



THESE MINUTES ARE DRAFT UNTIL APPROVED AND AGREED AT THE NEXT MEETING

**Minutes of a meeting of Buriton Parish Council held via Zoom, at 7:00pm  
on Monday 27<sup>th</sup> July 2020**

**Present:** Cllr D Jones (Chair), Cllr L Ashcroft, Cllr A Bray, Cllr T Crew, Cllr M Johnston, Cllr M Marriott, Cllr S Stevens, County & District Cllr Mocatta.

**In attendance:** 2 members of the public.

Due to the current pandemic and Government legislation preventing public meetings, the meeting was conducted via the Zoom video-conferencing platform. The Agenda had been posted on the community website and on the public noticeboard as normal and provided details for any members of the public wishing to join the meeting. Some protocol guidance had been produced in advance as per the May meeting of the Council.

**1. Apologies for absence**

Apologies were received from Cllr H Coates, Cllr S Rossiter and Mrs P Norris, Clerk. It was reported that Cllr Heidi Coates had just had a healthy baby boy. Congratulations and best wishes were passed to the family. It was also reported that Sally Slack, the popular Senior Administrative Officer at Buriton Primary School had died suddenly. The Chairman will send a message to the school, paying tribute to Sally and offering help if/as required.

**2. Declarations of Interest**

Declaration of interest from both Cllr Jones and 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 Marriott stated: As a qualified tree surgeon I wish to make it clear that any views which I express today are based on information before me at this meeting. If there is ever a potential personal, prejudicial or pecuniary interest I would declare it and would leave the meeting as appropriate whilst the matters are discussed.

**3. To approve minutes from BPC meetings held on 18<sup>th</sup> May 2020.**

The minutes were approved as a correct record 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 18<sup>th</sup> May 2020.**

- Pond Green Bridge – ongoing – Cllr Marriott
- Road surface outside Village Inn – completed

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## BURITON PARISH COUNCIL

- Work to the five ash trees at the top corner of the tennis courts and the elm tree at the top of the recreation ground - completed
- Bank signatories: Cllrs Coates and Stevens yet to be added
- Monks Walk: location of refuse bins for collection. Not yet agreed with residents
- Phone line to Monks Walk: report elsewhere on this Agenda
- NJC Pay Award: some information received (elsewhere on this Agenda) - increases will need to be backdated to 1 April
- Finance Committee to review insurance values for Parish Council buildings and coordinate with Asset Register etc: in progress (Cllr Stevens & Cllr Rossiter)
- Network Rail fencing: reply received from Network Rail: work delayed due to Coronavirus
- Staging stored in the village hall: not yet considered by the Hall Committee
- Website: implications of the Public Bodies (Website & Mobile Applications) Regulations – in progress (Cllr Stevens)
- Proposals from Buriton School for School Meadow – further details still awaited
- Defibrillator: update from Barbara Muir (on this Agenda)
- Parish Magazine: hard copy circulated to all households as well as on-line version
- VE & VJ Days: with the ongoing Coronavirus it has not been possible to rearrange any of the major activities for VJ Day (Saturday 15 August) but the occasion will not be completely overlooked.

### 5. Coronavirus Update

Cllr Jones presented a report on Buriton's ongoing response to the Coronavirus Pandemic, attached to these minutes. Main points included:

- The extra arrangements, introduced to supplement the Neighbourcare Buriton service, are to be suspended from 1<sup>st</sup> August but could be reinstated should the need arise. Thanks are recorded to Peter & J-M Nixon for all the coordination of this important service as well as to all the volunteers
- The weekly temporary post office service continues to operate in the Village Inn car park whilst it is not possible to use the Seward Room at the church and whilst the service is viable
- Some problems of visitors' parking, littering and anti-social behaviour have continued with a number of reports being made to the Police. The EHDC litter bin emptying service had been reduced, in error, to only once per week until the Parish Council reported the situation. With help from Cllr Mocatta there will now be three collections each week for the summer period
- A number of requests had been received from traders asking if they could sell things (coffee, ice cream etc) from the pond car park. Advice had been sought and received from EHDC (see Annex in the report) and Councillors agreed that the Clerk should decline these requests as it was felt that they could make the village overly attractive to visitors (to the detriment of tranquillity for residents etc) and could take trade away from the Village Inn and Five Bells. **Action:** Clerk
- Detailed risk assessments had been undertaken as part of considerations to reopen the playground and village hall as well as amendments to the Condition of Hire
- In spite of the restrictions during the pandemic it was pleasing to note a wide range of projects and initiatives which the Parish Council had been able to progress

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- Information had been received from the National Association of Local Councils (NALC) strongly advising parish councils to continue to meet remotely as allowed by legislation until May 2021.

