



## BURITON PARISH COUNCIL

THESE MINUTES ARE DRAFT UNTIL APPROVED AT THE NEXT MEETING

Minutes of the Annual Parish Meeting of Buriton Parish Council held in the Village Hall, Buriton at 7pm on Monday 20<sup>th</sup> May 2019.

**Present:** Cllr L Ashcroft, Cllr A Bray, Cllr T Crew, Cllr M Johnston, Cllr D Jones, Cllr K White, County and District Councillor R Mocatta and Mrs P Norris (Parish Clerk).

**In attendance:** 5 members of the public.

### 1. Welcome and apologies for absence

The Parish Clerk welcomed everyone to the annual Meeting of Buriton Parish Council. There were no apologies received.

### 2. Election of Chairman and Vice Chairman

Cllr Johnston proposed Cllr Jones for the post of Chairman, this was seconded by Cllr Ashcroft, and this was ratified by all Councillors. Cllr Jones accepted the position on an interim basis and proposed Cllr Johnston for the post of Vice Chairman, this was seconded by Cllr Ashcroft, and this was ratified by all Councillors. Cllr Jones was elected as Chairman and Cllr Johnston as Vice Chairman.

Declaration of interest from Cllr Jones and County and District Cllr Mocatta – 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 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. Review membership of committees and working groups

The membership of the following committees and working groups were discussed and were ratified.

**Planning Committee:** Cllr Johnston (Chair), Cllr Ashcroft, Cllr Jones with Cathy Edgeworth co-opted to ensure coverage of Weston. It was noted that this committee would be responsible for any matters relating to Assets of Community Value.

**Rights of Way Working Group:** Cllr Jones (Chair), Cllr Johnston with Dave Grant and Tricia Newby co-opted with their specialist knowledge.

**Finance & General Purposes Working Group:** Cllr Bray, with other members to be agreed once further Parish Councillors are co-opted.

**Village Hall & Recreation Ground Sub-Committee:** Cllr Crew and Cllr White with Cllr Jones continuing until further Parish Councillors are co-opted (and with assistance from Village Hall Manager: Steve Franks).



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**Commemorative Bench Working Group:** Cllr White (Chair), Cllr Johnston with Tony Carter, Chris Gaylard, Jenny Gaylard, Jonathan Jones and Lynette Watson.

**Playground Fund-raising Working Group:** it was agreed to wind up this working group and thanks were recorded to Elaine Bray, Steve Findlay, Amanda Martin, Wendy Shone, Fran Vesey and Chloe Atkins as well as Cllr White and Daphne Gardner.

### **4. Annual Report of Buriton Parish Council**

The Chairman presented the annual report of Buriton Parish Council to the meeting, attached to these minutes.

Cllr Johnston presented the annual report from the Planning Committee to the meeting, attached to these minutes.

### **5. Annual Report of Buriton Village Hall**

Daphne Gardner presented the annual report of the Buriton Village Hall to the meeting, attached to these minutes.

### **6. Public Forum**

Parishioners thanked the Councillors for the hard work that is done and for the amount achieved in the last year.

Cllr Mocatta suggested that the Councillors look at how the Parish Council can encourage more residents to come along to the Annual Parish Meeting and the Parish Meetings.

At the conclusion of business the meeting ended at 7.25pm



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### Annual Report of Buriton Parish Council

My responsibility to provide this annual report – looking back over the last year ...

First thing I want to do is to thank everyone who has helped with Parish Council business and wider community affairs

In particular I'd like to record thanks to our Parish Clerks:

Karen Crookshank left us at the end of June last year,

Stephen Holden helped us for a three month period and most recently

Petra Norris has taken over and now keeps us and our affairs in good order.

Sincere thanks are due to all ...

And we've also had a change in our Hall Manager, so thanks are due to both Terry Doubleday and Steve Franks. Once again we've found an excellent replacement and look forward to working together for a number of years.

We've also had some changes on the Parish Council and thanks are due to Tricia Newby and Sarah O'Donoghue who have left us during the year

And also those who didn't rejoin us via the local elections in May

There are only 6 of us 'duly elected' through the Local Election processes and we'll be initiating the steps to increase our numbers in our next meeting.

