



**Detailed notes of discussions held relating to the agenda for
the Parish Council Meeting of 30th March 2020**

Consulted: 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 Stevens and Mrs P Norris (Parish Clerk).

1. Apologies for absence

There were no apologies as due to the current Coronavirus pandemic and following Government Restrictions a public meeting or a meeting of all councillors could not be held. In these unprecedented circumstances all discussions were held via email.

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 27th January 2020.

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

4. Matters arising from the minutes of the meeting held on 27th January 2020

- *Pond Green Bridge* – The works are due to go ahead but we are still waiting for the water to subside.
- *Road outside Village Inn* – This was scheduled for early March but due to Coronavirus is not yet completed.
- *Oak Tree, School Playing Field* – this work is still to be done but has been delayed due to the ground conditions.
- *Other trees* – work to the five ash trees and removing the dead bits from the elm at the top of the recreation ground will be carried out once the ground has dried out.
- *Wayleave* – This was received on February without chasing the payment.
- *Bank Signatories* – Cllrs Coates and Stevens are being added.
- *Notice period for Dottie Tots* – to be considered by the Village Hall Committee
- *Phone line to Monks Walk* – included on the agenda
- *SDNPA S.106 award for Commemorative Bench* – this has been received and will be added into the Memorial Bench Reserve prior to the year end.
- *NJC Pay Award* – this appears not to have been agreed yet, increases will be backdated to 1st April 2020

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- *Monks Walk, location of refuse bins for collection* – not yet agreed with residents
- *CIL payment for Monks Walk development* – This is anticipated in April 2020
- *Finance Committee* – to review insurance values for Parish Council buildings and co-ordinate with the Asset Register: yet to be undertaken
- *Agenda items for Annual Parish Meeting* – not progressed as large public meetings are unlikely to be allowed due to Coronavirus.
- *Network Rail Fencing* – a further letter was sent to Network Rail and a reply was received on 7th February: “I have raised your issues to our Off Track maintenance team and they are planning the following work – clear all vegetation away from the fence and redo the temporary repairs and repair all barbed wire topping. Once this work has been completed it should address our concerns.”
- Details of the proposed fencing for the rear of the Rectory Garden, which will be constructed from the recreation ground has been received. Councillors made the following comments:
 - The uprights to be left a little higher at the bottom to allow a wildlife corridor
 - The existing boundary is to be followed
 - The area around the fence in the recreation ground to be made good
 - A cordon to be put up around the work to ensure the safety of members of the public
 - That the residents / their contractors are to have employers and public liability insurance in place.
- *Staging stored in the village hall* – still to be considered by the Village Hall Committee
- *Litter pick* - a successful litter picking morning was held on 22nd February 2020, the Parish Council wish to thank Adam and Hannah Griffiths for coordinating the event.
- *Website* – the implications of the Public Bodies (Website & Mobile Applications Regulations are still to be thoroughly investigated and actioned.
- *Weston Phone Box* – An informal visit has been carried out by a professional restorer (not a painter) who has advised as follows: “the box dates from 1955 – late 1960s and is in fairly sound condition except for badly peeling paint; some minor rot to the bottom of the wooden door but not bad. The door closes correctly and fits well; glass fitted using neoprene seals which are not particularly effective when new and allows water to seep into the box. Some of the lower steel inner glazing frames are starting to rot. Overall not too damp inside though; a fairly modern light unit has replaced the usual fluorescent tube fitting, not sure if this was fitted by BT or subsequently (never before seen a fitting like this in a BT box). The cover/diffuser is retained by normal crosshead screws. The light bulb will be a standard 240v one, probably ES fitting but may be BC. There is an isolating switch behind the plastic cover below the shelves. The plastic cover is not attached on its left-hand side so can be pulled back to access the switch. I assume that the electrics are still live but it is possible that the supply has now been disconnected. I will point out that the boxes were never properly earthed, BT just relied on the wiring being double-insulated throughout, this is fine unless the insulation chafes through or a wire gets pulled out. The appearance of the box could be greatly improved, relatively cheaply, by simply scraping off all the loose paint, thoroughly sanding it and repainting it externally. Some sort of new signage to replace the faded Telephone transom signs would be good too.”

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5. Coronavirus Update

Cllr Jones had circulated a report, attached to these minutes, on the measures that were being taken to ensure that assistance is given to parishioners at this time. The wide range of activities and the speedy response to the crisis were noted.

