



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

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

**In attendance:** 7 members of the public.

**1. Apologies for absence**

There were no apologies for absence received.

**2. Declarations of Interest**

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.

Cllr Jones and Cllr Johnston declared that they are members of the Buriton Tennis Club Committee.

**3. To approve minutes from BPC meeting held on 25<sup>th</sup> March 2019**

The minutes were approved as a correct record of the meeting and the Chairman would sign a copy for the Council’s Minutes Books. **Action:** Chairman to sign

**4. Matters arising from the minutes of the meeting held on 25<sup>th</sup> March 2019.**

- *Map for Tree Survey* – a map has been produced but it does not show enough detail. The Tree Surveyor needs to know exactly what land is owned by the Parish Council. Cllr Crew will meet with the Tree Surveyor to discuss. **Action: Cllr Crew.**
- *Pond Green Bridge* – Cllr White has inspected the bridge and 6 new planks are needed. It was agreed that Cllr White would obtain quotes for this work. **Action: Cllr White.**
- *Letter to EHDC re The Village Inn* – Now drafted by Tim Concannon but, as the end of the Moratorium Period was the following day, 21<sup>st</sup> May, it was agreed that it was now too late to send it.
- *To pay outstanding invoice to Open Spaces Society* – Clerk to contact and ask for an invoice. **Action: Clerk**
- *CPR training* – information provided, Clerk to investigate and propose dates for training, also more information about defibrillators also expected from Cathy Edgeworth. **Action: Clerk**

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- *Letter to Highways England* – the vegetation has now been cut. A letter to be sent to Highways England, thanking them for carrying out the work but to remind them that this needs to be carried out regularly. **Action: Clerk.**

### 5. Councillor Vacancies

As a result of the recent Parish Council elections, Buriton Parish Council now has six Councillors instead of nine. The Parish Council now needs to initiate the procedures to achieve capacity. Councillors agreed for the Chairman and the Clerk to commence the procedures. **Action: Chairman and Clerk.**

### 6. County and District Councillor's Reports

County and District Councillor Mocatta informed the council that:

- Hampshire County Council has a new leader, Keith Mann, who was the Deputy Leader. His message is no changes to the way forward. There will be some public consultations relating to social care.
- There is to be a cabinet meeting on climate change, some measures have already been put in place e.g. street lighting being turned off at night.
- Following the elections the Conservatives at the East Hampshire District Council now have opposition. An Independent Councillor, Jamie Matthews, is now Chair of the Governance, Audit and Scrutiny Sub-Committee.
- East Hampshire District Council has brought Rams Walk in Petersfield.
- There is a large Community Fund for groups available from East Hampshire District Council.

The Chairman congratulated Cllr Mocatta on his re-election and thanked him for all the help he has given the Parish Council over the year.

A question was asked about the drains in the High street. Cllr Mocatta confirmed that it is a Highways responsibility but that they are clear only once a month, provided they are not covered by a parked car. If possible it was agreed that the Parish Council is informed when the drains will be cleared so that a notice can be put up to ask for no parking.

### 7. War Memorial Bench

The council are still fundraising, including an application to East Hampshire District Council for a Community Grant for £13,000. There have been £17,000 so far in pledges and donations, including a recent one for £100.

### 11. Village Hall and Recreation Ground

This matter was brought forward to enable a discussion about the proposals for table tennis tables.

- Daphne Gardner presented the Buriton Village Hall report, a copy is attached to these minutes. The Dottie Tots agreement still needs to be pursued and signed. **Action: Village Hall Committee.** It was agreed that a letter be written to Dottie Tots to welcome them to the village and for them to let the Parish Council know if they need any assistance. **Action: Clerk.**

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- Recreation Ground – Paul Evans informed the meeting of more details regarding the proposal to put table tennis tables on the old cricket nets hardstanding area. Approval has now been given by the Tennis Club. It is also hoped to replace the fence and to put up a permanent gazebo over the area which will be used by the tennis club as well. It was also planned to move the noticeboard up to the area. An application will be made to East Hampshire District Council for a Community Grant, the rest of the money will come from the tennis club and donations.
- Concerns were raised about the gazebo, that it may need planning permission and as one side would be enclosed, there may be an issue with people hanging around when it is dark. It was suggested that the tennis club could start using the changing rooms at the village hall and a portable gazebo be used. The councillors requested some further sketches on the complete proposal and an agenda item would be added to the July meeting. **Action: Clerk.**
- The ROSPA report has been received following the playground inspection. Cllr White to follow up on any actions required. **Action: Cllr White.**

### **OPEN FORUM**

A parishioner asked that if the tennis club used the changing rooms will there be changes to the layout. It was agreed that this was something that would need to be discussed in the future.

