



Buriton Parish Council

Minutes of the Annual General Meeting of Buriton Parish Council held at Buriton Village Hall at 7.30pm on Monday 22 May 2017

Present: Cllr T Concannon (chairman), Cllr A Bray, Cllr T Crew, Cllr D Gardner, Cllr AD Jones, Cllr S O'Donoghue and Cllr K White.

In attendance: County and District Cllr R Mocatta, K Crookshank (clerk) and 6 members of public.

- 1 **Election of chairman and vice chairman** – the meeting was opened by Cllr White who had in the preceding Annual Parish Meeting that she would not be standing for chairman for the coming year. She asked for nominations for chairman. Cllr O'Donoghue proposed Cllr Concannon, Cllr White seconded the proposal. There were no other nominations, Cllr Concannon was UNANIMOUSLY elected as chairman for the coming year and signed the declaration of office. The chairman asked for nominations for vice chairman for the coming year. Cllr Johnston was proposed and seconded, there were no other nominations. Cllr Johnston was UNANIMOUSLY elected as vice chairman for the coming year.
- 2 **Review of membership of committees and working groups** –
 - Finance & General Purposes Working Group: Cllr White (Chairman), Cllr Bray, Cllr Concannon and Cllr O'Donoghue.
 - Planning Committee: Cllr Johnston (Chairman), Cllr Gardner, Cllr Jones, Cllr Newby and Cllr O'Donoghue.
 - Rights of Way Working Group: Cllr Newby (Chairman), Dave Grant, Cllr Johnston and Cllr Jones.
 - Recreation and Assets Working Group: Cllr Crew (Chairman), Cllr Concannon, Cllr Gardner and Cllr White.
 - Playground Fundraising Working Group: Cllr White (Chairman), Elaine Bray, Cllr Concannon, Cllr Crew, Steve Findlay, Amanda Martin, Wendy Shone and Fran Vesey.
 - Village Hall Sub-committee: Cllr Gardner (Chairman), Cllr Crew, Terry Doubleday (village hall manager) and Cllr Jones.
- 3 **To receive apologies for absence and declarations of interest** – Apologies from Cllr Newby and Cllr Johnston received and accepted. Declaration of interest from Cllr Jones - as a Member of the South Downs National Park Planning Committee I wish to make it clear that any views which I express today are based on the information before me at this meeting, and might change in the light of further information and/or debate at the National Park's Committee meetings. This is to make it clear that I am keeping an open mind on the issues and cannot therefore be found to have predetermined any matter when it comes before the National Park's Planning Committee for decision. Cllr Mocatta made an identical declaration in relation to his role as a Hampshire County Councillor, East Hants District councillor and as a member of SDNPA.
- 4 **Minutes of the last meeting held on 27 March 2017** – agreed and approved as accurate record with a minor change to wording of item 13 from "*The Parish Council does not meet the criteria for the new Transparency Code for Smaller Councils, but it is considered best practise to display these documents.*" To "*The Parish Council does not need to comply with*

the new Transparency Code for Smaller Councils, because the Parish Council does not meet the criteria, but it is considered best practise to display these documents”.

5 Matters arising from those minutes –

- The chairman reported that the company that conducted the tree survey has not yet provided their report or invoice.
- Cllr Jones reported that he had spoken to Fran Vesey of The Five Bells, following her presentation at January 2017 meeting. Hall & Woodhouse are drafting signage ideas. Cllr Jones has requested the Parish Council have sight of plans.
- Cllr Jones reported that the perceived hazards of Kiln Lane to pedestrians had been sent to HCC Highways and County Cllr Moon. No responses had been received. Newly elected County Councillor Mocatta was in attendance and was asked to take the matter forward.
- Cllr Jones asked if a response had been received to letter to Network Rail regarding possible contribution to playground fundraising. Chairman reported that playground working group is chasing this up. The playground fundraising working group were due to meet on 23 May 2017, and will chase the matter up.
- Cllr Jones reported that the clerk had written to Buriton School regarding the Dark Skies Reserve and lighting at the school. The clerk had circulated the school's response. It was felt that the school could be assisted with suggestions to limit light pollution. Cllr Gardner has worked closely with the school recently and volunteered to write and/or meet with the school governors.
- Cllr Jones reported that a broken stile on The Hangers Way had been replaced with a kissing gate, and thanked Petersfield Ramblers group.
- Cllr Jones reported that the Local Authority consultation on the Village Design Statement had commenced.
- Cllr Jones reported that the Local Government Boundary Review consultation had been postponed due to the General Election.
- Cllr Jones asked if the clerk had written to other clerks in the area regarding EHDC planning training as discussed at March 2017 meeting. The clerk had, but limited replies had been received. Cllr Jones to contact chairman of Steep Parish Council.
- Cllr Gardner reported that, following a suggestion at a previous meeting, the clerk had made enquiries with Hampshire Association of Local Councils, and had been advised that it would be inappropriate for the village hall manager to become a cheque signatory for that bank account.
- Cllr Gardner reported that the provision of a defibrillator was being looked into by the village hall sub- committee.