6. Matters of Public Importance

Cllr Jones had circulated a report, attached to these minutes, containing information and advice from the National Association of Local Councils and recommendations for Emergency Measures in relation to the current Coronavirus pandemic. Councillors agreed, via emails, that the Council delegates its decision making responsibilities to the Clerk. The Clerk will undertake this after proper consultation with the Chairman of the Council, the Vice-Chairman and the chairs of committees relevant to the decisions being taken. It was agreed that this course of action will remain in place until the crisis eases or alternative arrangements announced by the Government to supersede the need for this action can be implemented.

7. County and District Councillor's Reports

Due to the circumstance no report was given.

8. Finance and Accounts

- Councillors received and approved the Receipts and Payments report to 29th February 2020, which the Chair will have to sign off.
- Councillors received and reviewed the performance against budget.
- Councillors noted the summary of reserves with the revised total for the Memorial Bench Reserve to be £9,530 following receipt of the S.106 contribution.

9. Planning

Cllr Johnston produced a report from the Planning Committee, attached to these minutes.

- Pond Car Park – Cllr Jones had circulated a report relating to issues concerning the pond car park, which was noted and is attached to these minutes. Councillors felt that an acceptable annual financial contribution should be sought from each of the properties to provide for an adequate 'sinking fund' for maintenance repairs.

OPEN FORUM

There was no open forum due to the fact that no public meeting could be held due to Government restrictions and no correspondence had been received on any matters on the Agenda since the publication of the Agenda at the normal time.

10. Village Hall and Recreation Report

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

- It was noted that the Village Hall was now closed because of the Government restrictions with bookings having been cancelled and that this would have a large adverse effect on income. Initial contacts with Insurance Brokers had not been promising.

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- Car Park Enhancements – due to the current circumstances there is no start date for these works. Buriton Tennis Club have agreed to pay £1,000 towards the costs.
- Playground Inspections – An example checklist for carrying out regular playground inspections has been received from Steep Parish Council. As the playground is currently closed, following government instructions, this matter will be considered and implemented once the playground is reopened.
- Proposal from Buriton School for School Meadow – an email was received from the school on 30th January 2020 requesting if they could undertake some works on the School Meadow: installation of all-weather track; plant 15-20 hedgerow shrubs; install an additional storage shed; construct some raised borders on the small garden in the recreation ground. An email was sent requesting further information: All-weather track – what materials will be used, who will be doing the work and what sort of processes will be involved? As this is parish council land we may need to know how permanent the track will be and the appearance of it. With regard to adding an additional shed, is this to replace some of the existing sheds with a larger one (appropriately sited) rather than adding another. The school was also asked if they had explored any requirements for planning permission as the area is close to a Conservation Area and requirements may have changed with the new South Downs Local Plan. Copies of any correspondence with the Planning Authority were requested. It was hoped that there would be some answers for the meeting but to date no response or information has been received.
- Trees on Recreation Ground – The proposal for a commemorative tree for VE day is for a Copper Beech, councillors also suggested an Oak might also be suitable. The cost of the tree would be around £368 + VAT but there will be no planting fee as the community will carry out this work. Councillors agreed the location between the playground and the tennis courts.
- Councillors agreed to create a copse within the area of the recreation ground to break up the expanse of grass, provide for wildlife, make the area more interesting and reduce mowing costs, without losing the ability for people to hold games requiring larger areas of open grass and with the need to have regard to safety / visibility issues of children playing anywhere near the railway fencing.
- Recreation Ground Cutting Contract – Cllr Crew had received four competitive tenders for the recreation ground maintenance contract. These were circulated to all councillors and it was agreed that the contract be awarded to Idverde at an annual cost of £6,536.12.

11. Rights of Way Report

Cllr Jones had reported that there was due to be another volunteers' cutting day to tackle vegetation growth along the footpath along the Links which had been agreed with the County Council for the 11th May but this is now likely to be postponed due to Coronavirus.

12. VE day update

Cllr Jones had circulated a report noting that plans had been progressing well for the big community event on Saturday 9th May but that the main activities have now been postponed until possibly August, potentially the 15th (VJ Day) or the 8th (the date of the Village Show). All organisations involved have been notified. It was noted that it may still be possible to provide some 'recognition' of VE Day – but perhaps now focussed on the official day (Friday 8 May; still due to be a Bank Holiday) rather the following day which

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had been chosen for the community events. It may still be possible to do the following at / around that time:

- Display of 8 silent soldiers near the war memorial possibly with photographs of Old Buriton
- Distribution of the 3 VE Day booklets to households, subject to getting them printed.
- A small outdoor event involving the Church.

