



BURITON PARISH COUNCIL

Minutes of a meeting of Buriton Parish Council held in the Seward Room, St Mary's, Buriton, at 7pm on Monday 26th November 2018.

Present:

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

In attendance:

County and District Cllr R Mocatta, S Holden (Clerk), and 1 member of public.

1. Apologies for absence

Cllr T Crew

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 Jones also declared that he is also a member of 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 24th September 2018

Members resolved to approve the minutes subject to the correction of two spelling mistakes. The Clerk apologised for the errors (spelling of surnames Johnston & Mocatta). Clerk to correct spelling and submit copy to the Chairman for initialling and sign off.

4. Matters arising from minutes dated 24th September

- Members agreed a provisional date for litter picking: Saturday 23rd February 2019. A volunteer who had previously offered to help organise is currently overseas. Discussion about whether this person's offer was to organise or only help out? Cllrs Gardner asked if litter picking had been covered in the Parish Magazine, Chairman believed it had been. Cllr Bray said there are occasionally EHDC rubbish bags on the road sides awaiting collection so there is some litter picking activities already. In addition, in the area around his premises dog walkers have been pro-active in picking litter.

- Chairman advised that we had finally had some response from NatWest and have received bank statements for the Village Hall a/c, Business a/c and Parish Council current a/c. The names displayed on the statements are incorrect on two accounts and NatWest need to be advised. Cllr Gardner stated the name on the VH account had changed and needed to be reverted. Clerk asked for Cllr Gardner to provide the precise account name required on the account. It was hoped to be able to change/correct this with correspondence to the bank rather than an official 'mandate'.
- Reported that the tree survey had been carried out. Cllr White advised that the surveyor requires a Parish Map to be able to mark up the trees. It was reported that the survey revealed that there were no issues for the Parish Council to be worried about.
- Cllr Jones enquired if there was any news about CCTV and if the County Council can install CCTV on its own highways land. To be checked with Cllr R Mocatta when he arrives. Chair noted the minutes from the previous BPC did not detail this action on Cllr R Mocatta and queried if the minutes should be rejected. Consensus view was that Cllr R Mocatta was aware of this action so not necessary and the minutes had been agreed already.
- The bus service has been saved and Cllrs thanked all those involved, including the public, for their efforts in achieving this welcome outcome. Cllr Jones queried how long the contract was in place for. The existing contract had approx. 1 year to run. Queried if there would be a further review then or in a year, 2 – 3 years' time? Agreed for Cllr Mocatta to enquire.

5. Parish Council vacancy update

Chairman had been approached by a potential volunteer for the vacancy. The individual had been invited to this meeting but was not in attendance. Some members queried if the vacancy had actually been advertised. Clerk confirmed it was posted on the Notice Boards and the 14 days expired. It had not been advertised on the website. Also concerns whether Weston residents would see the Buriton notice board. Members agreed to advertise on the web and Parish Magazine. Clerk to re-issue notice with a new date. Cllr White agreed to post a notice on the Weston notice board. Clerk to forward copy. Closing date to be Friday 4th January 2019.

6. County and District Councillor's reports

Chairman apologised that Cllr Mocatta's surname had been incorrectly spelt by the Clerk in the draft minutes and this would be corrected.

Update about the waste recycling site in Petersfield: HCC had decided that all Hampshire residents will have the right to use the facility free of charge for domestic waste. This shall be managed through a vehicle registration system. Residents will initially need to log in and enter their vehicle registration plate number which will then be detected electronically at the waste centre and only permit registered users to dispose of waste free of charge. Cllr Mocatta had already registered, and it took approx. 5 minutes to do. Reported that Surrey has closed four household recycling sites whereby Hampshire has retained all.

HCC needs to find over £100m more from its budget and how this can be achieved remains to be seen. Cllr Mocatta is part of a task force looking at 'libraries' and sustainability. HCC own Petersfield Library which it hires out for functions. HCC shall be announcing in Jan/Feb 2019 where budget cuts will be required.