OPEN FORUM 7.55pm

- A resident asked if there are plans to provide WiFi at the village hall. Cllr Gardner replied on behalf of the village hall sub-committee. The sub-committee are due to meet next week and are already looking into this. The nursery has a phone line and WiFi and has agreed their facilities could be used subject to some security provisos.
- A resident asked if the Parish Council are satisfied with the financial controls for the village hall accounts. The Parish Council's financial risk assessment is being reviewed and appears later on tonight's agenda.

MEETING RECONVENED 7.59pm

6 County councillor's report – Nothing to report due to recent election. County Cllr Mocatta said that he intends to provide monthly reports, which can be loaded on the Parish Council's website.

7 District councillor's report – As item 6

8 Finance & General Purposes –

Report prepared by clerk was circulated to councillors prior to the meeting and is attached.

- Bank accounts and financial summaries for March and April 2017 were circulated to councillors prior to meeting were UNANIMOUSLY AGREED.
- Lists payments received and cheques issued since last meeting were UNANIMOUSLY AGREED.
- Footpath 17 handrails – following a request for improvements to the footpath, a successful application to Hampshire County Council’s Countryside Access Small Grants Scheme had been made. HCC can fund 50% of the cost; the other 50% (£292.50) would need to be funded by the Parish Council. UNANIMOUSLY AGREED, subject to contacting land owner.
- HALC training course. Chairing Skills for the chairman £90 +VAT plus travel expenses. UNANIMOUSLY AGREED
- Workplace Pension regulations. Under the new scheme every employer is required to have a pension scheme in place, even if their employees are not eligible for a workplace pension. The Parish Council’s only employee is the clerk who is not eligible due to level of earnings. The Parish Council’s payroll provider is prepared to set up the scheme with NEST, a government scheme. Details had been circulated to councillors prior to the meeting. The payroll provider does not charge the Parish Council for services and would be prepared to set up the pension scheme free of charge. UNANIMOUSLY AGREED.
- Audit reports 2016/17. Reports had been circulated to councillors prior to the meeting. UNANIMOUSLY AGREED.
- Financial risk assessment and Standing Orders. It was felt that these documents needed to be reviewed as the Parish Council is now also responsible for the village hall and its financial business. A final draft of both documents was UNANIMOUSLY AGREED.
- Clerk’s contract and terms of employment. A draft contract had been circulated to councillors prior to the meeting. Cllr O’Donoghue reported that there are some documents to produce such as Health & Safety, Disciplinary and Grievance policies. The contract of employment was UNANIMOUSLY AGREED, subject to finalising average hours of work per week.

9 Planning report – most recent meeting of the Parish Council’s planning committee was 7 March 2017. There has been no need for one since as no applications have been received. However, the Parish Council has just been asked to comment on two new applications and a committee meeting is to be arranged soon. There have been some decisions by the South Downs National Park Planning Authority. A group of parishioners is seeking a judicial review on applications relating to The Manor House. In Weston Lane an unsightly access road has been under construction since 2009, a stop notice was issued, but it seems planning officer has stated it is permitted development. Confirmation is awaited.

10 Village Hall report – Cllr Gardner reported that the sub-committee are due to meet next week. The accounts for the village hall charity are soon to be closed. A balance of around £3800.00 will be transferred to the Parish Council Village Hall account. Details will be prepared for the next Parish Council meeting. Cllr Gardner thanked Cllrs White and Crew for their work putting together a maintenance schedule. The village hall sub-committee would like to ask the Parish Council to have a ‘reserve’ for major repairs, for example the replacement of the windows. As yet the sub-committee are unable to recommend the appropriate sum for such a reserve but would ask the Parish Council to agree the principle of having one. This was UNANIMOUSLY AGREED. The sub-committee would also like the Parish Council to consider the state of the village hall car park which would benefit from maintenance work. This was also UNANIMOUSLY AGREED. Work to minimise the risk of legionella, in particular the cleaning of the water tank, is to be undertaken on 30th May, during half term. Councillors were asked to approve this essential expenditure, which is £300.00. This was proposed by Cllr Jones, seconded by Cllr White

and UNANIMOUSLY AGREED. The hall manager will monitor and record the water temperature on a regular basis. A Health and Safety risk assessment for the hall will be undertaken very shortly. The provision of a defibrillator is being considered and there is more investigation to be undertaken. The sub- committee is reviewing the cleaning schedule for the hall and will report on this to the next Parish Council meeting. The village hall manager is reviewing the invoicing system; is reviewing actual usage of the hall; is meeting with regular users; and dealing with maintenance issues.