It is hoped that the professional clean of the War Memorial for VE Day may still go ahead, as scheduled, in April: discussions are on-going with the contractors.

13. Commemorative Bench Update

Cllr Johnston had circulated a report on the update of the Commemorative Bench, a copy is attached to these minutes. The situation was noted.

14. Defibrillator

Cllr Jones had circulated a report detailing the proposals for a parish defibrillator being led by a community group. A copy is attached to these minutes.

15. Work for the Lengthsman

Councillors were asked of ideas for the Lengthsman, in addition to the regular work already identified.

16. Correspondence

- Works in school Meadow – on agenda
- Road closure – passed to Cllr Mocatta
- Repairs to fence – response from Network Rail
- Pond Car Park – on agenda
- Planning Application – dealt with by the Planning Committee
- Defibrillator – on agenda
- Monks Walk phone line – on agenda
- Interaction with Buriton Farebook – to be considered
- Monks Walk garden – dealt with by the Planning Committee
- Monks Walk – on agenda
- Playground Inspection – on agenda
- Thanks for contribution for the Parish Magazine and the Church
- Fencing – on agenda

17. Date of next meeting

- The next meeting of Buriton Parish Council is scheduled for 7:00pm on Monday 18th May 2020 at Buriton Village Hall if restrictions are lifted or by virtual means.

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RESPONSE TO THE COVID-19 OUTBREAK

The Parish Council initiated a coordinated approach to respond to the Coronavirus pandemic on 12 March by arranging an initial meeting with representatives of Neighbourcare Buriton and St Mary's Church: Doug Jones (Parish Council Chairman), Maggie Johnston (Parish Council Vice Chair), Peter Nixon (Neighbourcare Coordinator) and Rev Judith Bee (Parish Priest).

The Group held regular meetings to coordinate the programme of activities described below until prohibited from meeting together on 23 March. Thereafter communications have taken place by other (electronic) means.

Plans were in place prior to the Prime Minister's statement on Monday 16 March and, within hours, two leaflets were delivered to every household in the parish: one requesting new volunteers to join the small but invaluable Neighbourcare team and the other offering help to anyone needing shopping/chemists/urgent supplies or posting mail or transport for essential medical appointments or a friendly phone call etc. Copies of the leaflets form an Appendix to this report.

There was a swift response with approximately fifty new volunteers enrolling. Some shopping and prescription runs were also forthcoming and have subsequently continued to grow in number – but remain well within the enhanced capacity of the service.

Letters were delivered to each of the main supermarkets in Petersfield to explain the role of our 'Community Shoppers' and arrangements for ID made. And we responded positively to a request about helping the Day Lewis Pharmacy in Petersfield with deliveries to the parish.

To ensure that the Neighbourcare Service never faces any 'cash flow' problems (spending money on food without timely payments) arrangements were made at the outset for each of four local community groups to loan £500, providing an immediate cash float of £2,000.

Early contact was also made with both village pubs to identify how they could help with food supplies and takeaway meals, as well as ideas to help keep the businesses running. At the time of writing a popular and successful takeaway service continues to operate from the Five Bells and the Village Inn has offered its support to the District Council with the potential that its accommodation rooms could be used to support key workers or vulnerable groups.

Consideration has been given to a community store or shop (if / as required) and liaison has been maintained with the Petersfield Food Bank, offering help and directing offers of fresh food and other supplies there.

As well as the leaflet-drop to every household on 17 March, a new 'COVID-19 VIRUS' section of the Community Website was created on the same day with three new pages which are updated regularly: (a) Buriton information; (b) links to authoritative national / county / district sites (embracing a wide range of topics including stress and mental health issues); and (c) information and ideas to help people to pass time when self-isolating and

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for families with children at home (including links to educational and interesting websites for all ages).

We have also maintained close liaison with the organisers of the Buriton Facebook site so that they can help to spread important messages to the community. And notices were posted into the Parish Council noticeboard and bus shelter at an early stage.

Regular, special update emails have been circulated to as many parishioners as possible (commencing on 17 March), recognising that informative communications can be vital in these stressful times. All messages have encouraged the community to follow all aspects of Government guidance as well as providing a wide range of local information about local services (EHDC refuse collection arrangements, HCC Tip Closures etc). Attention has also been drawn to attempts by some fraudsters to exploit the current situation with on-line, telephone or door-to-door scams. Many replies of thanks and appreciation have been received from parishioners for these messages.