But, in the meantime, we should also record thanks to Tim Concannon (our Chairman throughout the last year), to Cathy Edgeworth who joined us to represent Weston and, with particular thanks, to Daphne Gardner who decided to step down so as to enjoy other things but who has helped the Parish Council inherit the responsibilities of running the Village Hall and get it onto an increasingly sound footing.

Thanks to them and to many other people who have helped us in a wide range of ways...

As usual when we look back over our last year, we realise that we've done much more than we might initially realise – and I can only mention a few things in this report, but we'll put more details onto the website:

- Submitted a strong and comprehensive response to the County Council's consultation considering reducing bus services and helped residents make their views known – and we welcomed the subsequent decision to make no changes to the Buriton bus (Service 94) whilst noting the scale of cuts in services in other places
- Organised a popular opening event for the new playground and completed the programme of works with fencing, paths and signs
- Welcomed the designation of Buriton as a Dark Skies Discovery Site, supported by the South Downs National Park Authority and approved by the authorising body at the Royal Observatory in Edinburgh
- Triggered the 'Asset of Community Value' process so that any interested local parties could prepare and submit a bid to buy the Village Inn after it had been announced that it was up for sale
- Assisted with arrangements for a series of activities to mark the 100<sup>th</sup> anniversary of the end of WW1, including funding to clean the gravestone in the churchyard of one of the brave men who died as a result of the conflict
- On Rights of Way we pursued a successful Appeal to the Secretary of State in connection with our desire to alter the status of BOATs 19 and 47 to bridleways and subsequently made representations to the County Council's Regulatory Committee. Following our disappointment at the decision not to agree the changes being sought, we have now submitted an Appeal to the Planning Inspectorate



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- Replaced a stile in Weston with a kissing gate, following requests from parishioners – meaning that, in recent years, the Parish Council has removed 27 stiles and replaced them with 20 kissing gates
- Initiated a campaign to try to reduce dog-fouling by asking children at Buriton School to draw posters and by highlighting details of potential fines and penalties
- After a gap of a couple of years we organised a popular ‘litter-picking’ event and followed-up the issue of litter with the Manager of McDonalds in Petersfield, with the prospect of further cooperation from the company
- Alerted parishioners about a series of thefts from cars, sheds and garages and arranged for Police officers to visit the village more frequently, including discussing ideas with the Parish Council
- After the closure of the Nursery School we worked with the County Council’s Children’s Services Department to try to find a replacement facility and have recently welcomed Dottie Dots to the village



## **BURITON PARISH COUNCIL**

### **Planning Committee Annual Report**

We have dealt with approximately 40 applications since January 2018. The majority of these have gone through with little complications and have been granted permission. For this short report I will just pick out the major issues we have been dealing with over the past year.

Firstly there has been the ongoing development at the Manor estate. The very great achievement, attained with the assistance of other organisations in the Parish, was the saving of the Manor Barn from conversion into a 5 bed house. The owners of the Manor House have bought it and, as you will remember from the Remembrance Lunch, has now become a part of the Village once again. We should thank the new owners of the Barn for their generosity in sharing this fabulous building..... Sadly we failed to save Monks Walk and the old Cart Sheds from being given permission to be developed. We are currently fighting hard to ensure that all 29 conditions attached to this permission are met. Currently there is a lot of concern over the sewerage and drainage proposals as well as the collection point for the wheelie bins associated with the 5 houses behind the church.

The quarrying work at Butser Lime Works continues. We have identified some old Lime Kilns and are in the process of securing their future. These are rather rare and although TJ Quarry have permission to record them and then destroy them we believe that the company is prepared to save them..... There is ongoing work in this area.

As you will all be aware a lot of work has been carried out on the Old rectory. It has been rather demanding and there have been a lot of issues with parking of site vehicles etc, however, we would like to assure everyone that this work has been carried out to a very high standard and historically it has been repaired as well as it can be.

We have an Old Rectory for to last a few more centuries!

The work is nearing completion and it will be very pleasing to welcome the owners into the village.

In addition when considering planning applications we always try to draw upon the Village Design

Statement and to try to protect our Dark Night Skies.

We have continued to submit comments the National Park Authority in connection with their Local Plan - and to the independent Inspector when he conducted the Public Inquiry. The results of that Inquiry and the new Local Plan are expected very soon ...



