



Buriton Parish Council

Minutes of a meeting of Buriton Parish Council held at Buriton Village Hall at 7pm on Monday 24th September 2018.

Present: Cllr T Concannon (Chair), Cllr L Ashcroft, Cllr A Bray, Cllr M Johnston (Vice-Chair), Cllr D Jones, Cllr T Crew, Cllr D Gardner and Cllr K White.

In attendance: County and District Cllr R Mocatta, S Holden (Clerk), Hampshire Police Officers and 2 members of public.

Agenda used dated 16th September 2018 (Rev.1) Clerk to BPC. Stephen Holden.

1. Apologies for absence

None declared. However, Chair announced that Cllr S O'Donoghue has now stepped down from BPC. Members wanted to thank Sarah for her work and commitment to BPC.

Chair welcomed S Holden who took on the role of Clerk to BPC effective 1st September 2018.

2. Declaration of interest

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 and East Hants District Councillor and as a member of SDNPA. Cllr Jones also declared his position on the South Downs Local Access Forum: a body which advises Hampshire County Council, SDNPA and others about their decisions in relation to Rights of Way and about making improvements to public access for outdoor recreation and sustainable travel. It is purely advisory and has no decision-making powers.

3. To approve minutes from BPC meeting held 30th July 2018

Minutes agreed as an accurate record of proceedings. Proposed by Cllr K White and seconded by Cllr M Johnson. Members unanimously agreed. Minutes signed and dated by Chair.

4. Matters arising from minutes dated 30th July

Chair gave a detailed over view including:

- a. Manhole cover at the pond has been identified as a 'surge meter' after dialogue with S E Water. No further action.
- b. Volunteers for litter picking have been asked for. Ongoing.
- c. Greenway Lane, actioned. Closed.
- d. Tree survey. Ongoing.
- e. Halls Hill car parking problems are much improved. Ongoing monitoring.
- f. Members have been contacted by residents as well as acknowledging directly the disruption being caused by multiple contractors parking near the Old Rectory. Clerk has written to the property owners.
- e. Chair to write to Mr Roberts. Ongoing.

- f. Councillors to arrange a meeting with Ditcham School. Cllr R Mocatta provided update and agreed that a meeting would be beneficial.
- g. Ongoing issues with cracked soil on the recreation ground resolving itself with the onset of wetter weather. Monitor.
- h. The football ground cracks were likely the result of weed killer and paint application. There was a suggestion to move the pitch slightly each year. Signs were considered to warn of surface cracking should this continue.

5. Statement from Chairman and vacancies.

As previously circulated to members the Chairman made an announcement seeking feedback from members. Members gave their full support to the Chair in his role and it was RESOLVED Cllr T Concannon would remain in post at this time.

Clerk asked to issue a Vacancy for Councillor Notification for placement on the Village Notice Board. Cllr K White kindly offered to place on the board. It is desirable for any volunteer to be from the Weston area to offer Parish wide cover at meetings.

6. Rural and Countryside Policing Issues (Welcome Anna Presswell & Victoria Snow from Hampshire Rural / Countryside Police unit)

Members welcomed the Rural Police Officers to the meeting and thanked them for their time.

Chair reported that rural crime is becoming an ever-increasing concern for all. Recent events with vehicle number plates going missing, criminal damage to parked cars and anti-social behaviour being typical examples.

Details of the permitted use of CCTV were discussed in detail with a revised code of practice document dated August 2018 handed out 'Home Office Surveillance & Property Interference' for members to review.

The provision of campaign materials and posters was considered sensible.

Officers gave contact details and asked members to contact them with any further questions.

7. County and District Councilor's reports

Cllr R Mocatta advised that ongoing discussions regarding the 94 bus were taking place with a formal decision due at the end of October 2018. A positive outcome was hoped for albeit with some possible changes. Cllr shall advise once decision finally made. It was noted daily typical users on the bus totalled ten.

The unexpected appearance of white road markings on the bends has been a cause of some discussion with members and the public. Correspondence having been received welcoming their introduction, however the majority thought they did nothing to improve road safety and could cause conflict between pedestrians and vehicles. Members of BPC expect HCC Highways to remove these markings. It would however result in disruption to traffic whilst the works are carried out.