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

County and District Councillor Mocatta informed the council of the following:

#### EHDC:

- District Council Coronavirus-related grants for businesses are still available: the grant criteria had been changed so more businesses qualify; EHDC was reconsidering applications that meet the new criteria; and re-opening applications to the fund from other eligible businesses who may not have qualified before
- Leisure Centres in Petersfield and Alton had not yet re-opened after the Coronavirus lockdown period due to disputes with operators

#### HCC:

- The new Coronavirus-related traffic measures in Petersfield were attracting lots of public comments: both in favour and against. The scheme was aiming to retain the routes of bus services but to reduce parking in the central area so that there was more (social distancing) space for pedestrians and cyclists. Cars need to park slightly further away which may bring health benefits
- The review of the Library Service had been concluded with 8 libraries in the county to close (not Petersfield which is very well used) and reduced hours at all others
- As well as all District and Parish Councils, the County Council was facing significant financial shortfalls due to the Coronavirus pandemic
- It was pleasing to see large increases in cycling by people of all ages.

### 7. Update on defibrillator project

Barbara Muir and Chris Stagg gave a progress report on behalf of their group (with a Powerpoint screen-sharing presentation) which summarised: the locations being considered; the equipment likely to be required; the need for an electricity supply but not for a phone signal; costs to purchase, install, maintain and replace in the future; training arrangements; and fund-raising to date (a grant from the British Heart foundation (BHF) and potentially from SALT). Insurance costs and PAT testing had yet to be investigated. Weekly checks would be required but would be undertaken by volunteers from the group. A copy of the report is attached to these minutes.

The group had considered four locations (the Village Inn, the Village Hall, the church and the phone box in the High Street). The phone box had been dismissed as it would require removal of the pay phone which was still felt to be important in the village with poor mobile coverage). A fairly central location was preferred within close proximity to the majority of residential housing.

Other findings included: a suitable outdoor cabinet will be required but should be unlocked (a BHF requirement) removing the need for a phone signal; the battery pack should last 3

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to 4 years but heating is required to maintain the battery in good working condition (hence the need for an electrical supply); replacement adhesive pads will be required (minimum shelf life of 2 years); the warranty with the unit is for 7 years (extendable to 10); it is recommended that the unit be replaced after 10 years; training is not required to use the unit as it is self-explanatory and talks you through the whole process, but the group could arrange training sessions as part of the BHF grant offer; a further £1,400 was required to obtain and install all the equipment with ongoing annual costs likely to be about £150.

In discussion, the following points arose:

- The group had made very good progress including identifying a preferred model (Ipad Sp1), getting clarity about an unlocked cabinet and finding initial financial contributions
- The preferred location had yet to be chosen. The village hall was rather tucked away, not visible to visitors and locations near to residential housing are important
- The Five Bells had not been considered but the group would explore this and other High Street locations
- Training was not necessary and it was not intended to have a team of on-call responders in the community to help in any emergency. Anyone needing to use the equipment would find it self-explanatory. Training session would, however, help boost confidence for parishioners
- The Parish Council would be able to consider ongoing annual costs when setting budgets for future years but, as was clear at the outset of the project (prior to the Coronavirus pandemic), had no budget to help purchase a unit during 2020/21. With the pandemic potentially bringing a loss of income of over £15,000 from village hall bookings, the Council's budget for the current year was already facing significant unexpected challenges
- The group had been hoping to have a fund-raising presence at the Village Show but this had now been cancelled. It was pointed out that there were plans for a 'virtual village show' and that this could still provide a focus for a fund-raising appeal. Messages could also be circulated to the community via email, Facebook etc and the group agreed to take this forward.

All the group were thanked for all their work to obtain a defibrillator for the community.

## **8. Halls Hill car park**

Cllr Mocatta introduced the report on this matter in the absence of Tim Speller (QECP) who had been unable to join the meeting. He explained that the County Council felt that closing the car park for a trial period of six months (in addition to the log barriers and signage which had recently been installed) was the best option to try to dissuade people from parking in this area and to use the main QECP car park instead. The trial period would enable the effects to be observed. A copy of the report is attached to these minutes.

The Chairman read out an email (which he had been asked to do) from Mr & Mrs Williams supporting the hard work which had been undertaken and the measures to try to prevent 'fly parking' which had recently been introduced.



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In discussion, the following points arose:

- Cllr Crew pointed out that the time of year of the trial closure experiment could be important so as to be confident that it covered times of year when adverse effects may be at their greatest etc
- Cllr Bray said that the logs to the left of his farm gate could affect his business and this could be particularly bad in January-March when he would be needing to move large numbers of sheep
- Cllr Stevens wondered whether there was a danger that cars would still continue to come and then seek new places to park and cause problems elsewhere such as New Barn Lane, Dean Barn Lane or down in the village itself. She referred to the National Trust's parking arrangements at Harting Down where parking machines had been removed and replaced with a phone payment system (which can be made within 24 hours to avoid the lack of mobile reception). NT members go free. She was aware that QECP offers an annual parking permit but wondered whether something more imaginative could be created to help address the Halls Hill car park – perhaps designating it as a 'members only' car park?