In order to try to maintain awareness of any issues in any household in any part of the parish, Parish Councillors are acting as 'eyes and ears' and encouraging everyone to keep in contact with neighbours. Help in this regard was also sought from the community's Neighbourhood Watch coordinators but, unfortunately, it was discovered that this group had recently ceased to operate and that no help could be forthcoming. Instead, support from the team of Parish Magazine distributors (who have a presence in all parts of the parish) has been obtained and the majority are kindly also acting as 'eyes and ears' to help identify households that may be in need, in any way, at any time. Attempts are being made to increase awareness of all vulnerable or isolating households.

The Parish Council has also kept in contact with some other local Parish Councils as well as following any advice issued by NALC, HALC, EHDC or HCC (although not much has been forthcoming to date). We have kept our County and District Councillor advised of our work and we have also contacted the Queen Elizabeth Country Park (after the closure of their car parks) to enlist their help in discouraging people from driving here to go on walks and leaving their cars obstructing lanes or farm accesses.

With regard to our own Parish Council facilities: the playground and tennis courts were locked immediately after the Prime Minister's announcement and bookings for the Village Hall have been cancelled. The Nursery School closed in line with all other similar establishments. The Recreation Ground remains open but must not become a place for groups of people to congregate or play. Extra care and attention had been paid to cleaning in the village hall before and after any events that were held at the beginning of March (taps, door handles, light switches etc) as well as posting notices in a range of locations about the importance of thorough hand-washing and providing plentiful supplies of soap and hand sanitiser etc. Whilst the hall is not in use, the heating controls have been turned down to the minimum appropriate levels so as to manage costs.

We have contacted our Insurance Brokers about the loss of revenue for the Hall but initial responses are not promising as we have been told that, in common with most other insurers, there is (a) no cover under the specified diseases section as COVID-19 is not one of the specified diseases covered and (b) the Business Interruption section (for non-

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damage denial of access) also excludes denial of access caused by infectious diseases. We have replied to them again, asking them to clarify the position about when buildings are classed as “unoccupied” (unused for more than 45 consecutive days etc) as this may provide a glimmer of hope if the Hall is closed for an extended period.

We have also taken precautions to minimise risks to our employees and we will be exploring the support payments being announced by Government once there is greater clarity on these schemes. We will also be adjusting our decision-making procedures in line with Government guidance.

Huge thanks are due to everyone in the community who has volunteered and offered assistance in any way, no matter how small. It is at times of crises that the strengths of real communities can shine through – and Buriton is one of those places that has always maintained a very real sense of community ... Long may it continue ...

Doug Jones; 27 March 2020

Appendix (leaflets printed on different coloured paper)

CORONA VIRUS - CAN WE HELP?

HELLO – if you are isolated at home, we can help.

Buriton Parish Council, the Neighbourcare Group and St Mary’s church have combined forces and can help with:

Shopping/chemists/urgent supplies

Posting Mail

Transport for essential medical appointments

A friendly phone call

Please don’t feel that you are on your own – and please don’t go out against any Government advice.

If you don’t have family or friends who can help, just give us a call via **07769 691919** or **01730 269034**.

Shopping can be left at your doorstep. You will only pay for your goods, there is no extra charge for this service.

We may also be able to arrange meals from our pubs.

Just phone Peter on **07769 691919** or **01730 269034** to see if we can help.

If you don’t need help at the moment – please keep this leaflet in case your circumstances change.

Coronavirus spreads. Please take precautions: avoid physical contact and wash your hands regularly.

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CORONA VIRUS - CAN YOU HELP?

Buriton Parish Council, the Neighbourcare Buriton group and St Mary's church are combining forces to help our older residents, the vulnerable and those who are self-isolating.

The Neighbourcare Buriton Group already has a small but invaluable team of volunteers – BUT WE NEED MORE.

CAN YOU HELP BY getting shopping, prescriptions or just offering a friendly phone call?

We will be using the Neighbourcare central 'call point' to receive all requests from parishioners and to distribute jobs amongst volunteers, predominantly by email. You would only need to reply if you think that you can help with a particular job ...

You will be reimbursed via BACS for the shopping by our Coordinator, Peter Nixon. All you will need to do is simply leave the shopping at the door. No contact with the recipient is required – or encouraged. Your mileage expenses will be refunded in due course (at the Government set rate of 45p per mile).

Please contact Peter via 07769 691919 or 01730 269034 or pillmeadhouse@btinternet.com if you think that you may be able to help in any way, however small.

We would particularly welcome assistance from younger residents: anyone in their 20s, 30s, 40s or 50s.