BOAT between Langrish and East Meon has been worked upon and is now much improved.

Cllr Jones enquired about progress with the CCTV idea (as per previous section 4). Cllr Mocatta was happy to discuss the idea further with HCC should the Parish Council want to make further enquiries. He stated that the idea is legally allowed. Uncertainty about ongoing costs of any system. No other small Hampshire PC known to have installed such a system so Buriton could be the first. Due to recent increases in crime and with only 3 or 4 roads in/out of the village, CCTV could monitor all routes and help to catch those involved; or act as a significant deterrent. Cllr Jones asked if anyone at EHDC or HCC has the expertise to help guide a CCTV project. Cllr Mocatta thought there would be someone but there may be a consultancy fee. Cllr Mocatta was asked to explore likely costs and report back at next meeting.

7. Finance and Accounts.

Members queried the list of Receipts & Payments report (to 31st October 2018) because of an incorrectly assigned payment for the 'playground' and some '£0' entries. The Clerk advised that there had been a massive effort to gather information with the delays in receipt of NatWest statements. Some allocations were unclear from the information to hand. Clerk to amend and re-submit.

Members RESOLVED to approve the bank statements and corresponding bank reconciliations at 31st October 2018. Chairman to sign as agreed.

The PC Finance sub-committee had recently met, and produced a draft budget spreadsheet. The Chairman requested the Clerk to format in-line with previous spreadsheet layouts. This had been done and copies submitted to Cllrs Concannon and Cllr Bray for comment prior to distributing to all members. Approval had not been received in time for the meeting and so details had not been circulated to any other Councillors.

In parallel the Hall sub-committee had produced relevant budget figures but the format did not appear to match. The Clerk had transposed the Hall figures into version Rev.4. Cllr White offered to forward comments regarding allocation of funds to the Clerk and the Chair thanked those concerned for producing the draft budget.

Cllr Jones asked that some of the annual payments not shown be followed up: such as school meadow, school parking and Wayleave. The Clerk confirmed that some of these had been received but delays resulted in these not being shown correctly.

Councillors agreed that the outgoing Village Hall manager had had his "finger on the pulse" and that the Hall figures were likely to be correct.

Cllr Jones advised that a payment of £1,500 for a footpath that had been allocated to 'Rights of Way' should be reassigned to the Playground.

It was noted that a fee of £75 for website protection improvements had yet to be shown.

Ring fenced reserves were not shown with the budget and it was felt that they should be included. The Clerk did not have this information and Councillors agreed to provide.

With budgets still being worked on it was felt that there was insufficient information to hand to agree a precept. Councillors suggested holding a working meeting in December to work through budget figures so as to be able to agree the precept at the January meeting.

Cllr Bray commented that the BPC had been prudent with its finances and built up a healthy reserve and that the money being requested for Hall improvements could be financed without an increase in Precept.

The Clerk advised that the date for advising precept request has been changed and now requested to be submitted by the end of December. Members resolved to request an extension to this date.

Councillors discussed the potential income from the new nursery / pre-school and the importance of getting this accurately forecast. Cllr Gardner advised the figures that the outgoing Village Hall manager had circulated did not match the draft BPC figures. The Clerk agreed that there was further work required to pull budget figures together. It was agreed that more work should be undertaken during December so that final figures could be agreed at the PC meeting in January.

Cllr Gardner asked where the proposals left the Village Hall 'wish list' as if funded from the reserves etc it would be a massive reduction and not acceptable. Cllr Bray asked that the list be prioritised and that now the upper meeting room has been redecorated the repair/replacement stairlift should be a priority. It was noted that a further inspection of the stairlift (for a potential repair) was being arranged and that if this could not solve the current problem then consideration of a new stairlift may be required.

Cllr White quickly worked through the figures to hand and estimated that after the 'wish list' items had been spent there would remain approx. £18k in the bank account. It was commented that BPC need to have at least one year's precept in the account and preferably two years.