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### **Buriton Village Hall Annual Report**

#### **1. Financial position**

I am pleased to report a very healthy financial position in respect of the village hall and one which continues to improve. As at the end of April 2019, our running balance was £13,814, our consolidated balance ( taking into account monies owed to us and monies owed by us) was £10,468. The comparable figures for April 2018 were £10,593 and £7,889.

This encouraging financial position is despite the loss of the former nursery in July last year. The opening of the new nursery will obviously bring increased income for the hall which is included in our budgets.

It is also pleasing to report we have no bad debtors. Regular and ad hoc bookings remain at a healthy level, but we are not complacent and continue to promote the availability of the hall.

Recent new regular users include yoga and pickleball. We are anticipating possible further use of the hall for new coaching and yoga classes.

The detailed financial papers will be attached to this report.

#### **2. New Nursery**

I am delighted to report that the new Dottie Tots nursery opened on 7 May, commencing with two days a week. The owner aims to gradually build up the opening days/hours to 8-4pm five days a week; she is currently operating between 8-4pm on Monday and Wednesday and 8-1pm on a Tuesday. Take-up is encouraging; the nursery currently has 11 children on its books.

The opening was delayed from the nursery's original timetable as the owner had to wait for Ofsted approval to proceed; this may have a small impact on the hall's budget which we will keep under review.

As previously agreed by the Parish Council, we have drafted a simple agreement with the nursery which covers the concessionary rates we have offered for the first year of operation; the agreement also includes requests for details of actual usage, invoicing procedures, safeguarding and access arrangements, roll-back procedures, arrangements for subsequent price rises after the first year of operation, setting up of broadband for use by the nursery and Parish Council, use of the nursery garden and storage requirements.

#### **3. Health and safety and maintenance issues**

When the Parish Council took over the running of the village hall from the former charity, it is fair to say we inherited a backlog of servicing and maintenance issues. We also felt there were some health and safety issues to be addressed.

We now maintain a health and safety risk assessment and a maintenance and servicing schedule for the village hall; both of which are regularly reviewed. This helps us to ensure



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that appropriate tests (eg of things such as the fire extinguishers, fire alarms, electrical equipment etc) are undertaken as required and that equipment is regularly serviced.

We have recently provided a chain to loop across the front of the stage to prevent falls when both halls are in use for functions. The fire alarm has been serviced this month. The hall manager has also started testing the fire boxes and checks water temperatures on a monthly basis as a legionella precaution.

I am pleased to report that the stair lift for the upper hall has been serviced and is now fully operational. The mobile lighting console has been repaired and serviced. The sound system will be kept under review.

During the winter the boiler was of course replaced and the upper hall redecorated. We continue to monitor the impact of replacing the boiler.

### **4. Marketing the hall**

We continue to market and promote the hall via articles, fliers etc and the website. We have a set of photos and user comments to use to improve the web site. We will keep the marketing and promotion activities under review over the coming year.

### **5. Plans for the Future**

When the Parish Council took over the day-to-day management and running of the village hall we agreed a set of guiding principles to help us run the hall. We felt that that the hall should pay for its own upkeep and maintenance (ie should pay for itself); that we should continue to maintain and improve this much-loved asset and that we should continue to market and promote its use.

Going forward, in line with the guiding principles and subject to sufficient funds being available, future projects could be selected from the following:-

- Working with the nursery to provide broadband at the hall
- replacing the old double-glazing which is not energy efficient
- repairing the car park
- Enhancing our marketing and promotion of the hall;
- Continuing to rationalise storage of equipment at the hall
- replacing the hall chairs and/or updating some of the outdated kitchen equipment (such as the dishwasher)

### **6. Concluding comments**

When the Parish Council took over the hall from the former charity we faced a number of challenging problems, including declining usage and income, and a backlog of servicing and maintenance issues. We are gradually getting the hall back to where we would like it to be, with both increased usage and income and a better-maintained asset.



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I have now stepped down from the Parish Council so this is my last report as former chairman of the Village hall committee. I have very much enjoyed my work on the hall and would like to record my most sincere thanks to the committee members for their great work too - Tim Crew, Doug Jones and the hall manager, Steve Franks. The two hall managers, originally Terry Doubleday and more recently, Steve Franks have worked tirelessly on all sorts of hall issues, which has made our job much easier!

I should also like to thank our users and our parishioners for their support of this great facility.

Daphne Gardner.