A parishioner asked about the car park by the pond, which is now owned by the Parish Council, and the issues with the tree trunks which have made the car park smaller. It was agreed that the issues really are with the number of contractor vehicles that are using the car park and that the situation would be monitored once the contractors are no longer using it.

A parishioner asked how East Hampshire District Council has purchased Rams Walk, it was through a loan from the Public Loans Board.

A parishioner asked about the abandoned car in the car park of the village hall, this matter is being dealt with by East Hampshire District Council.

### **8. Finance and Accounts**

- The new budget for 2019/20 needs to be uploaded to the Alpha system, the Clerk will need to contact Riatlas to shut down last year. **Action: Clerk**
- Correspondence has been received relating to the maintenance of a memorial bench. Cllr White will obtain the materials and the Clerk to add to the list of works for the Lengthsman. **Action: Cllr White & Clerk.**
- Obtaining bank statements are still an issue.
- Cllr Mocatta asked about the level of reserves and it was noted that, after taking account of ring-fenced reserves, the Council now has less than a year's precept in

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reserve which is not a healthy position. A summary sheet of reserves to be included under Finance and Accounts. **Action: Clerk**

### 9. Banking Action: Clerk Proposals

The Clerk informed the meeting of the findings of an investigation on how other parish councils carry out their banking. The report is attached to these minutes. The Clerk to discuss options with other banks. **Action: Clerk.**

### 10. Planning

- Report on recent/current planning applications - Cllr Johnston presented her report to the meeting, the report is attached to these minutes.
- The Planning Committee minutes have to go into the Signed Minutes File. **Action: Clerk**
- There is an on-going situation relating to Monks Walk and the discharging of conditions. Letters have been written to appropriate agencies. Some new comments have appeared on the planning application relating to issues to sewerage and rubbish collection.
- A letter has been received from the owner of Old Spot relating to the issues of waste water. A further letter will be written to Stella New of SDNP about this letter. **Action: Clerk.**
- There is an application to be ratified relating to Diary Cottage proposing to replace three UPVC windows with wood. It was agreed by all councillors that there would be no objections to this application.
- There are two further applications to comment on at a meeting on 10<sup>th</sup> June 2019 at 5pm.
- Correspondence has been received from the Buriton Village Association on planning, dark skies and Article 4 Directive. It was agreed by all councillors that this would be delegated to the Planning Committee to consider.

### 12. Rights of Way Report

- Cllr Jones had circulated a Rights of Way report, attached to these minutes.
- An appeal has been lodged with the Planning Inspectorate relating to BOATS, the Planning Committee endorsed this action at their last meeting, all councillors agreed this action.
- Rother Valley Way – a letter has been received from SDNP about a new route from Petersfield to Midhurst for shared use. It was agreed that although the route does not come into Buriton, to send an email of support but to raise the issue of BOATS in the parish. **Action: Clerk**

### 13. SDNPA East Hampshire Parish Representative

The Chairman left the meeting as he wishes to stand as the East Hampshire Parish Representative on the SDNPA. All councillors agreed to support Cllr Jones as our South Downs Parish Representative.

### 14. Work for Lengthsman

- Cllr Jones has circulated a report on Work for the Lengthsman, attached to these minutes.

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- There is a list of regular work for the Lengthsman, this will be added to the worksheet. **Action: Clerk**

### **15. Correspondence**

- Halls Hill Parking – the Chairman, Cllr Johnston, Cllr Mocatta to meet with Tim Speller, Manager of Queen Elizabeth Country Park to discuss the issues. Action: Chairman & Cllr Johnston
- All other correspondence has been dealt with within the agenda.

### **16. To review and approve Standing Orders**

It was agreed that the Chairman would review these with the Clerk. **Action: Chairman & Clerk**

### **17. Date of next meeting**

- The next meeting of Buriton Parish Council is at 7pm on Monday 29<sup>th</sup> July 2019 at the Buriton Village Hall.
- The next meeting of the Planning Committee is at 5pm on Monday 10<sup>th</sup> June 2019 at the Buriton Village Hall.