Cllr Mocatta thanked councillors for these comments and felt that an Automatic Number Plate Recognition system (ANPR) would have been preferred but unfortunately there is no electricity supply at Halls Hill. He suggested that the trial period could be flexible and longer so as to address Cllr Crew's comments and confirmed that the detailed positioning of the log barriers could be adjusted, recommending Cllr Bray to liaise with Tim Speller to make changes near to his field gate (and elsewhere if necessary later in the year).

The Chairman explained that if there were any significant, adverse side effects (such as extra parking elsewhere in Kiln Lane, in Dean Barn Lane, in New Barn Lane or down in the village) then it would be important for there to be a swift response from HCC so that the effects did not have to continue for the full length of the trial period.

In the absence of Tim Speller it was not clear exactly when the trial might start but Cllr Mocatta felt that it could be quite soon; he would liaise with Tim Speller and keep the Parish Council informed.

### 9. Finance and Accounts

- Councillors noted the recent news of the Council's clean Audit Opinion from the External Auditor and recorded thanks to the Clerk for this efficient outcome
- It was also noted that the Clerk had successfully obtained the small compensatory payment from Network Rail's contractors for the disturbances and disruption to bird nesting sites in March/April with the money to be put towards an appropriate project
- Councillors received and approved the Receipts & Payments for the Parish Council report to 30th June 20 and the Receipts & Payments for the Parish Hall report to 30th June 2020. The Chairman will sign when able to do so. There were 9 receipts totalling £10,810.47 and 17 payments totalling £9,864.61 for the Parish Council Account. There were 14 receipts totalling £13,660.00 and 28 payments totalling £3,283.25 for the Village Hall account. **Action:** Chairman.
- Councillors received and reviewed the performance against budget, noting the coronavirus effects on the village hall situation which would be discussed later in the meeting

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- Councillors agreed to the appointment of Tim Light, Lightatouch, to carry out the next internal audit (for 2020/21) for the fee of £400. **Action:** Clerk
- Councillors considered and agreed the need to purchase a new laptop for the Clerk, from the ear-marked Office Reserve. It was agreed that the Clerk should identify a suitable model (and software) so as to be confident of operating all the systems and procedures required. Expenditure of up to £800 was approved but to involve consultation with the Chairman and at least one other knowledgeable Councillor. It was also agreed that a detailed record should be made (and kept in safe places) of all the model numbers, serial numbers and password codes for programs etc so that access should continue to be possible following any unforeseen circumstances. Photographic records should also be kept for insurance purposes etc.
- The information received from HALC about the NJC pay award (email circulated by the Clerk dated 9th July 2020) was noted. For clarity, Councillors confirmed that the Council has simply agreed to provide its staff (Parish Clerk and Hall Manager) with the appropriate scale point increase agreed by NJC each year. The NJC Terms and Conditions (which both HALC and NALC do not recommend should be used by parish councils) do not apply in Buriton
- It was also noted that the Clerk had discovered, on recent bank statement, that the Council had received payment for its VAT claim twice from HMRC. The Clerk had resolved the matter, with the error lying within HMRC, and a cheque had been swiftly arranged to repay the amount. Both payments will appear in the accounts with one being repaid.

### 10. Financial Risk Assessment and Standing Orders

Both items were being presented to the Council for annual approval. There were no changes proposed to the Council's Standing Orders and the changes proposed to the Financial Risk Assessment were minor.

- Councillors received and approved the Standing Orders
- Councillors received and approved the amended Financial Risk Assessment

The Clerk was thanked for preparing these reports.

### 11. Village Hall and Recreation Report

Cllr Jones presented a report which is attached to these minutes. Main points included:

#### Playground

- Following the reopening of the playground, Cllr Marriott was undertaking regular fortnightly inspections
- Repairs identified in the annual inspection (undertaken during the 'lockdown' period) had been undertaken with funding from the ear-marked Playground Reserve
- Cllr Crew was investigating the suggestion that the same contractor might be commissioned to undertake the annual inspection and the repairs required rather than having to use two separate companies / visits each year. **Action:** Cllr Crew
- A detailed risk assessment for re-opening the playground in July had been undertaken and had been circulated to all Councillors with the normal pre-Covid equivalent. Both were approved by all Councillors
- The playground had been reopened (with new Covid-19 signage) on Saturday 18 July with the new guidelines also posted onto the community website, promoted via Facebook and circulated by email. Councillors reported that the new arrangements appeared to be working well