Coronavirus spreads. Please take precautions: avoid physical contact and wash your hands regularly.

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Agenda item 6: 'Matters of Public Importance'

Emergency measures created by the Coronavirus outbreak

The National Association of Local Councils (NALC) is recommending that, in the current circumstances, all Parish and Town Councils consider different scenarios, options and actions to help mitigate any risks to the council. They advise that actions required will vary for individual councils but, in particular, they suggest that it may be helpful to review schemes of delegation to ensure that they are fit for purpose in these extraordinary times and would ensure minimal disruption to the work of the council if councillors are not able to attend meetings and committees. For example, they suggest, councils may wish to consider if decisions could be delegated to the clerk, in consultation with the chairman and vice-chairman, as a contingency plan in case council meetings cannot be held due to coronavirus. They also suggest that councils review critical functions / services and consider how these would continue in the case of staff absence and they suggest that councils who receive queries about coronavirus from residents should signpost them to government information / advice.

HALC (the Hampshire Association of Local Councils) has also issued clear advice that Councils should not be holding face to face meetings. It explains that the Government's emergency Coronavirus Bill received Royal Assent on 25 March and is now an Act of Parliament. Provisions of particular relevance to local councils are on the postponement of local elections and on local authority meetings. But detailed guidance and Regulations are still required from Government in order to introduce the contents of the Act and, at the time of writing, these had not been forthcoming. It is anticipated that the Act may allow Councils to hold meetings virtually, but this is not yet authorised.

If councils are not able to hold meetings and take decisions by email or other remote methods, NALC feels that it is likely that afterwards, if there were a challenge, that the courts would accept that exceptional times called for exceptional measures. In the absence of government guidance, NALC suggests for now only taking decisions remotely for truly urgent issues and suggests that, in such instances, councils should evidence their decision making as best they can, for example by asking councillors to confirm their votes by email to the clerk for the clerk to keep as a record of the decision.

It is possible that by the time the Council considers this matter the Government will have announced further measures which supersede the need for the recommendations. Whilst that might be so the Council is asked to consider and agree steps that should enable its work to be effectively carried out for the duration of the current crisis. To do so, it is recommended to agree to delegate the decisions of the Council to the Parish Clerk, who will act in consultation with the Chairman, Vice Chairman and the Chairs of the committees relevant to the matter being considered. This is an approach which is being adopted by other Parish Councils in these unprecedented times.

Implications for the financial year end and AGAR: our instructions and the associated timetable for the completion of the 2019/20 Annual Governance and Accountability Return (AGAR) were due to be received in the week commencing 23 March 2020. However, in light of the government's announcement on 23 March 2020 to introduce stringent

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lockdown measures in response to the coronavirus pandemic, these instructions are not being formally issued until such time as there is more clarity over the implications for smaller authorities (including Buriton Parish Council). It appears as though, if we are in a position to complete the AGAR and associated documentation and wish to do so, the documents and guidance are available. After the completion of the accounts and AGAR at the close of the financial year (31 March), they must be certified by the responsible financial officer (RFO) of the authority, considered and approved by full council by no later than 29 June, published before 1 July to comply with the public rights period, with any external auditor report and certificate published by 30 September. It is very likely that there will be government guidance soon on how the completion of accounts and AGAR can be conducted without the need for a physical council meeting and it is anticipated that more guidance will be received soon.

In the light of the foregoing it is recommended that: (i) the Council delegates its decision-making responsibilities to the Clerk. The Clerk will undertake this after proper consultation with the Chairman of the Council, the Vice-Chairman and the chairs of committees relevant to the decisions being taken; and (ii) that this course of action will remain in place until the crisis eases or alternative arrangements are announced by the government to supersede the need for this action.

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Planning Report 30th March 2020

To be read in conjunction with the minutes of the meeting on the 3rd March 2020.

Update on current planning matters

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

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 Approved

SDNP/19/06144/TCA – Karnten House, Bones Lane – Remove 18 leylandii trees and replace with a mixed hedge. No Objection

SDNP/20/00276/FUL & SDNP/20/00277/LIS – Haven Barn, Monks Walk: Change of use from agricultural to residential; alteration of existing cart lodge and stables into a single dwelling. Application in Progress

Councillors on the Planning Committee are also considering three current planning applications and comments will be submitted to the Planning Authority:

- SDNP/20/00911/HOUS – 9 Sumner Road: two storey side extension
- SDNP/20/00974/FUL – Field Access New Barn Lane: Retrospective application for the install a 3.6m gated gateway to allow an upgraded access point into Bow Field from New Barn Lane
- SDNP/20/00994/REM – Cobwebs, 43A North Lane: Approval of reserved matters pursuant to application SDNP/18/02397/OUT for a detached dwelling with access.

