



Minutes of a meeting of Buriton Parish Council held in the Village Hall, Buriton, at 7:00pm on Monday 27th January 2020

Present: Cllr D Jones (Chair), Cllr L Ashcroft, Cllr A Bray, Cllr H Coates, Cllr T Crew, Cllr S Stevens and Mrs P Norris (Parish Clerk).

In attendance: 1 member of the public.

1. Apologies for absence

Apologies were received from Cllr M Johnston, Cllr S Rossiter and County and District Councillor Mocatta.

2. Declarations of Interest

Declaration of interest from Cllr Jones– 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.

3. To approve minutes from BPC meetings held on 25th November 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 25th November 2019.

- *Pond Green Bridge* – Chairman to check with Cllr Marriott as to when the works are scheduled. **Action:** Chairman
- *Blocked drain in Weston* – The drain has been cleared.
- *Road surface outside Village Inn* – This is still outstanding
- *Insurance Claim* – the money for the insurance claim has been received and added to the Village Hall reserves.
- Work to trees in vicinity of School Meadow undertaken, the oak tree work is believed to best outstanding. **Action:** Cllr Marriott.
- The wayleave payment from Southern Electric is due in February.
- The paperwork relating to the precept was submitted.
- Payroll – we are now using Ladywell Accountancy Services.
- Bank signatories – on the agenda
- Notice period for Dottie Tots Nursery still needs to be discussed at the Village Hall Committee.
- Request from Openreach for phone line to Monks Walk. Clerk to chase again.
Action: Clerk



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- Commemorative Bench – An Update has been received from Cllr Johnston. The project is still on schedule. The quote for the total costs could be slightly lower, an updated quote is expected soon, this involves a number of contractors. Fund raising and pledges are very successful and there are no problems anticipated with raising the funds. The War Memorial will be cleaned and any re-pointing carried out in time for VE Day and all works completed for the 100th anniversary of the War Memorial. The poppy roundel element of the bench will now be a mosaic which is more durable than carved stone; this could be an opportunity for school children to take part. The seat back is to be a dark metal to minimise the maintenance on the stone.

5. County and District Councillor's Reports

County and District Councillor Mocatta sent his apologies.

6. Finance and Accounts

- Councillors received and approved the Receipts and Payments report to 31st December 2019, which the Chair signed off.
- Councillors received and reviewed the performance against budget. On the village hall accounts it would appear that more has been received for hirings than anticipated but this does not take into account deposits which are returned as these come out of a separate cost code. The Clerk to discuss the situation with the external auditor. **Action:** Clerk.
- The SDNPA has confirmed a S106 grant for £1,080 towards the Commemorative Bench which has not appeared as a payment and so has not yet been added into the Commemorative Bench Reserve. **Action:** Clerk to chase if not shown on January's bank statement.
- Councillors approved the summary of reserves.
- Signatories for Parish Council and Village Hall bank accounts – Cllrs agreed to remove Stephen Holden and add Cllrs Coates and Stevens as additional signatories. The paperwork was completed and the Clerk will take to Nat West Bank. **Action: Clerk**
- Access to software for audit purposes – Cllrs agreed to allow our external auditor a back-up copy of our finance software for audit purposes as long as it was password protected.
- Pay for Clerk & Village Hall Manager: NJC scales – Cllrs agreed to adopt the NJC pay scales with affect from 1st April 2020, with a pay award from that date.

7. Planning

Cllr Jones presented a report from the Planning Committee, attached to these minutes.

The main points are:

- Stanbridge Farm – glamping: this application has been withdrawn
- Manor Lodge – window change: no objection to this. Cllr Marriott will liaise about work on the tree on the parish council land adjacent to the lodge.
- Forestry Work at Ditcham – it was agreed to monitor the situation with regard to 4 x 4's using the area where trees have been cleared.
- Monks Walk – A letter has been received from SDNPA stating that enforcement investigations have commenced with regard to the discharge of conditions.
- Discussions are on-going with the new owners of the Cart Shed and Monks Walk with regard to the agreement over the position of the bins when put out for

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collection. Cllrs Jones and Marriott are meeting with the new owner of the “garage” on the 31st January 202. Cllrs reiterated previous decisions that no refuse lorries should access through the pond car park.

