/06439/HOUS

Location: Church End Cottage Bucks Head Hill Meonstoke Southampton Hampshire SO32 3NA

Proposal: Alterations to a listed building including the replacement of windows and a ground floor extension

Decision: APPROVED

Ref: SDNP/18/00943/FUL

Location: Harvestgate Farm House Stocks Lane Meonstoke Southampton SO32 3NQ

Proposal: conversion of the remainder of a partially converted barn to residential use.

Decision: APPROVED

Ref: SDNP/17/03849/FUL

Location: Vernon House , Warnford Road, Corhampton, SO32 3ND

Ref: SDNP/17/03850/CND – Variation of Conditions 2 and 12 on planning consent SDNP/16/02757/FUL – to reflect proposed new access arrangements. (Relates to ref: SDNP/17/03849/FUL)

Decision: APPROVED

Ref: SDNP/17/03856/CND - Variation of Conditions 2 and 12 on planning consent SDNP/16/02767/FUL - to reflect proposed new access arrangements. (Relates to ref: SDNP/17/03849/FUL)

Decision: APPROVED

Ref: SDNP/18/01595/TCA

Location: Meonstoke Cottage , Brockbridge Road, Meonstoke, SO32 3NJ

Proposal: T1- Beech. Crown lift over highway to 4m clearance. Tip prune lower canopy by 2-3m to reduce over extended branches upto a height of 6m. Crown lift over electrical wires to clear by 2-3m to rebalance crown. Clear growth around BT wires to give 2m clearance.

Decision: RAISE NO OBJECTION

3 APPLICATIONS IN PROGRESS

Ref: SDNP/17/03546/DCOND

Location: Manor House High Street Meonstoke SO32 3NH

Proposal: Discharge of condition 9 of Listed Building Consent SDNP/16/02652/LIS

Ref: SDNP/16/05772/LDE

Location: Annexe Harvestgate Farm House Stocks Lane Meonstoke

Proposal: Use of The Annex, Harvestgate Farm as a dwellinghouse

4 PLANNING ENFORCEMENT (WCC notification 24 April 18)

Cases opened

Ref:SDNP/18/00124/SEC215

Nature: Untidy land - build up wagons and containers

Address: Land to rear of Southbourne House, Chapel Road, Meonstoke SO32 3NJ

Case closed

Ref: SDNP/07/00047/CARAVN

Breach type: Non-compliance with enforcement notices (residential mobile home)

Address: Steynes Farm, The Hangars, Corhampton, Southampton, SO32 3LL

Nature: Non-compliance with Enforcement Notices – residential mobile home. Case transferred. Case opened 6/2/18

