



Minutes of a meeting of Buriton Parish Council held in the Village Hall, Buriton, at 7:00pm on Monday 30th September 2019

Present: Cllr D Jones (Chair), Cllr L Ashcroft, Cllr A Bray, Cllr H Coates, Cllr T Crew, Cllr M Johnston, Cllr M Marriott, Cllr S Rossiter, Cllr S Stephens, 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. Co-option of Matthew Marriott

All councillors agreed to the co-option of Matthew Marriott to the role of Councillor for Buriton Parish Council.

3. Declarations of Interest

Declaration of interest from Cllr Jones and County and District Cllr Mocatta – as a Member of the South Downs National Park Authority, the Local Planning Authority for the area, 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 National Park 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 if it should come before me at the National Park 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.

4. To approve minutes from BPC meetings held on 29th July 2019, 8th August 2019 and 27th August 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

5. Matters arising from the minutes of the meeting held on 29th July 2019, 8th August 2019 and 27th August 2019.

- *Pond Green Bridge* – Cllr Johnston met with three carpenters to obtain quotes for the work to the bridge: one was not insured for the work, one was unsuitable and one provided a quote for £1,800. It was agreed to carry out the repairs by the community, it was agreed to share the proposal with the designer of the bridge.
Action: Cllr Marriott.
- *Halls Hill parking* – no further issues reported
- *Possible wild camping* – will be covered in Cllr Mocatta's report.
- *Signs on Kiln Lane* – these have been approved by the relevant HCC staff

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- *Obtaining S106 funding* – to be discussed under Village Hall.
- *PAYE* – to be discussed under finance.
- *Hole in Weston footpath* – this has been repaired but the scalplings are coming out, the parishioner to email a photo to Cllr Mocatta.
- *Blocked drain in Weston* – Cllr Mocatta said that this was on a schedule of work.
- *Road surface outside Village Inn* – work is in the pipeline, there was a further incident where a vehicle had lost a sump resulting in a fire service and highways attendance.
- *Bin Collection* – the new contractors have started this week.
- *Dottie Tots Nursery* – the agreement has been signed and returned.
- *Playground repairs* – the repairs have been completed except for the painting of the skateboard ramp.
- *Chalk Pits Memorial Bench* – all work completed
- *Parking in High Street* – both the church and the school have said that they will raise the issues.
- *EHDC dog fouling consultation* – response submitted
- *Defibrillator* – Cllr Mocatta reported that Buriton Parish Council would not be able to obtain a grant from the FA as there would need to be a football team.
- *Insurance Claim* – Aviva have agreed to pay the amount due to the Parish Council for the claim made in January 2016: £5,595.66 (net £100 deposit retained and policy excess). This covers:
 - £2,879.26 (ex VAT) for joinery works by Busy Bee Joinery
 - £1,098 (ex VAT) for radiator covers from Hi Tech Heating
 - £875 (no VAT) for painting and decoration by Antidecs
 - £660 (ex VAT) for cleaning premises by Pro Clean Services Ltd.
 - £433.40 (ex VAT): Chubb - FEAs

Trees:

- Work to trees in vicinity of School Meadow undertaken, the oak tree work will be done in December
- Work to trees in the High Street are likely to be undertaken by Hampshire County Council
- Tree in Kiln Lane is affecting BT lines who will not carry out any work, however high sided vehicles are catching the trees. The only work that is required is to lift the crown.
- Trees on the recreation ground, Network Rail has sent out a crew to reduce the weight of the overhang but the fence has been damaged but they have stated that the condition on the fence is not concerning them as it still creates a suitable barrier. It was agreed that the Clerk to write a letter to draw the matter to their attention, Cllr Marriott to provide the case number and email address. **Action: Cllr Marriott and Clerk.**

VE Day:

- St Mary's Church will like to be involved and are happy to send someone to be on a committee
- Five Bells happy to be involve and help as much as possible.
- Village Inn though it was an excellent idea and want to be involved.
- Manor Barn are also on board
- Bell ringers will be involved
- Petersfield Town Council has noted out date.

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- Nursery School want to be involved
- There has been no reply from Buriton School

Action: A committee to be formed with a representative from each of the above.