OPEN FORUM

A resident from Weston kindly provided a brief overview of local affairs. There was some concern about the width restrictions on the access road to Weston highlighted by a recent small hedge fire where Petersfield F & R Services attended, and the road was found to be narrow.

Thames Water has completed the installation of a new mains water supply pipe, but some fencing may have been compromised and 4x4 vehicles could access / escape the village. Resident stated some land would be considered as Langrish but requested they could return to BPC if there are further concerns or issues arising.

Reported the signs for horse riders to keep off the footpath has been taken down during mains pipe works and residents watching to see if it is put it back up.

BT exchange box in layby has seen work done and some phone errors resulted.

Rights of Way

Report from Cllr Jones, attached to these minutes, was circulated to councillors prior to the meeting and was summarised for the public present. Councillors agreed to make a submission to the Glover Review along the lines set out in the report.

8. Planning

Details of planning matters, attached to these minutes, had been circulated by Cllr Johnston and an update from a meeting held earlier on 26th November was provided.

9. Village Hall

Report from Cllr Gardner, attached to these minutes, was circulated to councillors prior to the meeting. Councillors agreed (i) to confirm approval for the PD Crouch boiler work (cost of £2480, exc VAT) so that it can be completed before the cold weather and before the new nursery school occupies the upper hall in January; (ii) to confirm the payment of £950 plus materials to Luke Ingram for the redecoration of the upper hall; (iii) that an authorised signatory contacts the bank to seek the changes to the name and address of the account; (iv) to approve the new rates for a nursery school.

10. Playground

The Clerk had previously recommended that, in line with requirements, documented records of monthly visual checks of playgrounds are required in addition to the annual RoSPA inspection. Checks have been carried out but not recorded. Requirements are for a competent/trained individual(s) to conduct these monthly inspections. The Clerk had issued a costing in the region of £150 for a delegate to join a day's training being carried out in Lindford in February 2019. There is an optional exam at the end with an additional fee of £100. The Chairman thought the costs to be expensive and deferred any decision to a later date. Clerk advised the course originally to have been held in Poole would have cost £250 each plus exam so offered a cost saving. Ongoing.

11. Dates of other meetings

- Next Planning Committee meeting as required in December.
- Buriton PC meeting schedule for 2019 (all in Seward Room) have been agreed as: 28th January, 25th March, 20th May, 29th July, 30th September, 25th November. The Clerk has confirmed these dates with the Church who reserve the right to charge hire fees should this become necessary.

12. Correspondence

- Residents reports of wooden bridge damage. Cllr Johnston and others have looked at the bridge and confirmed some issues requiring attention. The defects had been made safe in the short term but need to be looked at by a professional. Cllr White agreed to take a detailed look and report back.
- Cllr Mocatta reported correspondence about the intention to sell the Village Inn (an Asset of Community Value) with a deadline of 3 January. Planning Committee to consider.
- Reports of removal of logs from Halls Hill triangle area. Councillors had learnt that logs had been removed and cut for potential fire wood. The individual is known to Councillors and will be contacted by Cllr Jones to seek replacements so as to continue the parking prevention measures.

Meeting ended 9.10pm

Rights of Way Report to Buriton Parish Council: 26 November 2018

I attended the recent South Downs National Park Liaison Meeting for Parish Councils in Hampshire (19 November in Meonstoke) which included a couple of topics with Rights of Way implications. It was a well-attended meeting (over 40 Parish Council representatives) and I can report back as follows:

SDNPA Partnership Management Plan

SDNPA is reviewing its Partnership Management Plan and sought inputs at the meeting for prospective community projects which might be contributing to the plan or could do so in the future. Projects were sought under eleven outcomes and I contributed our 'miles without stiles' (removal of stiles over recent years) work, our Dark Skies work, our attempts to protect the Butser Quarry Lime Kilns and our highways de-cluttering and traffic calming project. More details of the review are available here and the Parish Council is encouraged to think of other ways in which it can (or already is) contributing: <https://www.southdowns.gov.uk/national-park-authority/our-work/partnership-management-plan/partnership-management-plan-review/>