- The SDNPA have confirmed that there is a possibility of CIL being obtained from the Monks Walk development.
- Planning application: SDNP/20/00089/HOUS – Meadow Byre, single storey extension: Cllrs agreed that there would be no objections to this application but would add comments about whether this extension was within the limit of the number of extensions permitted on the property and that low transmitting glass to be considered. **Action:** Chair & Clerk
- Included in correspondence was application SDNP/20/00127/HOUS – The Old Rectory. As this was a re-submission Cllrs agreed that the comments previously submitted were still valid and could be submitted again. **Action:** Chair & Clerk.

OPEN FORUM

A parishioner discussed an issue with a different drain in Weston which she has sent information to Cllr Mocatta for him to contact the owner.

A parishioner raised the issue of the painting of the telephone box in Weston, a third quote is being obtained. The community will carry out some work to clear the vegetation from around the box. The light is not working in the box, this is more likely have been disconnected by BT and it will not be viable to re-install.

8. Village Hall and Recreation Report

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

- Cllrs approved the purchase of a new thermometer in the tank at a cost of £460.
- Revised “Conditions of Hire” – these have been reviewed by the Village Hall and Recreation Committee, it was agreed to send a copy to the Insurance Brokers for their comment. It was agreed that “guide dogs be amended to “assistance dogs.”
- Cllrs agreed that The Film Group, Buriton Players, Indoor Bowls Club, Buriton Village Association, Pickleball Group and Aeromodellers would be covered by the Buriton Parish Council insurance and that this list would be reviewed annually by the committee.
- Cllrs agreed that the Finance and General Purposes Committee meet and review the insurance values for the parish council assets and consider how this corresponds to the asset register.
- Cllrs agreed to exploring a new lapel microphone. Keith Harrison is assisting with the purchase and installation.
- Car Park Enhancement – three quotes have been received for the works and been approved by SDNPA. Cllr Crew met with the contractor today to discuss the extra work filling-in the potholes. The quote will be forwarded to SDNPA once received. Cllrs agreed that if the new quote is more that the money available from the SDNPA, the extra will be paid from the ring-fenced money for the car park, it was agreed that the Chairman and Vice Chair would authorise this spend.
- Tree planting – Following a discussion Cllrs agreed to plant a tree on the recreation ground to commemorate VE day with more to be considered in the future. **Action:** Cllrs Jones and Marriott

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- The discussion also mentioned planting a “Community Orchard” somewhere in the village but not on the recreation ground. It was noted that research had been conducted into the matter as part of the Parish Plan. **Action:** Cllr Marriott to look at options in the future.
- HALC have submitted a report on Climate Change for parish councils to consider, tree planting is part of this. It was decided to consider this as a topic at the Annual Parish Meeting in May and that the school could be involved.
- Network Rail Fencing – the parish council had written late last year to Network Rail about the condition of the fencing, which they replied that it was not an issue. A letter was then received from them stating that work had been carried out as damage had been done to the fence possibly by grounds maintenance vehicles. Cllr Crew had raised this with the contractors to ensure great care in the future. It was agreed to write a further letter to Network Rail stating that the work carried out to the fencing was not to a high standard and that debris and vegetation coming down the embankment from the track was pushing the fencing out. **Action:** Chairman
- Cllr Crew is obtaining quotes for grounds maintenance and the new contract is due to start in April.
- Playground Inspections – the Clerk was asked to obtain some further information relating to this. **Action:** Clerk.
- A parishioner has reported an issue with dogs getting out of a garden into the recreation ground, scaring children and pooing. The resident is looking to re-fence their garden but would like to carry out the work from the recreation ground. It was decided that more details are needed of the work. **Action:** Chairman
- There is some staging owned by the school which takes up a lot of room in one of the village hall’s storerooms. It was agreed that this matter will be discussed by the Village Hall Committee.

9. Rights of Way Report

Cllr Jones presented a report from the Rights of Way working Group, a copy of which is attached to the minutes:

- A list of locations for cutting back of vegetation has been submitted to Hampshire County Council
- BOAT 19 – Buriton Parish Council did not win the appeal, a Traffic Regulation Order may be considered in the future.
- A tree has come down on the track by South Lane, although some wood has been taken away it has not been completely cleared, this will have to be monitored in case it affects the stream.
- It is hoped to hold a Litter Pick day on the morning of 22nd February 2020, the clearing of the tree could be looked at. This event is being co-ordinated by Mr & Mrs Griffiths.

10. VE day update

Cllr Jones presented a report from the parish council’s VE Day Working Group, a copy of which is attached to the minutes:

- Assurance has been received from the parish council’s Insurance Broker that as this is a working group of the parish council that the event will be covered.