A grant request has been received for works to the bell tower at the Church. This is being considered. Cllr R Mocatta asked BPC to give updates on their pending projects to help determine grant monies available.

8. Finance and Accounts.

With much frustration from the Chair and Clerk it is proving problematic to get NatWest to update our accounts to remove the previous Clerk. The Chair had in person submitted a mandate which seems to have been lost within the bank. Clerk has a new mandate to add his name as contact etc. was signed by Cllrs D Jones & M Johnson this evening. This shall be submitted with the Clerks personal details for verification as not a NatWest customer.

Clerk has twice written to the Petersfield Branch without acknowledgment. A call to the help line indicated no capacity within branch to respond.

Clerk was interested in registering for on-line banking as this has been most helpful elsewhere. Cllr R Mocatta thought this not possible with multiple signature required. Elsewhere controls have been introduced that the Clerk will present to members for consideration later.

The Clerk shall continue to use the laptop for Alpha accounts work. The data needs to be updated urgently. Until copies of the bank statements going back to May 2018 are to hand the Clerk is unable to consolidate each month. Accounts shall be circulated at the earliest possible opportunity.

Budget meeting to be held and attended by Chair, Cllr A Bray and Clerk. Members requested to submit any specific request by the end of October 2018.

9. Planning

Chair of Planning M Johnson gave an over view of the preceding Planning Meeting. Summary previously circulated to members as attached.

Members expressed concerns with the installation generally with 'solar panels' and the aesthetics of such devices. Agreed to be mindful of consequence of unsuitable installations.

In addition to BPC concerns, planning also raised issues with the excessive number of contractor's vehicles blocking up the High Street.

The drip, drip of planning applications for significant projects within the Parish was seen to be unhelpful and time consuming to review. A Master Plan setting out the projects in advance would be most helpful moving forward.

South Downs Local Plan Examination

Further to correspondence relating to the opportunity for the Council to speak at the Examination, Cllrs asked that the Clerk replies to Chris Banks, Programme Officer, to say that we understand that the issues that we are most interested in are Matters 10 ("Issues relating to specific settlements") and 11 ("Issues relating to individual sites").

10. Village Hall

A comprehensive report has been circulated in advance and attached for information.

Works to refurbish the meeting room, replace telephone lines and provide Wi Fi and replacement windows to be viewed for inclusion in next year's budget. The hot water boiler and timer have also been deemed to be in need of replacement.

Buriton is currently without pre-school learning and as such has been approached by an existing nursery to open a facility within the hall. This would require some expenditure to bring to requirements and storage might prove a problem. Cllrs RESOLVED to permit the nursery to go ahead and for the VH Committee to determine an appropriate fee.

The VH GDPR policy was approved with nomination by Cllr K White and seconded by Cllr M Johnson.

It was with regret that Cllr D Gardner announced that the current Hall Manager Terry has given his notice. Members unanimously wanted to thank him for his dedication and hard work. He will be missed. An advert for a replacement has been circulated with three candidates to date. Interviews shall be arranged shortly.

11. Rights of Way report

Report as previously circulated is attached and attached.

12. Playground

Cllr White advised the Lengthsman had completed the tidy up works requested and the location much improved as a result.

13. Commemorative bench

Fundraising continues to go well with approximately half the required sum of money required now raised. Members congratulated the members hard work.

14. Into the 21st Century

Deferred until next meeting.

15. Armistice Day 2018

As per previous meeting. 'Details of a 'silent soldier' trail around the parish had been circulated by Elaine Bray, to include one (with camouflage netting and poppies) at the War Memorial, and it was hoped that the school would be involved. The trail would aim to include a silent soldier figure as close to where each of the 39 soldiers who had died during WW1 had lived and would involve a competition to identify a missing name' Members agreed this was a worthy activity and pleased it can now proceed after the Risk Assessment. Clerk to notify BPC Insurance company.

16. Dates of other meetings

TBC and advised.

17. Correspondence

No further correspondence other than that discussed above to consider.