The Government's 'Glover Review' of Protected Landscapes

It will be valuable for Parish Councils to respond to the current consultation being conducted by the Government (The Glover Review) as it may be a way of seeking changes that have been sought by parishes for some time. Details are available here: <https://consult.defra.gov.uk/land-use/landscapes-review-call-for-evidence/>. The deadline for responses is 18 December. Having listened to and taken part in discussions on this matter I would suggest that the Parish Council makes a submission to this review, to include the following sort of points:

- The review is asking about access (Rights of Way etc) in National Parks and this Parish Council has long-standing problems with motorised use of Byways Open to All Traffic (BOATs) which ruins the condition of paths onto and along the Downs and discourages use by more vulnerable users such as walkers and horse-riders. At present, National Park Authorities have few (if any) powers on this matter and the Review may wish to consider enhancing (and simplifying) the opportunities for National Park Authorities to take action
- If the Review were to conclude that National Parks should be responsible for all Rights of Way in their areas (instead of the powers / responsibilities sitting with local Highway Authorities as at present) then it would be vital for all the necessary funding to be transferred to NPAs
- At present, the large-scale cuts in local authority budgets are affecting the quality of the RoW service which County Councils can provide: reducing the attractiveness, accessibility and appreciation of the countryside. This works against the aim in the Review to make National Parks more available to deprived communities and to increase the potential of National Parks to contribute to improving the health and well-being of the nation. This is a very serious matter
- The retention (and enhancement) of public transport services to villages like Buriton in National Parks is also a very serious matter – not only for the residents of the local communities but also to provide sustainable access for visitors and to help with local social and economic conditions (helping to retain village shops, pubs etc). The Review should consider this as a major issue

- The Review may also be considering the governance of national parks and it will be important to retain the local connections via Parish Council representatives in addition to District / County Councillors. Any disconnections with the scores of Parish Councils inside National Parks is likely to bring problems in the future and the local, grass roots representation should be retained
- There are problems with the management of Highways in National Parks which the Review should consider, including (1) pressures from traffic from new housing (and other) developments just outside the National Park which cuts through the National Park to travel beyond (without any financial contribution via CIL being applicable inside the Park) and (2) budget reductions in County Highway Authorities is leading to a focus solely on safety issues whilst the appearance and quality of rural lanes suffers: projects to de-clutter the highway scene and to introduce minor traffic calming measures are no longer possible in this area
- The development of major housing sites around the edges of National Parks is also bringing problems for farmers and landowners with increasing amounts of attacks by dogs on sheep etc. All public bodies need to consider all the wider effects of their actions and help to pursue the aims in National Park Management Plans.

Parish Councillors are asked to agree to a submission along these lines.

Other matters

- No new RoW matters have been raised in recent months and no further information has been received about HCC's investigation into BOATs 19 and 47 (decision required by mid- February)
- Parish Councillors should note that our QECP Chalk Pits Ranger, Joe Williams, has been promoted to a new job in the Lake District and his responsibilities have been taken over by his colleague Ashlea Walters. The safety of trees alongside Rights of Way in the Chalk Pits is being assessed by HCC and they may need to fell some. Some new fingerposts (and a new noticeboard at Halls Hill) are anticipated.

*Doug Jones
November 2018*

Planning Report for meeting on Monday 26th November 2018

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. Decision Pending (These applications were heard on 8th November. Parish Council spoke in objection at this meeting.)

SDNP/18/03797/DCND Butser Hill Lime Works Ltd, Butser Hill, Buriton, Petersfield, Hampshire, GU31 5SP. Decision Pending - This application involves the potential destruction of the lime kilns that still exist within the quarry. As a committee we have successfully delayed any work on these kilns and have now organised

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a meeting with the Hampshire Buildings Preservation Trust to look at how we might save/preserve at least some of the kilns for future enjoyment. This quarry will in the fullness of time be returned to a landscaped environment and the kilns may form an important part of a new leisure facility with (for example) QECP.