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11. Work for the Lengthsman

- The Lengthsman has been asked to maintain the area around and to the rear of the War Memorial, including the Parish Council land around the trees adjacent to Manor Lodge.

12. Correspondence

- Light in Village Hall car park has been replaced
- Monks Walk bins – covered on the agenda
- Monks Walk conditions – covered on the agenda
- Cart Shed – meeting with the owner
- Damage to fencing by railway line – covered on the agenda
- Forestry Work Miscombe Wood – reply from a letter sent by the parish council
- Hedges near the War Memorial – covered on the agenda
- Ownership of bus shelters- the parish council own the bus shelter in the High Street but to comment that it is surrounded by trees on HCC land which may have Ash Die-Back disease, also there are other shelters within the parish council area which are not owned by us e.g. A3, B2070. **Action:** Clerk to respond
- SDNP/20/00127/HOUS – covered under planning
- Pension Regulator – **Action:** Clerk

13. Website

Cllr Jones produced a report on the implications of The Public Bodies (Website & Mobile Applications) (No.2) Accessibility Regulations 2018, a copy of which is attached to the minutes.

Cllrs agreed to ask Ali Martin, Web Manager, to look at the Regulations and advise whether the website is compliant and if a statement is required. **Action:** Chairman

14. Date of next meeting

- The next meeting of Buriton Parish Council is at 7:00pm on Monday 30th March 2020 at Buriton Village Hall.

At the conclusion of business the meeting ended at 8.55pm.

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- **Planning Report for meeting on 27/1/2020**
- There is one Planning Application to be considered at this meeting, with the rest of this report providing an update on other current planning matters.

Planning application for consideration at this meeting

SDNP/20/00089/HOUS: single storey side extension, Meadow Byre, Sussex Road, GU31 5RB

Update on current planning matters

SDNP/18/03797/DCOND: Butser Hill Lime Works Ltd, Butser Hill, Buriton, GU31 5SP. Ongoing correspondence between SDNPA and English Heritage.

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

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

SDNP/19/05415/TCA: Fell cherry tree at 21 High Street, Buriton, GU31 5RX. The planning authority had no objection.

SDNP/19/05514/TPO – The Old Rectory, High Street: To fell 27 ash trees, new trees to be planted. The planning authority had no objection.

SDNP/19/05288/HOUS – Grantchester House, Bones Lane: Hipped roof over front dormer. Application approved.

SDNP/19/05527/HOUS – 57 North Lane: Re-position existing garage, erect a 1.8m panel fence to create a shared rear access path for No: 53, 55 & 57. Approved.

SDNP/19/05506/CND – 7 Heatherfield: Variation of Condition 4 of SDNP/18/06437/HOUS to allow substitution of Plan PDC/18/09/178/03 with PDC/18/09/178/03 Rev A (changes to windows and doors). Approved

SDNP/19/05816/FUL & SDNP/19/05817/LIS – Manor Lodge, North Lane: removal of rotten windows and frames to SWW elevation – Ground, First and Second floor casements. Application in progress: no objection from Parish Council with the following comments: pleasing to see slender timber frames in line with Conservation Officer's guidance; good to see that double-glazing can be incorporated for reasons of energy efficiency; noted that access will be required onto Parish Council land in proximity to a tree requiring liaison before work commences.

SDNP/19/05912/BBPN – Luxford Cottage, Butser Hill – 10 metre high pole, 8.2 metre above ground for provision of broad band service. Permission given by EHDC without any

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comments from the Parish Council because the application was deemed to be permitted development.

SDNP/19/06144/TCA – Karnten House, Bones Lane – Remove 18 leylandii trees and replace with a mixed hedge. Application in progress: no objection from Parish Council with the following comments: welcome this proposal as the Council is pleased to see the removal of leylandii trees throughout the parish; noted that this species provides very few ecological benefits, does not replenish soils, deprives other plants of nutrients, provides excessive shade and is not aesthetically pleasing; a replacement mixed hedge composed of native species would be welcomed.

Forestry activity in the Ditcham area: reply received from Forestry England (in connection with the loading bays at SU 7605 1965 and SU 7500 1959) saying that “at this time there are no plans to reinstate these areas.” The letter shares the Parish Councils “concerns around the impact on the landscape particularly in the South Downs National Park” but explains that “with any planned operations there is a balance to be struck and it is felt that the scale and impact of these operations is appropriate given the context...”.