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### **Village Hall**

- No bookings for use of the hall during July had been accepted whilst clarity was sought about the Government's rules but a phased return was now envisaged with a small number of bookings during August and, hopefully, more in September
- One unfortunate side effect of the Covid pandemic is the loss of the Dottie Tots Nursery School as, with great sadness, the organisers had decided that they can no longer continue from September for a number of reasons including the low numbers of children enrolled, family commitments in the aftermath of the lockdown period and the unpredictability of the ongoing Covid situation with its potential effects on the overall Dottie Tots business elsewhere. They thanked everyone in Buriton for all their help. It was noted that nursery schools in other nearby villages have also closed in recent years. Councillors agreed that it would be important to find new bookings to help to replace the significant loss of income although the Council would also be willing to discuss any ideas for Buriton which could help bring back a nursery school facility. Cllr Ashcroft agreed to speak to Jade Styles about this matter. **Action** Cllr Ashcroft
- Contract cleaner Darren Francis continued to undertake regular inspections and testing whilst the hall has not been in use, supplemented by Legionella precautions undertaken by Hall Manager, Steve Franks
- Preparations for reopening the hall were now in hand drawing upon national advice and guidelines. A detailed risk assessment for re-opening had been undertaken and had been circulated to all Councillors with a number of new "Special Clauses" to be added to the normal Conditions of Hire. Both were approved by all Councillors
- The potential budgetary implications for 2020/21 were noted with the loss of income likely to be at least £16,375. Some extra costs had also been incurred but the grant of £10,000 received was proving very valuable
- The update on the project to replace the windows and doors etc was noted and the proposal to seek revised quotes from the three companies for a number of 'sub projects' was agreed by all. Thanks were recorded to Andy van den Broeke for his invaluable on-going help in this matter.

### **Car Park Enhancements**

It was noted that the first phase of the project had been completed with the cycle facilities and repairs to a noticeable pot-hole remaining to be done. **Action:** Cllrs Marriott and Crew

### **The pond / church car park**

- It was noted that the contractors who had undertaken the work in the village hall car park had also done a small amount of work in this car park and the track beyond: addressing the worst of the pot-holes. In future it is anticipated that financial contributions will be received from all the residents who now use this route as a driveway to their dwellings so that the cost burden does not fall on all parishioners
- The long-running request for BT Openreach to install a phone line to Monks Walk was continuing with responsibility lying with BT after the route proposed by the Parish Council had been examined and found to be acceptable to all concerned

### **Chalk Pits Nature Reserve update**

The updates about anti-social behaviour during the pandemic period, about the new noticeboard and about potential repairs to the pond were noted.



## **12. Planning**

Cllr Johnston presented a report, a copy of which is attached to these minutes. She drew attention to the large application at the Butser Hill Lime Works (SDNP/20/01535) which was on the Agenda to provide an extra opportunity for inputs and comments from all parish councillors and members of the public. The application had already been discussed once by the planning committee and another meeting would be arranged in early August. The committee had sent a series of questions to the National Park's case officer and very helpful answers had been received – circulated to all Councillors. Comments from those present focussed on the large numbers of Heavy Goods Vehicles; on the opportunities to get an exemplary wildlife and landscape setting adjacent to the Country Park in the restoration phase with scope for leisure activities, heritage restoration and interpretation; and on the importance of involving the local community (including the Parish Council) in all phases of the project perhaps by way of a Liaison Panel and funding for local benefits.

Cllr Crew lost contact via Zoom at this time.

Reference was made to the severe cutting back of trees and shrubs by HCC on the Greenway Lane roundabout (with the majority being cut down to ground level) and it was noted that the Council had been advised to wait to see whether there was satisfactory re-growth by September / October or whether new planting might be required.

Cllr Johnston provided updates about the Assets of Community Value at the Five Bells and at the Village Inn. With regards to the Five Bells, the Council had assembled appropriate evidence and had applied, on 15 June, to re-register the ACV after the 5-year period had passed without any notification from EHDC to the parish. An outcome from EHDC was due within 8 weeks. With regards to the Village Inn the Council had triggered the extended moratorium period so as to provide the community with the opportunity to consider whether or not they wish to bid to buy the business. This would run until 20<sup>th</sup> November.

Cllr Johnston referred to a complaint which had recently been received from the owners of the Village Inn and which had been forwarded to all Councillors, to the Parish Clerk and to Cllr Mocatta by the Chairman on the same day (Saturday 25 July). Cllr Jones explained that he would leave the meeting so that Councillors could discuss his role or conduct in the matter if they wished to do so. Cllr Mocatta felt that this would not be necessary as he would contact Mr Cooper to see if the matter could be resolved. The purpose of the enquiry made to EHDC, seeking advice, was noted and this had led to the course of action followed with all Councillors being consulted. It was felt that the ACV process had been followed correctly. **Action:** Cllr Mocatta

With regards to the phone box in Weston, it was noted that it had been re-painted during the lockdown period for £500 compared with the 2 alternative quotes of about £900. Funding would come from the ear-marked Weston Reserve and thanks were recorded to Tony Taylor for arranging this work.

A parishioner had raised one other planning matter with councillors since the last meeting, querying whether work to a low wall in South Lane was authorised or not. Mr Mitford had requested the Parish Council to submit a complaint to the EHDC Enforcement team but as no Parish Councillors had seen the work nor were in a position to look at it swiftly during the ongoing pandemic he had been advised that if he had concerns about any work he should report it via the links provided for all parishioners on the community website.