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

SDNP/18/03798/CND: Application to vary conditions 19, 21 and 23 at Butser Lime Works
Application in Progress

SDNP/18/04567/HOUS. Greenhouse to side of the Old Rectory, High Street Buriton. Application approved

SDNP/18/03695/LIS New window on East side of house and replace windows in garage. Rock Cottage, Sussex Road. Application approved

SDNP/18/04754/LIS remedial work to the structure of gable wall and roof at The Old Rectory
Application approved

SDNP/18/05288/HOUS. 5 Park Barns: two-storey side extension and replacement of three dormer windows with two. Application in progress

SDNP/18/03611/FUL _Stanbridge Farm GU315RB; Change of use from Agricultural to mixed use; seasonal glamping May to September. Application in progress

SDNP/18/04008/HOUS The Old Hopkiln, Bones lane, GU315SE. To create a 4-meter-long corridor linking the house to the garage. Application approved.

REPORT TO BURITON PARISH COUNCIL NOVEMBER 2018 - BURITON VILLAGE HALL

Appointment of new village hall manager.

1. I am very pleased to report that, following interviews in October, we have offered the post of part-time village hall manager to Stephen Franks. Steve is a retired Police Inspector and also are tired Business Support manager for the Professional Standards Dept of the Police. He lives in Clanfield and is very personable, capable and practical. I have sought two references for Steve and these are excellent. I have arranged for Steve to be put on the Parish council payroll. Users and villagers are being notified of the change of manager and information is being put on the website.

2. We have had a short handover period with both Terry and Steve working for us, but we said farewell to Terry at a meeting of sub-committee members last week. Steve will take up the post fully from the end of November.

3. I should like to record our grateful thanks to Terry Doubleday who has worked tirelessly for the benefit of the village hall. He has been a real asset to the team and a pleasure to work with. We gave Terry a small token of our appreciation at our recent meeting.

4. Councillors are asked to confirm the appointment of Steve Franks and to record our sincere thanks to Terry Doubleday for all his support.

Financial Position

5. Due to delays in receiving recent bank statements, at the time of drafting this report, I am unable to report on the current financial position. I will circulate this under separate cover, with a summary update.

6. As well as being very late in circulating bank statements, the bank seems to have changed the name of the village hall bank account which is now in the name of the Parish Council with no mention of the village hall (and is also in the name of Uriton not Buriton!). This could potentially lead to a great deal of confusion in making payments etc. The statements are now sent to the clerk which means it takes longer for the hall manager to receive them.

7. I should therefore like to ask that an authorised signatory contacts the bank and changes the name of the account back to 'Buriton Parish Council Village hall account'. I would also like the bank statements to be sent to the home address of the new hall manager. Steve has agreed to photocopy them and send the original to the clerk.

8. Councillors are asked to agree these actions and agree who will carry them out (it has to be an authorised signatory).

Maintenance and improvement checklist and financial bid

9. Our bid for maintenance and improvement work to the village hall has previously been circulated and will be attached to this report.

10. With regard to prioritising future work, the committee members feel that replacement windows and doors should have the highest priority. The provision of the telephone and broadband is now being addressed by the new nursery.

11. Councillors have already given urgent prior approval to the redecoration of the upper hall, and the work has now been completed.

12. One of the other most important and urgent pieces of work is the need to replace the boiler and improve the heating, and heating controls, at the hall. The heating broke down again recently and we had to organise urgent repairs, so the sooner we can replace the boiler and boiler controls the better.

13. As well as getting quotes for this work, I asked Terry to speak to suppliers about how soon they could do the work, and to advise on quality of work. Terry's findings have been circulated. To councillors. He recommends we ask PD Crouch to do the work for the reasons given (i.e. price, quality and timeliness of doing the work). They are not the cheapest but are only marginally more expensive.

15. Councillors are asked:

(i) to confirm their approval to us asking PD Crouch to programme this work in their schedule as soon as possible so we can have the work completed before the really cold weather and before the new nursery occupy the upper hall in January; and to approve the funding of £2480 (exc VAT) (ii) to formally confirm the payment of £950 plus materials to Luke Ingram for the redecoration of the upper hall.