Update on implementation of Monks Walks Conditions (SDNP/19/01440/DCOND): as a result of a meeting of the Parish Council’s Planning Committee a letter had been sent to the planning authority about a number of matters and a reply had been received confirming that no occupation of any of the properties should have taken place before conditions had been signed off and that, as a result, Enforcement Officers would visit the site. The Clerk has followed this up to try to get an update in time for this meeting of the Parish Council.

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REPORT TO BURITON PARISH COUNCIL 27 JANUARY 2020 - BURITON VILLAGE HALL

1. Financial matters

November and December were healthy months for the village hall with the reconciled balance at the end of December 2019 being £15,892. This is after the £2,000 owed to the Parish Council has been paid back and compares with an equivalent figure of £11,070 at the end of 2018.

There have been new enquiries for extra Pickleball sessions (on Sunday mornings) and potential bookings on Wednesday evenings for Ballroom Dancing and/or extra Yoga sessions.

The Dottie Tots Nursery School is now operating 8am to 6pm on Mondays, Tuesdays and Wednesdays and 8am to 4pm on Fridays.

Due to the extra usage of the hall, it may be necessary to review the hours of cleaning required each week.

There are no bad debtors.

The clerk is exploring the issue of audit procedures for the return of deposits – and the issue of bank signatories can be embraced as part of the Parish Council’s review of this matter.

2. Health & Safety, Maintenance and Insurance issues

Health and safety matters and the maintenance and servicing schedule continue to be monitored and reviewed on a regular basis.

Minor repairs / replacements have been undertaken to external lights, fire alarm call points and the CD player. All the fire extinguishers have been serviced. Arrangements are in hand to address blocked gutters.

Monthly readings of water temperatures continue to be recorded with regard to legionella but, as an extra precaution, arrangements are being explored for an annual inspection allied with, on this occasion, a clean and disinfect of the tanks. It is possible that a new thermometer may also be required and a total cost of about £460 is envisaged. Confirmatory approval of this expenditure by the Parish Council would be welcomed.

The Committee has reviewed the ‘Conditions of Hire’ (copy attached) for future circulation to all hirers – and this document has been sent to the Parish Council’s insurance brokers for any comments.

We have been advised to record in the Parish Council Minutes those local community groups who we would wish to identify as ‘community hirers’ and who would, therefore, be

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covered by the Parish Council’s insurance policies – rather than requiring them to pay for their own insurance policies. Relevant groups are:

The Film Group, Buriton Players, the Indoor Bowls Club, Buriton Village Association, the Pickleball group and the Aeromodellers. The Parish Council is asked to approve this proposal.

Emerging proposals from the Parish Council’s working party developing arrangements for VE Day activities on Saturday 9th May have been noted by the Committee, involving the potential use of both the Recreation Ground and Hall.

4. Other village hall matters

A further visit to the Car Park by the selected contractor is anticipated (to provide an estimate to repair existing pot-holes) and the overall work is likely to take place in March-April. The Hall Manager will be kept apprised.

The Village Hall Committee recommends that the Parish Council re-assesses all its ‘current sums insured’ this year – including getting buildings valued.

Quotes for replacement windows, doors, soffits etc will be obtained in the coming months so that some work (drawing upon ear-marked reserves and other sources) can take place during 2020/21.

Dottie Tots Nursery have stressed the importance of restricting access to the upper hall (and other areas used by the Nursery) when children are present. The Hall Manager is liaising closely on this matter, including liaison with other user groups.

Consideration is being given to purchase a lapel microphone, a new mixer to fit into the existing frame of the sound system (the rest of the equipment is felt to be of high quality and flexible) and, potentially, a ceiling-mounted data projector (to help with film shows and other user options). Some funding towards such items may be available from the Buriton Film Group.

Village Hall Committee

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**Rights of Way report for PC Meeting:
27th January 2020**

Since the last meeting of the Parish Council there are the following updates on Rights of Way matters.

Rights of Way Vegetation Priority Cutting List for 2020

The Parish Council has confirmed the 4 paths proposed by HCC but has asked for a 5th to be added (to which we appear to be entitled). The 4 are:

- Buriton FP14: Petersfield Rd to North Lane via Links
- Buriton FP16: Bones Lane to North Lane past the Hop Kilns
- Buriton FP17: North Lane to Pitcroft Lane via the Lawns
- Buriton BW23: Old Ditcham to Sussex Road.

We have also asked for FP 15 (Hangers Way) to be added as our 5th – but not instead of any of the above. In theory the Hangers Way is a “promoted route” and so should automatically be attended to – but recent experience suggests that this is not done in practice.