6. Dottie Tots Nursery – Karen Burrows

Unfortunately Karen was unable to make the meeting. **Action: Clerk to add to the agenda for November meeting.**

7. County and District Councillor's Reports

County and District Councillor Mocatta informed the council that:

- Queen Elizabeth County Park – refurbishment has been completed and there is an open day on 20th October 2019. The new café is received good feedback. In 2020 HCC will look at making the park more accessible, the refurbishment of the Butser Hill café and the wild camping proposal, BPC will be fully consulted.
- Waste Collection – the new contractors have started this week, if there are any problems EHDC have a helpline or send an email to Cllr Mocatta.
- Cllr Mocatta is involved in a re-organisation of East Hampshire District Council's Place Making initiative where officers are going out to town councils and some parish councils to encourage community projects.

8. Approval of end of Probation Period for Clerk.

Councillors agreed that Petra Norris has successfully completed the probation period for the role of Clerk.

9. Finance and Accounts

- Councillors received and approved the Receipts and Payments report to 31st August 2019, which the Chair signed off.
- Councillors received and reviewed the performance against budget. Clerk to send donations to St Mary's: £800 for church and cemetery and £370 for parish magazine and £50 for Home Start Butser. **Action: Clerk**
- Councillors discussed about when various agreements were to be renewed to ensure that the budget will be allocated. The clerk to produce a list of all relevant agreements and their renewal dates. **Action: Clerk**
- Summary of earmarked reserves – the reserve for the playground needs to be adjusted to remove funds spent on the recent repairs to the equipment. **Action: Clerk**
- Councillors discussed as to whether there should be earmarked reserves for the playground in future. It was agreed to allocate in the budget for 20/21 for playground maintenance rather than earmarked reserve.
- Financial Risk Assessment – Councillors approved the financial risk assessment once some amendments were made. **Action: Clerk**
- Approval of insurance policy – Aviva who are the current providers no longer insure parish councils. Came & Co have provided some quotes. Councillors decided to accept the quote from Ecclesiastical for £2,488.69. **Action: Clerk to notify Kevin Millard at Came & Co.**
- Separate accounts for Parish Council and Village Hall – as the village hall is not a charity the accounts cannot be separate. All accounts to be agreed at the Parish Meeting.

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- Expenditure on training courses – Cllr Jones, Cllr Johnston, Cllr Rossiter and Cllr Stevens recently attended a finance training course, it was agreed that this would be paid out of the training budget.
- Bank Statements – this now been resolved and they should be received monthly.
- External audit – PKF Littlejohn have provided a notice regarding the external audit which needed to be posted on the website by 30th September, which the Chair has done.

OPEN FORUM

A parishioner raised the matter of the painting of the phone box in Weston. A quote has been received for the work: £800 for labour and £120 for materials, + VAT but she is hoping to obtain others. The parishioner asked if an amount could be allocated in next year's budget for this work.

A parishioner informed councillors that some excavation work being carried out in Weston is in fact the re-excavation of an existing access. The parishioner was advised that if she thought that planning enforcement was needed it could be reported via East Hampshire District Council's website.

10. Planning

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

- Nursted Lodge – removal of existing conservatory and replace, the Parish Council will raise some comments.
- Monks Walk – the Parish Council are still not happy about 2 issues – foul water and the location of bins when put out for collection. A letter will be written to send to Stella New, SDNPA about such matter. **Action: Clerk.** Within the planning permission SDNPA advised Buriton Parish Council to consider charging for the bins to be placed on the council's land for collection, also it is a requirement of the permission for the owner to reach an agreement with us but there has been no approach yet. Councillors agreed to charge each of the owners of the four properties £125pa for this.

11. Village Hall and Recreation Report

The Chair presented a report on behalf of the Village Hall and Recreation Committee, a copy of which is attached to the minutes.

- It was agreed that the Village Hall payback £2,000 to the Parish Council which was lent when the Parish Council took over the running of the village hall.
- It was noted that there are no bad debtors.
- Consideration of the insurance claim from January 2016 had led to the suggestion that the Council should improve its methods by saying to hirers (in borderline cases) that we will accept their booking but only if they take out their own Liability Insurance Policy to cover any damage to our property. The Council's Insurance Brokers say that these arrangements are now increasingly common and suggest that this Council should also do this. The Council agreed to this approach.
- Councillors approved that hirers should indicate on the booking form that they have their own liability insurance. However the Village Hall Committee will be identifying some community groups who will be covered by the Buriton Parish Council insurance.