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### **13. Rights of Way Report**

Cllr Jones presented a report a copy of which is attached to these minutes:

- It was noted that the repairs to a kissing gate on Footpath 14 had been completed, drawing upon the S106 funding as agreed by SDNPA. It was hoped that this would now prevent cyclists from using this public footpath
- The Coronavirus pandemic had led HCC to notify all parishes that it would not be able to cut vegetation on Rights of Way and they hoped that Parish Councils might be able to make alternative arrangements. A reply had been sent explaining that parishioners would cut some of the routes (with thanks recorded to Richard Woolnough) but asking if HCC could pay particular attention to the Hangers Way where it approaches the village along the Links valley from the north and to Footpath 14 where it crosses the Links valley. Other questions had also been posed but no reply had yet been received
- Conflicts between cyclists and walkers on the relatively new shared path between the Greenway Lane roundabout and the QECP had been reported via Cllr Mocatta with some potential solutions suggested. No further response had been received from HCC.

### **14. Commemorative Bench**

Cllr Johnston presented a report, a copy of which is attached to these minutes. The main points included:

- The Portland Stone bench has been completed and is ready for delivery
- The ground contractors who are providing the base are delayed because of the Coronavirus lockdown period – but should be on site shortly
- The opportunity will be taken to ensure that seat back design will fit perfectly onto the Portland Stone after the bench is in situ
- The mosaic poppy roundel (designed by one of the village schoolchildren) is now being completed so that it can be set in the ground in front of the bench
- The War Memorial has been cleaned and repointed with all the names repainted – and is looking superb
- The small supporting wall has been cleared of weeds and the railings are due to be repainted
- The remaining pledged funding is now being called in and the Working Group is confident that the funding will cover the whole project
- It may still be possible to have a small ceremony on VJ Day if the bench is in place.

In discussion some suggestions were made about individuals who could be considered to lay wreaths etc in any small ceremony (which would need to comply with all Covid19 regulations) and it was also noted that a letter had been received from Tim Mitford since the last meeting of the Council. The letter appeared to be asking the Chairman (described as the Leader of Team Buriton) to override the democratic decision of the last Parish Council meeting and to change the location from that preferred by the majority in the ballot to that preferred by the minority. The Chairman had forwarded the letter to all Councillors.

### **15. Work for the Lengthsman**

The Lengthsman continues with the regular identified work.



**16. Correspondence**

Items of correspondence not covered during the meeting were discussed as follows:

- Letter from Kay Goswell advising that the front wall of the Rectory garden (along part of the High Street) was structurally unsound and potentially dangerous, needing urgent attention. A Highways licence permitted works from 27 July to 8 September, a period which should reduce disruption as the school will be closed for most of the time. The works will require the pavement to be blocked off and parking prevented along this section of the High Street. Letters had been delivered to neighbours and it was hoped that people would park elsewhere. Councillors noted the situation, recognised that the repairs should be a good long-term solution and could consider the matter further if parking became a significant problem
- A suggestion from Hannah Buckingham for a Boules area underneath the tree where the playground used to be to revive the initiative of some years ago when villagers played in the car park by the pond, providing a nice way to meet other people of all ages. Councillors felt that the suggestion was worth further consideration after the works to the car park had been completed.

**17. Date of next meeting**

- The next meeting of Buriton Parish Council is at 7:00pm on Monday 28<sup>th</sup> September 2020 – probably via Zoom unless national advice changes.

At the conclusion of business the meeting ended at 9.40pm.



## BURITON PARISH COUNCIL

### COVID-19 OUTBREAK: UPDATE REPORT TO PARISH COUNCIL (July 2020)

The arrangements initiated with Neighbourcare Buriton and St Mary's Church (described in the reports to the March and May meetings of the Parish Council) have continued to work well and demand has now fallen significantly following the relaxation of restrictions. It is planned that the extra volunteering initiative will be suspended from 1<sup>st</sup> August although the usual Neighbourcare service will remain. Huge thanks are due to Peter and J-M Nixon for all their work coordinating the services and it is noted that the arrangements can be reinstated should the need arise.

Up-to-date information continues to be posted on the new 'COVID-19 VIRUS' section of the Community Website and regular update emails continue to be circulated to as many parishioners as possible with extra names being added to the circulation list upon request.

As reported elsewhere on this Agenda, the playground reopened from Saturday 18 July and some activities in the village hall are due to recommence in August, with more anticipated in September.

The temporary Post Office continues to operate in the Village Inn car park every Friday (12.30-2pm) whilst it is not possible to use the Seward Room at the church and whilst the service is viable.

The numbers of visitors on fine, warm days have continued to exceed those experienced in normal times. Dangerous car parking in the Halls Hill area has been reported to the Police and County Council on a number of occasions and there have been problems with litter collections and some instances of anti-social behaviour. There is more information about the Halls Hill situation elsewhere on this agenda.