Meeting closed 20-58

Date next meeting 26th November 2018. Venue TBC

Planning report for 24th September 2018

Update on key current planning matters –

SDNP/18/01060/FUL - Ditcham Lane, Buriton GU31 5RQ (Road improvements to existing track, including resurfacing, passing places, landscaping and wildlife enhancements): in progress.

SDNP/18/02405/FUL & SDNP/18/02709/LIS: Proposed Conversion of Monks Walk and the Garage building to form 4 dwellings; Use of Tithe Barn as ancillary accommodation (to serve Buriton Manor); Associated parking and private amenity / garden space. Monks Walk, The Manor House, North Lane, Buriton, Petersfield, Hampshire, GU31 5RT. Application in progress

SDNP/18/03168/CNDC: Variation of condition 1, 2 and 10 and removal of condition 3 of planning permission SDNP/15/02986/CW; Butser Hill Lime Works Ltd, Butser Hill, Buriton, Petersfield, Hampshire, GU31 5SP. Application in progress.

SDNP/18/04072/TCA: Felling and crown lifting of trees at the Manor House, Buriton. Application Approved

SDNP/18/03874/HOUS: Balcony, new windows, new bifold doors and French doors; Sunwood House, Ditcham. Application in progress

SDNP/18/04149/HOUS and SDNP/18/04150/LIS: Garage conversion to habitable space; 42 High Street Buriton. Application in progress

SDNP/18/04318/LIS: Structural underpinning etc; The old Rectory High Street Buriton. Application in progress

SDNP/18/04424/FUL: Creation of Bund and French drain etc; land north of New Barn Cottage, New Barn Lane, Buriton. Application in progress

SDNP/18/04252/TCA: Fell one conifer, 28 High Street, Buriton. Application in progress

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BURITON VILLAGE HALL

GDPR - RECORDS RETENTION

Buriton Village Hall Management Committee (BVHMC)

It will not be the practice of the BVHMC to hold any data for any period longer than is legally required or that which will enable the smooth operation of managing the Buriton Village Hall.

The BVHMC will not share or sell data to any business, charity or other organisation without the written permission of the data owner.

1. Legal Data

1.1 Invoices

1.1.1 Buriton Village Hall

1.1.1.1 Hard Copy – will be kept for a period of 7 (seven) years from the date of the invoice in a locked store at the Buriton Village Hall.

1.1.1.2 Soft Copy – will be kept for a period of 7 (seven) years from the date of the invoice on a secure (password controlled) computer.

1.1.2 Suppliers

1.1.2.1 Hard Copy – will be kept for a period of 7 (seven) years from the date of the invoice in a locked store at the Buriton Village Hall.

1.1.2.2 Soft Copy– will be kept for a period of 7 (seven) years from the date of the invoice on a secure (password controlled) computer.

2. Personal Data

2.1 Booking Forms

2.1.1 Hard Copy - will be kept for a period of the current year plus 2 (two) years from the date of the booking in a locked store at the Buriton Village Hall.

2.1.2 Soft Copy- will be kept for a period of the current year plus 2 (two) years from the date of the booking on a secure (password controlled) computer. Personal Data

3. Certificates

3.1 Any certificates and other documents containing personal data

3.1.1 Certificates and other documents containing personal data will be displayed as legally required for the period stated, usually 12 months but may not be limited, on the certificate or document.

For further information refer to the Buriton Parish Council GDPR Policy

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BURITON VILLAGE HALL FINANCES

Cheque number	Date	Amount	Payee	Reference
1743	23.5.18	£30.00	Petersfield Museum	Donation to buy a brick
1747	25.5.18	£643.09	McVeigh Parker	Playground Fencing
1746	25.5.18	£3240.00	Butser Farms	Grass cutting (first instalment)
1745	25.5.18	£131.50	Came and Company	Playground insurance
1744	25.5.18	£412.23		Wages
1748	13.6.18	£743.03	Buriton Village Hall	VAT reclaim
1749	20.6.18	£600.00	Sutcliffe Play	Playground additional works
1753	29.6.18	£287.55		Wages and postage
1752	29.6.18	£7.50	Doug Jones	Dog Poo posters
1751	29.6.18	£79.80	ROSPA	Annual Inspection fee
Cheques for issue at July 30 meeting				
1754	28.7.18	£44.50		Dog Poo Posters
1755	28.7.18	£111.38	Idverde Limited	Bin emptying April-June
1756	28.7.18	£250.00	Chris Styles	Strimming playground
1757	28.7.18	£45.50		Playground sundries

Additional financial details available on request.