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- **Car park** – it is proposed to extend and enhance the car park using S106 money from SDNPA. Cllr Marriott has produced a specification and the approximate cost will be £4,000 which allows for the protection of the tree roots. It was agreed to add a facility to allow for bikes to be left securely. Cllr Marriott will obtain 3 quotes. A further letter to be written to SDNPA to give an update. **Action: Cllr Marriott and Clerk.**
- **Proposal for Table Tennis Tables** – Councillors received a plan of the proposal. Some funding has been raised within the Tennis Club, but some external funding will be required. The gazebo will be a pop-up version which will be used when required. The tennis club will be responsible for the maintenance of the area. The fence will be 1.2m high and will be picket fence. Cllr Johnston suggested that the Tennis Club apply for Biffa for a grant. Councillors approved the proposal but would like to know the timescales, Cllr Marriott agreed to feedback to the Tennis Club.
- Councillors approved for the placement of some sturdy logs at the top end of the playground for people to sit on.

12. Rights of Way Report

Cllr Jones gave an update on rights of way:

- BOAT 19 – the appeal continues. Tricia Newby has been working hard on this.
- Hampshire County Council's Rights of Way Team and SDNPA volunteers have been cutting back the brambles at The Links.
- A few trees have come down recently across rights of way, these have been reported on-line to Hampshire County Council, it was agreed that this link should be put onto our website.

13. Commemorative Bench Update.

Cllr Johnston gave an update on the Commemorative Bench, a copy of which is attached to these minutes. Councillors agreed that the Parish Council to pay for the cleaning of the War Memorial. Cllr Johnston will check to see if any chemicals are used in the cleaning.

14. Work for the Lengthsman

- The latest invoice has been circulated, Councillors are happy with the work carried out within Buriton
- It was agreed that the Lengthsman be asked to clear the drains again in the High Street beginning at the bottom of Kiln Lane. **Action: Clerk**
- Following on from the work carried out by Hampshire County Council at The Links, the lengthsman be asked to keep the area clear. **Action: Clerk**

15. Correspondence

- Chalk Pits Memorial bench – work completed
- Dog control consultation – reply submitted
- Play equipment – work completed
- Replies to letters re Monks Walk
- Trees – reported
- Weston Phone Box- discussed in Public Forum
- Response to Article 4 – noted
- Buriton Pond – noted

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- Purchase of land – this will be placed on the agenda of the Finance Working Group to be discussed and then decision at November meeting. **Action: Clerk to notify parishioner.**
- “Lets Talk”, East Hampshire District Council. This initiative is instead of the community forums, officers come out to events in communities. It was agreed that the Christmas Market could be a possibly or the Post Office on a Friday. Cllr Jones agreed to speak to Catherine Ford. **Action: Chair.**

16. Date of next meeting

- The next meeting of Buriton Parish Council is at 7:00pm on Monday 25th November 2019 at Buriton Village Hall.

At the conclusion of business the meeting ended at 9.20pm

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Update on planning applications:

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

SDNP/18/03797/DCND Butser Hill Lime Works Ltd, Butser Hill, Buriton, GU31 5SP.
Awaiting response to conservation application.

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. Application Approved

The conditions are not fully met in the view of parishioners as the location of the bin collection point and the full situation with regard waste water are not clear.

SDNP/19/01073HOUS and SDNP/19/01704/LIS. Replacement of uPVC windows with wooden framed windows at Dairy Cottage. Application in progress

SDNP/19/02178/FUL – Old School House. Replacement of defective boundary wall.
Application Approved

SDNP/19/02141/FUL – 19 Glebe Road. New access for off road car parking. Application in progress

SDNP/19/03197/OHL
New electricity pole in Weston and routing of cables underground. Decision Pending

SDNP/19/02736/HOUS
New porch at Bottom Cottage, Gravel Hill. Application Approved

SDNP/19/02353/HOUS
New window at the Wicket Bones Lane. Application Approved

SDNP/19/03059/CND
Replacement of green walls and roof by cedar cladding and photo voltaic panels on a part of the roof at nursery school Ditcham Park School. Application Approved

SDNP/19/02211/DCOND

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Removal of condition 12 and reword condition 13 at Monks walk and Garages.
Application Approved