All Councillors have declared an interest in SDNP/20/00974/FUL as the applicant is a member of the Parish Council and Councillor Jones has also declared that he knows the applicant of SDNP/20/00911/HOUS.

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Item 9b: Update on Pond Car Park

There are two separate items to be reported under this part of the Agenda

Request for repairs to the car park

On 9 February the residents of Old Spot Cottage wrote to the Parish Clerk in connection with the car park in front of the church, feeling that it was falling into disrepair and in need of attention so as not to become a health and safety risk.

The Clerk replied, thanking the correspondent for the message and promising to draw the matter to the attention of Councillors for consideration at the next meeting of the Council. The Clerk's reply also noted that Councillors have always been keen to ensure that all traffic driving through the car park (including delivery vehicles etc) travels at appropriate speeds (because of safety of children near the pond etc) and that advice received in the past was to leave some potholes but to repair from time to time as suggested. It was also noted that the increasing use as a through route for greater volumes of traffic to the new dwellings is something which the Council has never had to budget for in the past – and the main way that money can be raised is by increasing the tax on all parishioners, whether they use this area or not. The reply also pointed out that the Parish Council had recently received notification of another planning application (to change the old cartshed garages into a dwelling) which could presumably mean that heavy construction vehicles may need to use this route in the near future and so the best time for any repair works may also need to be considered (to try to avoid having to pay for it twice in close proximity).

Further correspondence has been received from the residents which questions the advice given to the Parish Council by the County Council's Highway Engineers; suggests that a claim could be brought against the Parish Council for damage to vehicles under the UK Highways Act; suggests that there should have been an acceptance of increased traffic flows following the grant of planning permission for the conversion of Monks Walk and Old Spot Cottage; suggesting that, due to local objections, there is no likelihood of the planning application being granted soon; and also suggesting that any granting of planning permission should be linked to the new development making good any damage caused by works being carried out.

An inspection of the car park – and the track continuing round the corner to the entrance to the Monks Walk site – has been conducted. One pot-hole in the main part of the public car park has been identified with the remainder being on the track which is used solely for access to Old Spot Cottage and the five other properties served. It is felt that retaining some potholes (as advised by HCC at the outset) would be advisable so as to ensure that all traffic driving through the car park travels at appropriate speeds having regard to the safety of children and vulnerable people near the pond. But it is felt that some of the worst parts of unevenness could be removed – perhaps at the same time as work in undertaken in the Village Hall car park.

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In the longer term it is likely that it will be necessary to obtain income to maintain the route to the five properties and one way of doing this would be to increase the Parish Precept so that every household in the community makes an equal contribution to this expenditure. This may, however, be perceived as being unfair on all the parishioners who never use this access. This situation has always been anticipated whenever the Parish Council raised objections to the numerous planning applications to develop the site behind the church and planning conditions (to require financial contributions from the new development to pay for this specific ongoing maintenance matter) were always sought, but were never forthcoming. The planning system has left the Parish Council with the choice of raising the annual precept for all households or negotiating contributions from the five properties directly affected (or a combination of both).

One option would be to seek an acceptable annual financial contribution from each of the new properties to provide for an adequate 'sinking fund' which could be drawn upon, with inputs from the Parish Council's Precept income if / as required, so as to enable a degree of maintenance, perhaps every three years.

Councillors are asked to consider this matter (both short term and long term), having regard to the current restrictions caused by the coronavirus outbreak, with a view to replying to the residents and taking any other actions which may be agreed.

Request for BT Openreach to install a phone line through the car park to Monks Walk

Councillors will recall that the Parish Council was first aware of this matter when it received a vague inquiry from BT in November 2019 but the Council's requests for more information from BT in December and February were unanswered.

At the request of Councillors, the Clerk chased BT again on 3 February and the Council subsequently received a reply, one month later, on 4 March with information about the proposed route of the phone line. Even this information from BT was insufficient for Councillors to consider the matter properly as it simply showed the line of a route – without giving any details of the processes involved (eg. digging a trench or using a 'mole' underneath etc) or of any effects that this might have.

In the circumstances, with the on-set of the Coronavirus and social distancing requirements, the Council moved as swiftly as possible so as to try to help the new residents in Monks Walk obtain phone coverage and we arranged a meeting with BT, on site, on Monday 16 March. We also invited representatives of St Mary's PCC to attend the meeting because of the proximity to the church.