(iii) to confirm how this and the future works are to be funded.

Marketing and promoting the hall

16. Photographs of the hall in use are being taken and we are getting quotes from satisfied customers to use on a re-vamped website. We will be taking stock of progress on these and another marketing activities in the new year.

Establishment of new nursery

17. I am pleased to report that good progress is being made on the establishment of the new nursery. The owner, Karen Burrows, the owner of Dottie Tots, has advertised widely for children and at the time of drafting this report already has 3 children signed up. She aims to start in January irrespective of the number of children enrolled.

18. Following your authorisation at the last Parish Council meeting, I have agreed the following terms with Karen:

Quarter 1 £4.50/hour

Quarter 2 £6.60/hour

Quarter 3 £8.50/hour

Quarter 4 and thereafter £9/hour or the current hourly rate at the time.

19. I am currently drafting a simple agreement with the nursery for their use of the hall which will include these rates.

20. **Parish Councillors are asked to confirm their approval to these rates for the new nursery.**

Maintenance Issues

21. I am pleased to report that contractors working at the Old rectory, Richardsons, have kindly fixed some lights and a fan for us. A damaged fire door and lock have been repaired by Darren Francis and if our bid to replace the windows and doors is approved then this door will be completely replaced. A new electric socket cover is needed and we are arranging for a ratchet strap to be used to demarcate the edge of the stage when the main hall and upper hall are both in use to minimise any hazard of falling

Daphne Gardner

List of cheque payments raised

Cheque No.	Paid to	Amount	Date
1748	VILLAGE HALL VAT RECLAIM	£ 743.03	15/06/2018
1749	SUTCLIFFE PLAY	£ 600.00	20/06/2018
1750	LEYDENE FENCING KISSING GATE	£ 648.00	29/06/2018
1751	PLAYGROUND SAFETY LTD - ROSPA	£ 79.80	29/06/2018
1752	A D JONES - PETAPRINT	£ 7.50	29/06/2018
1753	KAREN CROOKSHANK - SALARY	£ 287.55	29/06/2018
1754	D JONES - DOG POO SIGNs	£ 44.50	28/07/2018
1755	IDVERDE - BIN EMPTY	£ 111.38	28/07/2018
1756	CHRIS STYLES-STRIMMING PLAYGROUND	£ 250.00	28/07/2018
1757	KAREN WHITE - PLAYGROUND SUNDRIES	£ 45.50	29/07/2018
1758	WATER CHOICE	£ 10.55	28/07/2018
1759	HMRC PAYE K CROOKSHANK	£ 91.40	28/07/2018
1760	PKF LITTLEJOHN - AUDIT FEE	£ 360.00	30/08/2018
1761	PETAPRINT	£ 12.50	05/09/2018
1762	D GARDNER - JOB ADVERT IN PAPER - HALL MANAGER	£ 86.40	05/09/2018

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1763	S HOLDEN - EXPENSES POSTAGE AND ANTI VIRUS S/W	£ 23.03	22/09/2018
1764	S E WATER	£ 10.55	22/09/2018
1765	CHRIS STYLES - GRASS CUTTING	£ 250.00	24/09/2018
1766	N ROOK-BLACKTONE - FOOT PATH TO PLAYING FIELD	£ 1,060.00	25/09/2018
1767	S HOLDEN - WAGES	£ 220.00	01/10/2018
1768	HMRC - PAYE STEVE HOLDEN	£ 55.00	01/10/2018
1769	IDVERDE - BIN EMPTY	£ 111.38	01/10/2018
1770	IDVERDE - POND CAR PARK REPAIRS	£ 578.06	01/10/2018
1771	CLEANING GRAVESTONE - C SPURDLE	£ 200.00	08/10/2018
1772	CAME & CO - AVIVA INSURANCE	£ 2,721.92	24/10/2018
1773	GLEAM - GREENLANES MEMBERSHIP	£ 15.00	28/10/2018