- 11 **Recreation and assets report** – Cllr Crew reported that dog fouling appears to be more under control, perhaps due to longer daylight hours. There have been requests from Petersfield Ladies football team and Clanfield football team to use the pitch. The insurance company hope to resolve the claim for damaged changing rooms by the end of the week. The village hall sub-committee will review the use of the changing rooms and whether they have a viable alternative purpose. Assets of Community Value reported under item 17, correspondence.
- 12 **Rights of Way report-** report from Cllr Newby, attached, was circulated to councillors before the meeting. There has been a request for information about “The Milky Way”. Walkers have been asked to report incidents if they have felt unsafe due to actions of other users, such as vehicles. This will be posted on the web site. There are still reports of people accessing the railway track from the gate in the recreation ground. Following the public enquiry, the inspector stated in his report that it is Network Rail’s responsibility to secure the gate. The chairman will write to Network Rail to point out the risks and remind them of their responsibility. Network Rail vans have been using the village hall car park on a regular basis. It was considered that a Wayleave rent be requested.
- 13 **Playground Fundraising report** – Cllr White reported that there will be a car boot sale on 28 May 2017 and fun on the farm day on 25 June 2017. The working group would be very grateful for much needed volunteers for both events. She thanked Mrs Shone for hosting a bluebell walk, which raised £164.00. Total raised so far is £16450.00.
- 14 **War memorial competition** – The designs were unveiled at the earlier Annual Parish Meeting and councillors had listened to concerns from residents. Discussion followed. It was agreed that Cllr White will ask the working group to consider the location options. The design and location will be included in the voting pack along with a balanced “for” and “against” reports. These details will be available at the next Parish Council meeting on 31 July or at an extraordinary meeting before then. Cllr Mocatta asked about the voting process (50% test?). There will be a voting pack per household.
- 15 **Other reports** –
 - Website – had been demonstrated at the earlier Annual Parish Meeting. The chairman said that he was pleased minutes and agendas were now being posted. A resident suggested that the Parish Council highlight that it is displaying information over and above what is required of it.
 - Pond car park – a report had been prepared by Cllr Jones and circulated to councillors before the meeting (attached). Cllr Jones will take this forward and report at July meeting.
- 16 **Dates of other meetings** – East Hampshire Association of Parish and Town Councils 7 June and East Hampshire Passenger Transport Forum 28 June.
- 17 **Correspondence** – clerk had circulated list of all correspondence received since last meeting and highlighted some -
 - Letter from EHDC stating that they have determined The Village Inn is an Asset of Community Value and is to be added to the list they hold.

- Letter from EHDC giving reason why Manor Barn will not be listed as an Asset of Community Value.
- Letter from residents regarding Halls Hill car park extension proposal.
- Email from B2C3 Ltd regarding a possible judicial review Buriton Manor Barn.
- Emails from residents regarding War Memorial competition
- Reminder from EHDC that councillors should update register of interests if there have been any changes.

18 Date of next meeting 31 July 2017.

Meeting closed at 9.01pm

THESE ARE AN ACCURATE ACCOUNT OF THE MINUTES OF THE MEETING

Signed.....T Concannon..... Dated31/07/17.....

BURITON PARISH COUNCIL

FINANCE AND GENERAL PURPOSES WORKING GROUP

Report for the period 28 March 2017 – 22 May 2017

Bank accounts and financial summary

Financial reports for March and April 2017 sent to councillors via email.

Payments received since last meeting

£15000.00 – First instalment 2017/18 precept

£725.81 – Wayleave (due Feb 2017) plus increase for RPI

Cheques issued since last meeting

£ 16.00 – D Gardner – gifts for I Garrard and J Crew in recognition of their village hall work.

£500.00 – St Marys PCC – donation towards church yard wall repair, as agreed at March meeting

£355.40 – K Crookshank – clerk salary March 2017.

£106.20 – HMRC – PAYE in respect of K Crookshank, Jan – March 2017.

£59.94 – hyperluminal ltd – web site hosting, March 2017 – March 2018

£281.00 - Hampshire Association of Local Councils, affiliation fees 2017/18.