With regards to the emptying of litter bins (most particularly those around the village pond) it appears that there had been an error by EHDC when the new contract was confirmed with their new contractors, Norse. It seems that the fact that they have traditionally done an extra collection every week in Buriton during the summer was omitted (in error) when the new contract was awarded a few months ago. This led to the situation that there was only one 'lift' each week at a time when there were scores of extra visitors to the village pond, many of who seemed to prefer to leave their litter on the ground near the overflowing bins rather than to take it home. Initially we were told that because of stringent financial controls at EHDC at the moment, staff were not authorised to make any changes to any contracts. We pursued this matter further and, with support from Councillor Mocatta, we have managed to ensure that there will now be three collections each week for the summer period. A bin which had remained unemptied in Greenway Lane (next to the railway bridge) for a number of weeks was also drawn to the attention of EHDC/Norse and rectified.

The influx of people from beyond the parish may also have contributed to at least some of the reports of occasional anti-social behaviour with some youths on bicycles climbing into the playground before it was re-opened, throwing bags of dog poo at villagers and committing damage in the Chalk Pits Nature Reserve. Fortunately these have been rare occurrences and descriptions of the offenders have been given to the Police.

In recent weeks the Council has received a number of requests from people asking if they can sell things (coffee, ice creams etc) from our pond car park which, on the one hand, could have provided some income for the council / community and offered a service to visitors but, on the other hand, could have made the village overly attractive as a 'destination' (to the detriment of tranquillity for residents etc) and could have taken business away from the Five Bells and Village Inn. Legal and practical guidance was sought from EHDC

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which is summarised (for future reference) in an Annex at the end of this report and the Clerk has replied to all enquirers declining their requests at this time.

The Coronavirus pandemic has also led Hampshire County Council to notify all parishes that it will not be able to cut vegetation on Rights of Way as planned during 2020 because it has not let a contract for this work. HCC hopes that parishes might be able to make arrangements for themselves. There is more information about this matter in the Rights of Way report.

Other Rights of Way problems during recent weeks, in particular cyclists using paths that are not bridleways and conflicts / danger between increased numbers of walkers and cyclists on the shared path to / from QECP, have been reported to HCC.

Following a request from the school, it has been agreed that the gates on the permissive path through the school grounds can be kept locked during school term time so as to minimise risks of virus transmission. It has been noted that the path is well used out of school time and will be reopened as soon as can be safely done.

In spite of the restrictions during the pandemic it has been pleasing to note that the Parish Council has been able to continue with many wide-ranging aspects of business. In addition to all the matters reported elsewhere on this agenda, the following can also be noted:

- Repairs have been conducted to two damaged benches at the village pond
- A third seat, on the South Lane side of the pond, has been removed because of its condition and a replacement has been ordered with thanks for financial support from a kind donor
- An abandoned vehicle in the High Street (Mercedes Benz 220, silver 2 door; Registration Number BT08NEN) has been reported to EHDC
- The phone box in Weston has been re-painted
- Repairs to the playground, identified in the RoSPA inspection, were done before re-opening
- Interim repairs to one of the treads on the Pond Green bridge have been undertaken
- In addition to enhancements to the village hall car park, work has been undertaken to remove pot-holes in the church / pond car park and on the track beyond
- The website has been able to promote on-line edition of the Parish Magazine, the 'virtual' Art Trail and the forthcoming 'virtual' Village Show.

Both NALC [National Association of Local Councils] and SLCC [Society of Local Council Clerks] are continuing to strongly advise local councils to continue to meet remotely, without the need for face to face contact. They point out that, even with the government announcements about the easing of lockdown restrictions, rules still state that people should all work from home if they can. NALC and SLCC also point out that local councils have the powers to hold public meetings remotely by using video or telephone conferencing technology until May 2021 and so most councils will have no need to meet in person. Furthermore, they add, local councils have the duty to allow the public to observe council meetings without placing restrictions on the number attending, which many council meeting venues will not be able to accommodate in a safe way at this time. They also explain that where a local council does have an identified need to hold a physical meeting, if they are unable to conduct council business any other way, they can now consider doing so although the meetings must be managed within the social distancing and 'safer workplaces' guidance produced by Government, which includes the requirement to conduct a risk assessment to determine if it is feasible and safe to hold a physical meeting. It would be very important that this risk assessment is carried out, and that any identified actions to reduce risk to attendees are implemented before any face to face meetings resume. Councils must keep documentation of this risk assessment and

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the reasons why the council has taken the decision to return to face to face meetings. In these circumstances it seems sensible to continue to hold our meetings on Zoom for the foreseeable future and we have now held a number of successful meetings in this way.