Byways Open to All Traffic

A Planning Inspector has dismissed the Parish Council’s appeal to try to get HCC to reclassify BOAT 19 as a bridleway (instead of a BOAT). The Inspector did not visit the site but feels that the Parish Council’s evidence was not of sufficient substance to displace the presumption that the definitive map is correct.

This decision marks the end of this avenue of work and sincere thanks are put on record to Tricia Newby. Tricia’s advice is that the Parish Council should not give up on this matter and that, in due course, the Council might wish to request (again) that a TRO be placed on the route. Tricia notes that there is a legal case to be made for a TRO as the vehicular route is clearly a danger to other users because of its inherent topographical nature (narrow width with high banks etc). This danger is so apparent it causes conflicts, and walkers and horse-riders are deterred from using it. In addition the route has been environmentally damaged, although this claim is not currently helped by recent repairs by the landowner. Tricia advises regular communications with HCC and SDNPA reporting problems and perhaps encouraging parishioners, walkers (RA) and horseriders (BHS) to record their usage [previously and ongoing] and their comments. In addition photos which show evidence of damage to the environment would also be helpful.

Doug Jones
January 2020



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VE Day (and VJ Day) 2020

Report to Buriton Parish Council: 27 January 2020

Further to earlier reports on this matter, another very successful meeting of the working party was held on 6 January.

Initial timings are now being outlined for the events on Saturday 9th May:

Pre-10am - Bells to be rung prior to event in church

10am to 10.50 – poems & readings in the church

11am – bells to ring to summon all villagers for community photograph outside church

11am-11.30 – taking of community photograph

11.30am - procession (with brass band) along High Street to Village Hall & Recreation Ground

11.45-12.30 - school performances in the hall and/or on Recreation Ground (artwork, songs, maypole dancing)

12.30-1.30 – picnics (bring own food) on Recreation Ground – background music from Brass Band and / or music from the hall (food also available in the Village Inn, Five Bells)

1.30-4pm – games on the Recreation Ground – and judging of children’s fancy dress.

Break until evening event

7.30pm (til 10.30 for 11pm) – barn dance in the Manor Barn

A number of sub-groups of the overall working party have been formed to take forward some of the activities:

- the content of the morning event in the church
- the afternoon events on the Rec Ground
- tickets, posters and arrangements for the evening barn dance in the Manor Barn.

It is also hoped that it may be possible to create a ‘trail’ in parts of the parish in the weeks prior to 9th May – allied to a small display of silent soldiers.

Families may also be encouraged to research their own WW2 stories and to contribute to a ‘memory board’ (perhaps with pins in a map of the world which be on display in each of the pubs for a week prior to the event as a way of encouraging more participation.

The next meeting of the working party is on 24th February, 7.30pm in Five Bells

Separate arrangements are being made with St Mary’s church for a commemoration of VJ Day in August.

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Website Accessibility Regulations 2018

Report to Buriton Parish Council – 27 January 2020

Our attention has been drawn to this matter as it may affect many Parish Councils. For existing websites, new requirements for compliance need to be in place by 23 September. By that date all public sector websites or apps must meet accessibility standards and publish an accessibility statement.

Making a website accessible means making sure it can be used by as many people as possible. This includes those with: impaired vision; motor difficulties; cognitive impairments or learning disabilities; and deafness or impaired hearing.

Apparently about 1 in 5 people in the UK have a long term illness, impairment or disability – and many more have a temporary disability. Accessibility means making content and design clear and simple enough so that most people can use it without needing to adapt it, while supporting those who do need to adapt things.

Apparently most public sector websites and apps do not currently meet accessibility requirements. Common problems include websites that cannot be navigated using a keyboard, inaccessible PDF forms that cannot be read out on screen readers, and poor colour contrast that makes text difficult to read - especially for visually impaired people.

A Council could be breaking the law if their website does not meet accessibility requirements.

It is also necessary to publish an accessibility statement on the website, linked from a prominent place such as the website footer. The accessibility statement should explain: which parts of the website do not meet accessibility standards and why; how people with access needs can get alternatives to content that’s not accessible; and how to contact us to report accessibility problems (potentially including a link to a government website that people can use if they’re not happy with our response). In addition, we should respond within a reasonable amount of time if someone requests information in an accessible format.

More guidance is available about these matters online and we could ask our web-manager (Ali Martin) to consider what, if anything, needs to be done to our website.

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