£40.46 – K Crookshank – reimbursement – memory stick, ring binder, ink cartridges x2.

£255.20 – K Crookshank – clerk salary April 2017.

£8.00 – K White – reimbursement - key cutting

£19.18 – K White – reimbursement - playground fundraising farm tickets.

Cheques for issue at 22 May 2017 meeting

£139.20 – Rialtas Business Solutions Ltd, Alpha software licence 2017/18

£25.00 - K Crookshank – reimbursement – admin fee applied by insurance company for adding working at home to insurance policy.

£420.00 – Jacobs & Hunt – as agreed March meeting

£100.00 – Amanda Martin Bookkeeping Services – Internal Audit year end 31 March 2017

£48.00 – Meon Valley News advertisement – playground fundraising expense

For consideration at 22 May 2017 meeting

Footpath 17 handrails. A successful application to HCC Countryside access has been made for 50% funding. Email details issued 15/04/17. Cost to parish council will be £292.50.

For decision.

HALC training course. Chairing skills for Cllr Concannon. £90 + VAT and travel costs.

For decision.

Workplace pension regulations. Requirement to set up a scheme. Note - council's only employee is not eligible, but regulations require that a provider should be in place.

For decision.

Buriton Village Pond Car Park Report to Parish Council: 22 May 2017

Introduction

In recent months planning permission has been granted for a number of extra dwellings to the rear (east) of the church, all to be accessed through the community car park alongside the village pond.

The consequences of these planning permissions (all of which attracted objections from EHDC, the Parish Council and others) are that traffic for 6 dwellings may now use the car park as part of a through route: 3 dwellings in Monks walk, 1 dwelling in a conversion of the old cartshed / garages block, 1 dwelling in an enlarged Old Spot Cottage and access to the north of the Manor House via the new track through the paddock areas.

This will, inevitably, bring about a significant increase in domestic traffic (including household deliveries etc) at any times of day.

The Parish Council has repeatedly pointed this out to the Planning Authority but it seems as though the responsibility for managing any adverse consequences of this extra traffic (and trying to keep the area safe for visitors to the pond, walkers using FP1 etc) may now rest with the Parish Council.

Some ideas had been developed by the Parish Council, with help from HCC, during 2016 (in case it proved possible to get funding as part of any grant of planning permission) and it may now be timely to revisit these ideas and discuss next steps.

Background

Relevant meetings, decisions etc are as follows:

- The matter was considered at the Parish Council meeting in March 2016 where some initial ideas produced by parishioners were discussed and it was agreed that advice should be sought from the County Council's Highways Department
- A meeting was held with HCC Highways Engineers on 19th April which advised against some of the parishioners' suggestions but produced a potential package of suitable measures
- These measures were circulated to Parish Councillors on 21st April and displayed for public comment on the Parish Council's table at the Plan B workshop later in the month
- Feedback was generally positive and was reported to the Parish Council meeting in May
- An estimate of costs was received on 1st June and circulated to all councillors: totalling to £2,780 (exc VAT)
- It was helpful to have this estimate of costs as part of the planning process, but requests from the Parish Council (supported by EHDC) for a contribution from the developer were unsuccessful
- In October 2016, when some of the edging logs in the car park needed to be re-pegged, the opportunity was taken to implement one small part of the package of measures.

With planning permissions now granted (some on Appeal to Government Inspectors) and with some reports suggesting that construction traffic may already be entering and exiting the site through the popular car park, it may now be timely to discuss this matter again.

EHDC officers are also uneasy about the volumes, types and speeds of vehicles likely to pass through the car park and have indicated that they would be willing to work with the Parish Council to design and implement appropriate measures.

Potential measures

The potential package of measures resulting from the HCC advice in 2016 is as follows:

- Adjusting the shape of the entrance to the car park from the High Street by moving the first two logs on the western side slightly to the east (a couple of metres) [*implemented in October 2016*]
- Re-shaping (curving) and narrowing the track beyond the car park to 3.5m with a central planted grass strip and more logs pegged along the sides – all to make the current (wide) track feel less of a motorway whilst retaining sufficient width for agricultural access to fields etc (and the curvature should help vehicles avoid the corner of the churchyard wall)
- Installing a pair of oak posts (perhaps 1m high) to mark the entrance to the track from the car park (alongside logs as today) – something else to be negotiated with care ...
- Leaving all the pot-holes in this track – felt to be the best sort of speed bumps!
- Perhaps including one concrete drainage channel across the southern part of the track to enable water which pools by the churchyard wall to drain away to the west (the concrete channel could also act as a miniature speed bump and reduce traffic speeds)
- Installing another wooden oak post (or concrete ‘sugar loaf’ cone) at the corner with the churchyard wall so as to protect the wall from damage.