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REPORT TO BURITON PARISH COUNCIL SEPTEMBER 2018 - BURITON VILLAGE HALL
Financial Position

1. I am pleased to report that the Hall manager has now received the recent back account statements. I am sending the financial statements under separate cover but am pleased to report we have a balance of £12,900 at the bank. When reconciled with amounts owed and amounts due (including the sum owed to the Parish Council), we believe the reconciled balance is £12,100. The hall manager has chased Hampshire County Council as we have not received the last two quarterly payments in respect of the village school, which will amount to around £1.3k.

2. I am also pleased to report we have a new regular booking for the upper hall for an akido class. However, this will be on a Monday evening. I would therefore like **to ask the PC if it (i) would be prepared to move our November meeting to another venue to enable this regular booking to take place and (ii) to consider either changing the venue for PC meetings in the future or, alternatively changing the days of our meetings to a Wednesday?**

3. I am also very pleased to report that HCC has put a lady in touch with us who is looking for premises for a new nursery school. She lives in Rowlands Castle and already runs a successful nursery elsewhere in the District. She has viewed the hall and is very keen to set up a nursery here from 08:00 to 17:00, aiming for 4/5 days a week for 48 weeks of the year. This would of course provide much-needed regular income for the village hall. She has asked if she can be allowed a lower rate while she establishes her business, increasing her fee to the full rate over an agreed period. I will be meeting with her during the week commencing 24th September, and **the PC is asked to authorise me to have discussions with her on this basis?**

Village hall manager post

4. Sadly, our manager, Terry Doubleday has tendered his resignation at a date to be agreed. He has offered to stay on in the post while we try and recruit a replacement. Terry has been a huge asset to our team and a great help to us; he will be sadly missed. As councillors know, we have been busy updating the job description and person spec for the post and have advertised the vacancy widely including via posters in and around the village and a flier in the village magazine, and an advert in the Petersfield Post and free paper. The closing date is 5 October and we hope to interview on 16 Oct. There has already been some interest in the position. I will update councillors at the meeting.

Marketing and promoting the hall

5. Work continues apace on this. We have commissioned photographs to go on a revamped website and have done work to identify our target users and the hall's unique selling points in an effort to market the hall more successfully. We will also be promoting existing user groups. We have also identified a possible on-line package for on-line bookings which we intend to trial in the future. All of this marketing work will come to fruition over the coming months.

Energy Audit

6. The main recommendations arising from the energy audit earlier in the summer - not surprisingly - related to replacing the boiler and controls and Terry is in the process of seeking 3 quotes for this to include it in our maintenance and improvement check list and financial bid. We recently had a leak in a radiator in the Gents toilets, which needs to be fixed as soon as possible. Broadband and telephone line.

7. We have ascertained that BT would charge a one-off fee of £125 to re-instate this and then there would be a monthly fee of £46.90/m for broadband. We do not feel we can justify this expenditure at present but are investigating whether there are cheaper options and will include it in the checklist referred to above.

Maintenance and Improvement checklist and financial bid

8. As reported above we are getting prices and quotes for a number of significant maintenance and improvements items for the hall. We intend providing the Finance sub committee with our quotes and costs for the following items of expenditure to enable the Committee to ask the PC if it wishes to agree a one-off increase in the precept to pay for these important matters. They include:

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- the new boiler, controls and pipework;
- Double-glazing and replacement of the lower window in the main hall which allowed water ingress during the flooding;
- Servicing the mobility lift to the upper hall;
- Redecoration of the upper hall;
- Telephone and broadband;
- New chairs;
- A possible upgrade to the burglar alarm

9. Councillors are asked to note and support this course of action and to identify the deadline for supplying the relevant quotes.