At the conclusion of business the meeting ended at 9.10pm.

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**BURITON PARISH COUNCIL**

**Buriton Village Hall 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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**BURITON PARISH COUNCIL**

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.

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**On-Line Banking**

A survey was sent out to nine local parish councils to enquire as to how they dealt with their finances and whether they used on-line banking. All parish councils replied.

Six of the nine do not use on-line banking and still use cheques.

Of the other three:

*Parish council 1*

- Switched to on-line banking last year
- Use Lloyds TSB Business Banking
- Authorisation for payment is still on a paper form which is signed by the signatories. The Clerk or the Responsible Finance Officer carries out the transactions on-line
- The Clerk and the RFO are the only people with access to the on-line account
- Stated that on-line means instant bank statements

*Parish Council 2*

- Use Nat West
- The Clerk as the RFO carries out the transactions and then lists them all for the Parish Council meeting which gets approved at the meeting and then published with the minutes (without salary amounts)
- The Clerk is the only person with access but details of the log-in and passwords is held by the Chair in a sealed envelope in case of an emergency

*Parish Council 3*

- Use Unity Bank
- The Clerk puts the payment onto the system and then two councillors log in to authorise the transactions.
- The Clerk also moves money between accounts, views statements and sets up standing orders.

**Conclusion**

It would appear that only the larger Parish Councils use on-line banking, these are ones that have far more transactions than Buriton. There, at the current time, no issues with obtaining signatures for cheques, however the issue lies solely with obtaining bank statements.

Several of the Parish Councils use Unity Bank both for on-line and cheque processing, I have therefore requested information from the bank about their services.

Petra Norris  
**Clerk to Buriton Parish Council**



**BURITON PARISH COUNCIL**

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

SDNP/18/03797/DCND Butser Hill Lime Works Ltd, Butser Hill, Buriton, GU31 5SP. Application involves the potential demolition of lime kilns which, as previously noted, the Parish Council was seeking to save for potential future enjoyment when the site is restored. Parish Council representatives have met with the Hampshire Buildings Preservation Trust (and Buriton Village Association) and subsequently with SDNPA officers. The HBPT will be following up this meeting with information for SDNPA. Application Determined... Split Decision with mutual agreement not to demolish the Kilns. Cllr Jones to check with HBPT that they are producing evidence for SDNPA.

SDNP/18/03611/FUL: Stanbridge Farm, GU31 5RB: Change of use from Agricultural to mixed use with Seasonal Glamping, May to September. Decision pending

SDNP/19/01440/DCOND and SDNP/19/01600/DCOND. Discharge of various conditions at Monks Walk.

We have submitted our comments on these conditions to the SDNPA and written letters to various organisations including South West Water, environmental health at EHDC and the EHDC Land Charges Department.

For discussion at this meeting:

In the light of new postings on the application website we may add further comments on the Monks Walk DCOND applications mentioned above.

SDNP/19/01073HOUS and SDNP/19/01704/LIS. Replacement of uPVC windows with wooden framed windows at Dairy Cottage. We propose the following wording for these applications:

Buriton Parish Council has no objection to this proposed change away from uPVC windows and is pleased to support this application.

SDNP/19/02178/FUL replacement of defective boundary wall at the Old School House and SDNP/19/02141/FUL new vehicular access at 19 Glebe Road will be discussed at the next meeting on Monday 10th June at 5.00pm.

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**Rights of Way report for PC Meeting:  
20<sup>th</sup> May 2019**

This report provides short updates on a number of Rights of Way matters.

Byways Open to All Traffic

The latest update on the Parish Council’s application to have BOATs 19 and 47 reclassified as Bridleways is as follows: as a result of the Parish Council’s Appeal to the Secretary of State, an independent Inspector ruled that Hampshire County Council (HCC) should make a decision on the matter by February 2019. Due to staff shortages at HCC it was not possible to finalise a report by February but the matter was considered by the Regulatory Committee on 17 April.

Tricia Newby represented the Parish Council at this meeting and County Councillor Oppenheimer supported the Parish Council’s case. However, the Committee resolved not to make an Order to modify the Definitive Map and Statement. The decision was based on legislation and case law which suggests that “for an Order to be made to downgrade routes to bridleway status, there must be a discovery of new evidence, which must be cogent, and of sufficient substance to displace the presumption that the current depiction of the routes on the definitive map is correct.” HCC officers felt that there had been no ‘discovery of evidence’ sufficient to overturn the initial decision that vehicular rights subsist on these BOATs and the Committee therefore refused the Parish Council’s application.