It was felt that none of these ideas would adversely affect parking arrangements in the car park, but all could help check speeds / help with safety.

HCC also advised that, as long as the Parish Council inspected the surface of the car park and track annually and confirmed that there are no sharp edges which might damage tyres, then all should be well – insurance cover should pay any claims as long as the PC had not been negligent ... The track would look more like a separate vehicular track than at present and walkers would have more space off the track and so should not need to walk along the track with any attendant risk of twisting ankles etc due to any pot-holes or uneven surfacing.

The schematic sketch of these arrangements, circulated to all Councillors on 21st April 2016, is attached to this report.

Next steps

With some reports of construction traffic already travelling through the car park to enter and exit the site, and with at least one of the properties already being advertised for sale, it may now be timely to discuss this matter again and agree any next steps.

It is suggested that the Parish Council may now wish to discuss the potential package of measures with EHDC, to make amendments to the proposals if so desired or advised and to obtain quotations to undertake the work. Delegation to accept a preferred contractor could be delegated to a sub-set of Councillors or brought back to a meeting of the Council later in the year.

Village hall report

1. Charity Accounts and village hall accounts

- I will update verbally on this.

2. Maintenance schedule

- many thanks to Karen and Tim for producing a draft schedule for us; we have reviewed this and put frequencies and timescales against each item.

- We would like to ask the PC to have a 'reserve' for major repairs, for example the replacement of the windows. As yet we are unable to recommend the appropriate sum for such a reserve but would ask the PC to agree the principle of having one.

- We would also like the PC to consider the state of the village hall car park which would benefit from maintenance work too.

3. Health & Safety

- the work to minimise the risk of legionella, in particular the cleaning of the water tank, is to be undertaken on 30th May, during half term. Councillors are asked to confirm their approval to this essential expenditure, which is £300. The hall manager will monitor and record the water temperature on a regular basis as also required.

- we are planning to undertake a H&S risk assessment for the hall very shortly

- it was suggested at the last PC meeting that we should consider having a defibrillator. The Village hall committee agrees this is an important matter; it may be something the Parish Council would wish to support (and fund) going forward? At present the costs are unknown.

4. Other matters

- we are currently reviewing the cleaning schedule for the hall and will report on this to the next PC meeting.

- Terry is reviewing our invoicing system; is reviewing actual usage of the hall; is meeting with regular users; and dealing with maintenance issues.

- Committee members will be meeting next week to discuss further issues.

Rights of Way report. 22ND MAY 2017.

This has been a fairly significant year for the parish rights of way system with one of the primary, historic routes which led from the parish centre being extinguished by legal order.

Following the Public Inquiry held in December 2016, the Planning Inspector decided, on the evidence put before him that part of Footpath No.3 over the railway level-crossing should be extinguished. The Parish Council was grateful that a final decision has been made by an impartial person, resulting with an end to any further controversy and dissent. We have yet to see full works executed on-site to completely prohibit access at this point.

The PC has utilised Hampshire County Council's Small Grants Scheme to improve our local network of footpaths and bridleways. This scheme relies on a parish proposing minor works and agreeing to fund 50% of the cost of the project. Some projects e.g. kissing gates have already been completed, whilst others, in particular the handrails for FP17 are in the pipeline. The Petersfield section of the Ramblers Association have paid for and installed kissing gates, in lieu of stiles, on sections of the Hangers Way. We gratefully acknowledge their assistance within our parish.

Parishioners remain concerned that the historic, sunken lane route - the Milky Way – is still very much a problem for those walkers and horse-riders who want to use the route but are unable to do so because of actual or perceived, conflict with the off-road users. This conflict is due to the extreme narrowness of the path, which makes it impossible to pass safely and to the lack of courtesy of both motorcyclists and 4x4 drivers. The result is that those walkers and riders - legitimately entitled to use the path - are deterred from using it. The attendant damage to the route by such motorised use is also cause for concern.

The County Council has refused to impose a Traffic Regulation Order on this public right of way even though it is empowered by statute to do so, on the grounds of safety and damage to the environment. If you know of any instances where you or others have felt or been endangered by vehicular use the PC would be most interested in logging your experiences/complaints.

The parish has submitted a claim for a Definitive Map Modification Order to downgrade the status of the path from a 'byway open to all traffic' [BOAT] to that of a 'bridleway' but unfortunately we have to take our turn amongst other parishes and individuals making similar requests – and the county-wide list is long !