The proposal was to dig a trench alongside the ancient churchyard wall, through the middle of the community car park and across the tarmac approach to St Mary's church to join an underground supply point in North Lane.

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The request from BT was asking the Council if the route was acceptable or whether any changes were required. The meeting was very productive and an alternative route for the trench was identified which would avoid all concerns. From the Monks Walk end it will now stay to the south side of the track and the west side of the car park to reach the High Street where it will turn left (along the edge of the pond) and join an existing BT line in South Lane. BT will produce a wayleave for the Council as it goes through our land and we may receive a one-off payment for this. We reminded BT that the new residents of Monks Walk are both medics needing phone access as soon as possible in the current coronavirus crisis.

Councillors are asked to note these revised proposals and the speed at which the Parish Council has tried to act on this matter.

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ITEM 10

REPORT TO BURITON PARISH COUNCIL 30 MARCH 2020 - BURITON VILLAGE HALL

1. Financial matters

January and February continued to be relatively healthy months for the village hall with the reconciled balance at the end of February 2020 being £17,573 (an increase of £1,683 on the figure two months earlier).

This is after the £2,000 owed to the Parish Council has been paid back (earlier in this Financial Year) and compares with a figure of just over £10,000 at the same time last year.

Income for March onwards will, however, be seriously affected by the Coronavirus crisis.

The first cancellations were received on 16 March (the Bowls Club) and all others [regular hirers and one-off events, parties etc] were confirmed by 23 March.

At the time of writing there is no immediate prospect of any new bookings or resumption of regular usage.

At its meeting on 9 March (before the widespread implications of the coronavirus were introduced) the Hall Committee had considered the charging rate for the Dottie Tots Nursery School. With the school still not at its anticipated capacity it was felt that the rate of £6.50 / hour should be continued for the foreseeable future.

On 20 March, however, all schools, including nurseries, were asked to close by the Government with no mention of when they can expect to reopen. The Parish Council has been asked by the Manager of the Dottie Tots Nursery if it may be possible to delay the rent owing to help the business stay afloat and ensure that staff can be paid.

Whilst the Council will want to see Dottie Tots back as an integral part of the community once the coronavirus crisis has abated, this is an important decision for the Council to make.

2. Health & Safety, Maintenance and Insurance issues

In the short period at the beginning of March when the hall was open for events, extra care and attention was paid to cleaning before and after any events (taps, door handles, light switches etc) as well as posting notices in a range of locations about the importance of thorough hand-washing and providing plentiful supplies of soap and hand sanitiser etc. Whilst the hall is not in use, the heating controls have been turned down to the minimum appropriate levels so as to manage costs.

We have contacted our Insurance Brokers about the loss of revenue but initial responses are not promising as we have been told that, in common with most other insurers, there is (a) no cover under the specified diseases section as COVID-19 is not one of the specified diseases covered and (b) the Business Interruption section (for non-damage denial of access) also excludes denial of access caused by infectious diseases. We have replied to

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the Brokers, asking them to clarify the position about when buildings are classed as “unoccupied” (unused for more than 45 consecutive days etc) as this may provide a glimmer of hope if the Hall is closed for an extended period.

We have also taken precautions to minimise risks to our employees and we will be exploring the support payments being announced by Government once there is greater clarity on these schemes.

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

Minor repairs / replacements have included: blocked gutters, the fridge/freezer was replaced swiftly when found to be faulty, cabinet locks and shelves have also been repaired, and a toilet unblocked. Attention has been drawn to an outside light and to the dishwasher which will be investigated once circumstances permit.

As approved by the January meeting of the Parish Council, a precautionary full inspection and cleaning of the water system took place (including cleaning and disinfection of tanks etc) to minimize risks of legionella and monthly readings of water temperatures continue to be recorded. The shower heads in the changing rooms are also to be thoroughly cleaned.

Arrangements are being made to purchase the lapel microphone and replacement mixer unit for the sound deck with assistance from Keith Harrison. The idea of a ceiling-mounted data projector (to help with film shows and other user options – with potential funding from the Buriton Film Group) has yet to be explored.

3. Other village hall matters

In the current, coronavirus lockdown situation the timing of any of the following matters is now uncertain:

- Enhancement works to the village hall car park (including repairs to pot-holes)
- Building valuations for a re-assessment of sums insured
- Consideration of quotes for replacement windows, doors, soffits etc for prospective work (drawing upon ear-marked reserves and other sources) during 2020/21.