GDPR

10. In order to comply with the new GDPR requirements, Terry has produced a retention policy which clarifies what personal data the Village hall manager will hold and for how long. A copy is being circulated to councillors under separate cover and **the PC is asked to approve this policy.**

11. The village hall sub committee continues to be very busy and I am grateful to the members and the hall manager for their continued hard work and support! I will be happy to answer questions at the meeting.

Daphne Gardner,
Chairman, Village Hall sub committee ,
Buriton Parish Council

DRAFT

Rights of Way – Update Report to Buriton Parish Council: 24 September 2018

BOATs 19 and 47

At our last meeting (30 July), having not heard anything from the Planning Inspectorate for over four months about our non-determination application, it was agreed that we should contact the Inspectorate to enquire about the position.

An enquiry was sent to the Inspectorate the following day (31st July) and a reply received the same day, confirming that an Inspector had been appointed to examine the case and that she had the file with all our relevant information.

The background to our application is that, having submitted information in February 2016, we had been told that HCC was currently processing claims made in 2007 and that “a number of years” would elapse before any consideration of our application would begin.

The Inspector issued her decision on 10th August and felt that, as the Parish Council’s case related to public safety, public expenditure and environmental damage, the County Council should be considering it more swiftly. She has directed HCC to determine our application within six months of her decision letter.

In the meantime, the landowner and tenants have had to do some work to improve the surface of the path at their own expense. Initial reactions from walkers is that, although it is still a bit uncomfortable to walk over in places, the new materials should bed down. Hopefully this might be a helpful measure in the short term (and might even discourage recreational 4x4 use for a period?) whilst the Parish Council’s case for re-designation is considered by the County Council.

Broken fingerposts

In August the remaining fingerpost at the village pond (the one relating to the Hangers Way) was broken and found lying on the ground. The other fingerpost (relating to the footpaths through the pond car park and the Clays) had been demolished almost exactly a year earlier when the nearby lime tree was felled.

As well as reporting the latest problem via the on-line reporting system, Cllr Mocatta was asked if he could expedite replacements and it is very pleasing to report that, almost within the week, two new signposts have been installed as replacements. Cllr Mocatta and HCC officers have been thanked for this swift action.

Status of the QECP to Greenway Lane ‘Cycle Route’

A number of parishioners have asked about how this relatively new route is classified as it does not appear on the ‘definitive map’. Queries have related to who is allowed to use it etc.

Some walkers, including some with dogs, have been taken by surprise by cyclists speeding down the slope behind them, relatively quietly and quickly. They have wondered whether they (as walkers) are allowed to use the path, what might have happened if a dog had caused a cyclist to fall off etc – and they have also wondered if horse-riders can use it and whether some small signs in a couple of places might remind everyone to be aware of other types of user ...

Cllr Mocatta has investigated this matter for us and has found out the following:

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- * The route is a bridleway so ok for use by walkers, cyclists and horse-riders
- * The route is also advertised as a Sustrans National Cycle Network route 222 – and Sustrans are very relaxed about shared use
- * Walkers are responsible for having control of their dogs and it is suggested that they should be on leads on this route which is used by up to 100 people a day throughout the summer season.
- * With regard to the signage, the route has been constructed to the initial Highways specification and they would be best able to review. There may be a reluctance to customise for a small part of a much longer route...

Doug Jones

September 2018

Statement previously circulated by Chairman as per item 5 above.

From the Chairman

Three years ago I decided that it was time to give something back to the communities that I interact with. I joined the Parish Council, I became co-convenor of Petersfield Area Churches together and became an advocacy trainer for the Western Circuit of Barristers.

Coincidentally I found myself practising in one of the most cash strapped areas of the legal system, prosecuting in the Magistrates' courts of Hampshire, Dorset, Wiltshire and Surrey. It is hard, badly paid and very time consuming. It is, however, very necessary.

The result is that sometimes I am tired, cranky and do not have much patience. It also means that some things that I agree to do, do not get done. There are only so many hours in the day, and that includes weekends.

I am aware that there has been some criticism of me and some of the things that I have done. This Village is important to me and I want to serve it and its people as best as I can. That may not, however, be as Chairman. I am quite happy to step down if people would like me to.

Tim Concannon

24th September 2018