*Doug Jones  
July 2020*

### ***Annex: Prospective food and drink vendors at the Village Pond***

As referred to in the report above, legal and practical guidance was sought from EHDC on this matter and can be summarised as follows:

With regard to food hygiene aspects, Rebecca Walters explained that:

- All such vendors should (must) be registered with EHDC as a food business – and so we should always ask for proof of that from any prospective vendors
- They should also have a ‘National Food Rating Scheme’ assessment (up to 5 stars) – and she’d recommend that communities should only ever go with people who have 3 or more stars
- With these checks (above) there should never be any come back on the Parish Council for poor quality food etc – liability rests solely with the vendor ...
- But litter and other wastes can be a problem and communities may want to stipulate that vendors must take away all their own waste (and provide a bin for their customers’ use). If the vendors leave fat, dirty water (after washing equipment) or any other waste, they can be pursued by EHDC
- EHDC tells all vendors that contact them that they must get the landowner’s permission (and that they cannot just stop and sell from the roadside) – which is why we might have got these requests recently...
- If traders do operate from the highway the Police (and perhaps EHDC Licensing) can move them on ...
- She felt that it could be a useful way for some small communities to raise some income – but she was not able to advise about appropriate charging levels.

Craig Stainton (EHDC Property Team) licenses this sort of requirement across East Hants and Havant (on their land) and made the following points:

- His main concern would be litter and the blocking of the grills in the Pond, who would be responsible for extra costs if required?
- If he was looking at this site as one of EHDC's he would formalise with a licence. This would include: a fee for the site (plus a percentage of turnover) and it would move liability from the Council to the trader for any costs and repairs needed from the use of the land.
- They ask for risk assessments and insurance papers for any of their licence holders.

Jo Edwards, who retains an interest in the village pond area, also suggested:

- Make sure traders take all their rubbish away and do not leave any in the car park or by the EHDC litter bins
- Asking the traders to do litter-picks whilst they are there (and before they depart) to ensure that none of their wrappers etc end up in the pond or around the pond which would be harmful to wild life (perhaps include this in a written agreement).

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## BURITON PARISH COUNCIL

### A Defibrillator for the Parish – Report to Parish Council Meeting: 27 July 2020

Dear Parish Council,

As you may be aware there is a group of us who has taken up the task of obtaining a defibrillator and associated articles and activities.

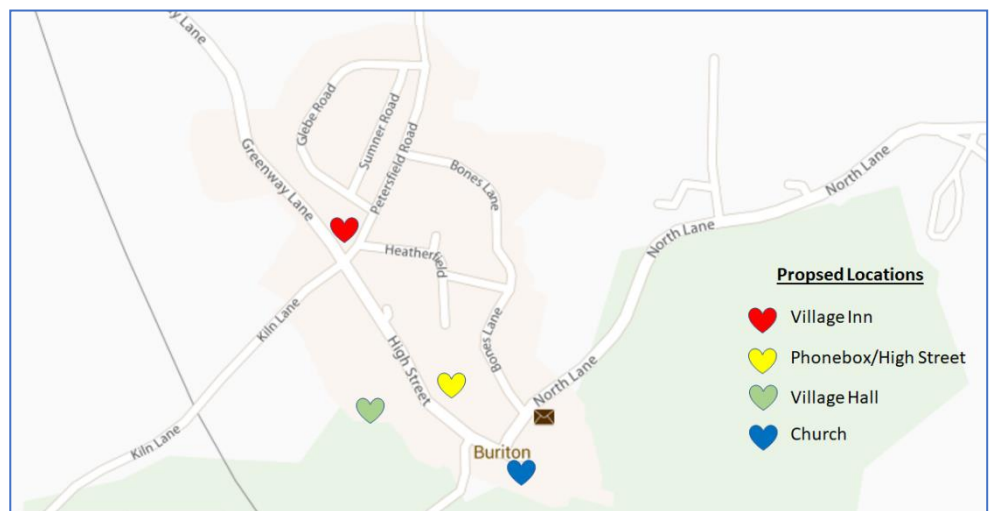
Please find below details of the key points that we would like to present and review with the Parish Council at the forthcoming Parish council meeting.

- **Potential / preferred location(s) for defibrillator**

As a group we undertook a review of location and equipment requirements.

Locations discussed were:

1. The phone box
2. Village hall
3. Church
4. The Village Inn



We ended up putting these into a preferred order:

**Joint 1<sup>st</sup>.** The Village Inn was joint 1<sup>st</sup> as it is a fairly central location within close proximity to the majority of residential housing, also there is a phone signal there. The (current) landlord is also happy to have the unit installed there, but there is a degree of uncertainty about the future of this location.

**Joint 1<sup>st</sup>.** The village hall is a fairly central point for the village and also it is looked after by the village. One consideration to be made though is that most incidents requiring a defrib happen in the home during the last phases of sleep/early morning so the necessity to be near residential housing is important

**2<sup>nd</sup>.** The church area was dismissed as there is no phone signal (not essential to get the defrib but needed to call the emergency services) also it is (see map) the furthest point from the majority of residential housing.

**3<sup>rd</sup>.** The phone box was dismissed as we would lose the phone (you cannot have a pay phone and defrib in the same phone box – generally the defrib takes the place of the phone).

- **Are there different types of defibrillators and, if so, what is the proposal and reasoning?**

Yes there are many different types, the Ipad Sp1 is the one we are interested in, essentially they all do the same thing. A special function of the Ipad SP1 is that the same electrode pads can be used on adults and children (saving time by not having to change pads): a tried and tested unit and recommended by the BHF.