SDNP/19/03367/HOUS
Ground floor extension at Buriton House. Application Approved

Applications for consideration at this meeting:

SDNP/19/03569/OHL. Overhead Lines at Downley House No objection from planning authority

SDNP/19/03469/TCA, SDNP/19/03433/TCA and SDNP/19/03470/TCA
Trees at Buriton Primary School and Buriton Pond. Application Approved

SDNP/19/03480/FUL 10 Sunny Bank New Outbuilding. Application Approved

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REPORT TO BURITON PARISH COUNCIL 30 SEPTEMBER 2019 - BURITON VILLAGE HALL

1. Financial matters

July and August were healthy months for the village hall with the reconciled balance at the end of August being £11,716. This takes account of the £2,000 owed to the Parish Council (which could probably now be paid back in due course) and compares with an equivalent figure of £10,575 at the end of June.

There are no bad debtors but, at the time of writing, payments are due from the Pilates group who no longer use the hall (£120) and Buriton School (£72). All late payments are being chased.

The new enquiry about booking the hall for regular dance sessions (Chichester Dance) is still being progressed: the Upper Hall is being hired for some occasional 1:1 tuition and ten 1-hour morning slots have been booked starting in January.

The Hall Committee will be considering any review of hire charges (to take effect from 1 April 2020) next month so that any changes can be factored into the Council's budgetary processes at the turn of the year.

Following the completion of the Parish Council's Audit it is noted that payments received from regular hirers who pay either by direct debit or by standing order need to be cross referenced on their booking forms. Procedures for the return of deposits may also need to be clarified with auditors.

2. New Nursery School

Following agreement by the Parish Council, the simple agreement with the nursery has been signed and returned by Dottie Tots and the hourly rate increased on 7th August from £4.50 to £6.50 per hour.

Nursery hours from September onwards are as follows: Monday 8-5.30; Tuesday 8-5.30; Wednesday 8-5.30; Thursday – closed; Friday 9-3.30. These details suggest that income for the Parish Council during the FY 2019-20 will be almost £3,000 lower than budgeted.

The 'build-up' phase (numbers of children) for the new Nursery is taking Dottie Tots slightly longer than anticipated and the Parish Council has offered to help to promote the facility.

A very useful meeting was held with Karen Burrows on 12 September and discussed cleaning, emptying of bins, fencing of the outside space and the numbers of occasions when the Nursery is expected to clear absolutely everything out of the Upper Hall. It is anticipated that similar meetings will be held at / around the beginning of each term.

Karen Burrows is planning to attend the meeting of the Parish Council on 30 September.

3. Health & Safety, Maintenance and Insurance issues

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The health and safety risk assessment and the maintenance and servicing schedule continue to be monitored and reviewed on a regular basis.

The minor repairs to the soffit boards at the northern end of the hall (approved at the last meeting of the Parish Council) have been undertaken.

Consideration of the insurance claim from January 2016 (when the hall was damaged by hirers) has led to the suggestion that the Council should improve its methods by saying to hirers (in borderline cases) that we will accept their booking but only if they take out their own Liability Insurance Policy to cover any damage to our property. The Council's Insurance Brokers say that these arrangements are now increasingly common and suggest that this Council should also do this. The Council is asked to agree to this approach.

The following matters are also being considered by the Village Hall Committee in the light of the recent insurance policy renewal process: procedures to check that all third parties have their own public liability insurance (and risk assessments) and that anyone booking the hall for a 'business use' (charging fees etc) should be asked to have their own cover; this should also include all regular (eg. weekly) groups who use the hall but if the Council wanted to help some of our 'community groups' who use the hall on a regular basis but aren't run as businesses (and may not be able to afford their own insurance) then we could accept their liability into our Policy (as a 'community hirer') – but this should be recorded in the Minutes after a decision at a Parish Council meeting; recommending wedding bookers to take out their own liability insurance to protect our building (increasingly part of the package that wedding couples can get); checking that any private parties with a Bouncy Castle (or equivalent) have their own insurance (via the provider?) and that the company must take full responsibility and should be told that they must stay with the equipment – not just drop it off and collect it at the end of the party; alerting our insurers (via Came & Company) if any events organised by the Parish Council is ever likely to include anything 'out of the ordinary'; considering whether the extent of our village hall insurance cover (and the potential liability of hirers for damage etc) is clear in the Terms & Conditions of Hiring; revising the conditions of hire details as necessary. All regular users of the hall have already been contacted and asked to provide copies of their policies but the Village Hall Committee will continue to address all these issues and seek necessary approvals from the Parish Council.