Village Hall Committee

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Commemorative Bench Project

In early January, we commissioned a firm of stonemasons, Shepherd & Grantham to build the bench, clean the War Memorial and surrounding paving and repoint where necessary. They were recommended to us by a specialist builder in ecclesiastical properties and also by the Church's architects. So far, their attention to detail seems excellent and another major benefit is they're more competitive than the other companies we've engaged with.

The stone has been delivered to them and until a couple of weeks ago we were still on target to install the bench and undertake all the works within our timetable for this year which commemorates the 100th anniversary of the dedication of the original Memorial and also the 75 anniversaries of both VE and VJ Days. But since the imposition of Government restrictions, Shepherd & Grantham like many other businesses are also struggling with materials, plant etc.

The wild privett hedge just behind the War Memorial has been removed. Our plan was for the War Memorial to be cleaned and repointed together with surrounding paving prior to the 75th anniversary of VE Day on the 8th May. At that time, the village was expecting to hold commemorations on Saturday 9th May, but unfortunately these have been postponed, probably until August 15th, VJ Day. Until very recently we were hoping to keep to our original schedule so that the Memorial could still be the focal point for our VE Day tributes with perhaps some silent soldiers around it. This could still be a possibility but unlikely.

Soon after 9th May we were planning to start installing the bench with seat back design, the rear wall, paving and poppy roundel, which we were hoping would come together by 22 June, the 100th anniversary of the dedication of the War Memorial. In addition to these works, we're also planning for the names on the War Memorial to be repainted although this can only be done when the weather is dry, probably in July but certainly by mid-August. The painting is a specialist task and we've received a quote from the "best in the business" who is not cheap but it would be a shame to leave this undone.

Financially the money is as follows:

Currently the PC reserves show £8,390. This is after the first payment of £3,742.20 has gone out to the manufacturers of the bench. The CIL payment promised is £1,080 which needs chasing....

This plus a £20 donation not yet banked results in a discrepancy of £40. This is something that we are working on. Once all this is taken into account the reserves should show £9,530.58.

There is another £7700 pledged and £650 is hoped for from our District/County councillor for the repainting of the lettering on the War Memorial.

There are some cash flow issues as the Council will need to reclaim the VAT on the bench order. Currently £623.70

All in all the money is there or pledged.

Maggie Johnston



Item 14 - Defibrillator

Report to Buriton Parish Council – March 2020

The Parish Council has considered the installation of a defibrillator in the village in the past but had never identified a suitable location, nor found out all the answers to some important questions.

Early in February a group of parishioners, led by Barbara Muir, offered to revisit the situation to help expedite purchase, installation and training.

In the past, the Village Hall had been considered as a location but this was felt to be a bit tucked away for walkers, cyclists and visitors who might not know it was there. The Village Inn had indicated that it would be willing to provide an accessible home for the equipment. There had been some uncertainty about the need for an adequate mobile phone signal (to obtain a code to open the cabinet) and about the need for an electrical supply (to keep batteries charged) with different answers being obtained from different people. There had also been queries about whether it is important to have a team / network of potential 'responders' in the village who might be called upon if the defibrillator is needed (some parishes seem to have adopted that route) and about 'training' sessions for the community. There was also uncertainty about costs (including waterproof cabinets etc) and about organisations able to provide grants or arrange fund-raising.

This information was passed to the new group and further help was provided by explaining that, although the Parish Council had not earmarked any specific funding for a defibrillator project, this would not necessarily prevent the Council making a contribution towards the total costs – although it was recognised that any annual costs of maintenance or servicing checks would probably fall upon the Parish Council to bear.

It was suggested to the group that they might wish to provide an update, progress report to the Parish Council meeting on 30 March, covering the following issues:

- Potential / preferred location(s) for defibrillator
- Are there different types of defibrillators and, if so, what is the proposal and reasoning?
- Is an adequate mobile phone signal required to obtain any code to open a lockable cabinet? Or are you considering a cabinet that would not be locked?
- What are the costs involved: for both the defibrillator and a suitable, water-proof cabinet?
- Is an electricity supply to the unit required to ensure batteries are charged? Are costs of connection to the electricity supply covered?
- Have you been able to identify sufficient grants or fund-raising?
- What sort of on-going costs are envisaged (perhaps maintenance, checks or testing etc)?
- What sort of life-span is envisaged for the unit?
- Would you be proposing that the community has a team of on-call, trained responders to help in any emergency? If so, how would contact with them be made – and what would happen if no-one was available?

At the time of writing no further information has been received from the group.

27 March 2020

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