The County Council wrote to the Parish Council and explained that Paragraph 4 of Schedule 14 to the Wildlife and Countryside Act 1981 gives us a right to appeal to the Secretary of State against the County Council’s decision within 28 days and so Tricia Newby re-visited Hampshire Records Office yet again to confirm whether or not there is any new evidence.

As a result of her findings an appeal has been lodged with the Inspectorate, endorsed by the Planning Committee at its meeting on 29 April, on the grounds that (a) there was new evidence included in our application (submitted in 2016), which was not produced to the decision maker who made or approved the first Definitive Map in the 1950s and (b) since the recent decision by the County’s Regulatory Committee, more new evidence has been discovered at the Hampshire Record Office, contemporaneously relating to the Parish Minutes of 1897-8.

The appeal relates only to BOAT 19 (not to BOAT 47) and more information will be available at future meetings of the Parish Council as the appeal is considered.

Bridleway marker in South Lane

The broken fingerpost in South Lane which had been reported to HCC (marking the start of Bridleway No 4 on the approach to the bridge underneath the rail line) has been removed by HCC and replaced with a marker immediately south of the railway bridge.

Kissing gate at Weston

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One of the two stiles on Footpath 34 was replaced with a kissing gates in June 2018 with kind agreement from the landowner. Parishioners had requested that both stiles should be replaced but it was agreed that consideration of the replacement of the second one should await the passage of a year. It has been confirmed that residents in Weston would still like the second stile to be replaced and so, if agreed by the Parish Council, the landowner will be approached after a full year has passed and potential funding sources can then be explored.

### Proposed Rother Valley Way

Correspondence has been received from the South Downs National Park Authority in connection with the proposed Rother Valley Way: to create a shared use path along the line of the former Petersfield to Midhurst Railway. It is not thought that this alignment affects the parish directly but the Parish Council may wish to consider responding to SDNPA along the following lines: ‘Buriton Parish Council welcomes this sort of initiative but would ask that serious consideration be given to reducing the number of BOATs in this part of the National Park for the benefit of non-motorised users. At present walkers, cyclists and horse-riders are discouraged from using Rights of Way which form important links in the network because of the dangers of motorised traffic and the damaged surfaces which result.’ If agreed by the Parish Council, this message should be sent to [andrew.lee@southdowns.gov.uk](mailto:andrew.lee@southdowns.gov.uk) and to [access@southdowns.gov.uk](mailto:access@southdowns.gov.uk) with copies to [robert.mocatta@hants.gov.uk](mailto:robert.mocatta@hants.gov.uk) and [russell.oppenheimer@hants.gov.uk](mailto:russell.oppenheimer@hants.gov.uk)

Doug Jones  
May 2019

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**BURITON PARISH COUNCIL**

**Lengthsman report for PC Meeting:  
20<sup>th</sup> May 2019**

We have new lengthsman for the parish who have replaced Nick Rook-Blackstone.

Frank and Bill have been appointed by the cluster of East Hampshire parishes (coordinated by Jenny Hollington at Steep PC) and they appear to be two very organised young men who both seem to have some connections with our parish.

They will be handling 6-8 parishes and will probably only come here about 4 times per year.

I met with them on Sunday 28 April as they had been keen to meet with someone from the Parish for some time. We walked round the core parts of the village and I circulated a note of the meeting (with a sketch plan of locations) to Parish Councillors the following day.

Apparently, last year (April-March), we used more hours than we were entitled to and so we may not have our full allowance during 2019-20.

Petra, as Parish Clerk, will be required to provide 'job sheets' via Jenny Hollington so that Frank and Bill always have enough work for each of their visits – but not too much work so that some important tasks cannot be done.

It may, therefore, be helpful for us to identify any regular tasks – including those that may need to be done at particular times of year (unblocking drains, cutting back roadside vegetation etc).

If we have the Lengthsman on our Agenda as a standard item at our PC Meetings we can always (i) note what work they have done for us over the preceding two months, (ii) identify / confirm what needs to be done over the following 2-3 months and (iii) look further ahead as / when appropriate. Does this sound like a sensible way forward?

Their funding covers Rights of Way jobs (as well as highways related) and so we should aim to identify Rights of Way issues as well as ensuring that all parts of the parish are considered.

Doug Jones  
May 2019