4. Other village hall matters

Following reports of a cycling event causing problems with parking, the seriousness of the matter is to be drawn to their attention should they ever wish to book the hall again.

A specification for the extension and enhancement of the car park (including cycle parking and membranes to protect tree roots) is to be drawn up as the first stage in obtaining quotations to draw upon the £7,490 of "transport" S.106 funding held by SDNPA. This project could also remove the remains of a tree stump which currently restricts parking space. The Council is asked to agree to this approach.

Village Hall Committee

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Commemorative Bench project.

As a part of the 2014-2018 centenary of the WWI project it was considered by the Parish Council that as a community we produce a new generations' contribution to commemorate this terrible conflict.

This idea idea was first explored in a community workshop in the village hall in April 2016.

Designs, voted for by the community, were submitted to the Parish Council by both adults and children for this Commemoration and these were considered an Annual General Meeting of the Parish Council in 2017. The final design takes the form of a Commemorative Bench made from Portland stone to match the existing War Memorial, which in turn will be cleaned as part of these proposals. The back of the bench will have a laser cut metal plate depicting the activities of war set onto it. This will be copper or bronze and has been designed by Andy Cheese. It is proposed that the bench will be positioned behind the War Memorial, carefully set into the natural slope backing into the yew hedge, with a Poppy Roundel (designed by one of the younger generation) set in the ground in front of it and made from a red stone with a black granite centre. Around the Poppy Roundel will be the words "Always remember, never forget", enabling the Community to reflect on the effects of conflict.

With the centenary of the inauguration of the war memorial shortly upon us, we think it is appropriate to add another generation's contribution to show that as a community we have not and will never forget those who gave their lives. Nor should we forget the huge burden that our rural community faced when so many men departed, leaving women and children to fill their roles. Per capita the parish of Buriton sent more men to the Great War than any other district in the Petersfield area and many families suffered for many years afterwards in many ways.

We are proposing to use Chichester Stoneworks to build and install the bench and the red poppy roundel. Their quotation also provides for the cleaning of the War Memorial itself so that both will weather simultaneously. This totals approximately £20500.

We have also received costings from a local contractor for the groundworks, foundations etc totalling £4,900 + VAT. - As they're local company and very supportive of our project, they have discounted their costs. There are also other costs, such as the metal seat back, architect's drawings etc, which bring the total identified costs to circa £26,300. We have added £2,000 for contingencies (which hopefully we won't need), so our target figure stands at £28,300. We should note the project is on land owned by the Parish Council and that it has been confirmed by the Planning Authority that no planning permission is necessary.

We currently have approximately £20000 promised for the memorial..... We have active grant applications submitted (These are being made in the name of the Parish Council) but are still looking for approx £8,000. Of the money dedicated currently over 75% is from Parishioners and the remaining is made up of the Parish Council (£3000), S106 monies (£1080) and, hopefully, our District/County Councillor.

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Already there is money in the PC bank account (£549) that has been paid in by supporters of the project. We are now encouraging others who have pledged money to write cheques, payable to the Parish Council, so that we have the money secured and ring fenced ready to pay out when needed. We expect that the PC will be able to reclaim any VAT that falls to this project.

Chichester Stoneworks have asked for 16 week order lead time and so, to keep this project on time, we need to be in a position to place this order within the next 2-3 months.

The date for installation of the bench will be around May next year to coincide with the 100th anniversary of the dedication of the War Memorial, which will be 22nd June 2020. As this will be a Monday, we hope we might have a dedication ceremony either that day or Sunday 21st June. All this is to be planned, but naturally we'll involve the Church and invite dignitaries, press etc. - Maybe even Michael Morpurgo!? This date next year is significant as it not only represents the centenary of the War Memorial's dedication, it's also between the 75th anniversaries of VE and VJ Days.

In addition to the money already committed by the PC we would like to ask if you would be prepared to pay for the cleaning of the existing war memorial? This would be £558.

Thank you for your attention

Maggie Johnston, Jonathan Jones, Tony Carter, Chris and Jenny Gaylard, Karen White, Andy Cheese and Lynnette Watson.

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