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- **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?**

This was considered, there is poor mobile phone coverage throughout Buriton. The BHF request that cabinets are unlocked (they will not provide the grant if the cabinet is locked) for the simple reason that every second counts, why waste essential time making a 999 call when you could be getting on with saving a life?

Additionally, occurrences of theft or vandalism are extremely low where defibs are concerned (whether they are locked or not) – BHF has a great write up on this.

We have changed our opinion from locked to unlocked, negating the need for a phone signal to use the defib although the emergency services would still need to be contacted. If required we do have the option to borrow a special handset that can measure the signal strength to any mobile network (as used to dial 999) so we could map out the mobile phone signal strengths throughout the village.

- **What are the costs involved: for both the defibrillator and a suitable, water-proof cabinet?**

With BHF grant the defib unit is £600 (that what we have to pay) this also includes the CPR training kit (all equipment required to carry out training). Additional costs are £500 for a suitable outdoor cabinet (IP66 rated) this is heated and illuminated (LED lighting). This would have to be installed by a qualified electrician (est. £200)

- **Is an electricity supply to the unit required to ensure batteries are charged? Are costs of connection to the electricity supply covered?**

The battery pack is independent and will last for 3 or 4 years, electricity supply is required to the storage cabinet to provide lighting and heating. The heating is to maintain the battery in a good working condition, if it gets too cold it will not work effectively. The cost of the electricity to run the cabinet for an entire year is between £3 to £5 (very minimal). An estimate of £200 to install the cabinet has been made, we hope we could source a willing local electrician to help??

- **Have you been able to identify sufficient grants or fund-raising?**

Yes as mentioned above we have been successful with an application to the BHF, they will provide the Defib unit and training equipment for a donation of £600. This does not include the cabinet and installation or any ongoing costs. The acceptance letter is at the end of the document.

Additionally SALT may provide a donation and are prepared to carry out some onsite training (TBC how with the current environment)

- **What sort of on-going costs are envisaged (perhaps maintenance, checks or testing etc)?**

Ongoing maintenance would be minimal – they recommend a weekly check (happy to do this) but in terms of battery replacement if the unit is unused the battery life is around 4-5 years or more and a replacement

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battery costs about £160 (this is for the Ipad SP1 – BHF recommended). Replacement adhesive pads are about £33 with a min shelf life of 2 years. The unit comes with a 7 year warranty (extendable to 10 years upon registration). So ongoing costs are minimal but probably worth looking at a replacement unit after 10 years (when the warranty runs out). An unknown is how often it gets used, this would require new batteries/pads.

Ongoing costs annual: £40 battery + £16.50 pads + £5 running cost (electricity for unit is very minimal) = £61.50 annual cost assuming the unit is not used. If we assumed £100 annually, this would cover extra for the event of useage or putting funds towards a replacement unit.

I am happy to undertake the regular checks on the Defib (weekly check, just a flashing indicator light)

- Insurance costs. To be investigated.
- PAT testing – To be investigated

### Cost summary

ITEM	COST
Defib unit	£600
Cabinet (external, unlocked,heated)	£500
Install	£200
<b>INITIAL COST TOTAL</b>	<b>£1,400</b>
Ongoing Annual Costs (unused)	
Electricity	£5
Battery	£40
Pads	£16.50
Insurance?	TBC
Annual target (to also raise ongoing funds for replacement machine)	<b>£150</b>

- **What sort of life-span is envisaged for the unit?**

Once the warranty is expired we should try to have the funds to buy a new one (this unit can have the warranty extended to 10 years at a nominal cost) 7 years warranty is given with the machine.

- **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?**

Training would be given (day time and evening sessions at the village hall). You do not need to be trained to use the unit, it is self-explanatory and talks you through the whole process.

We look forward to discussing this further on Monday night.

Barbara Muir/Chris Stagg/ Paul Evans/Sarah Osman

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**HALLS HILL CAR PARK – REPORT FOR BURITON PARISH COUNCIL**

(July 2020)

Parking in this area has been an issue for some time but has been exacerbated during the Covid19 period. Initially, when all the QECP car parks were closed, there was some parking on the nearby highways (as there was also on the A3 sliproads and layby near to the main park entrance). Following the relaxation of lockdown restrictions visitor numbers have increased and messaging on social media has drawn attention to free parking opportunities (such as the Halls Hill car park and adjacent lanes) for anyone wishing to avoid paying at the main QECP car park. The Parish Council informed the Police and Hampshire Highways about road safety issues relating to dangerous on-street parking in the area around the Halls Hill car park on occasions (particularly at weekends) when the car park was full.

It has become clear that the road network and the car park cannot cope with the current volume of traffic that the advertising of free entry to the QECP has generated.

Work over recent weeks has included:

- Observations of the parking situation at Halls Hill, suggesting that the area has been well used at times when the main QECP car park has not
- Observations have suggested that roughly half of the visitors were using QECP and the remainder were going east on the South Downs Way or using local ROW
- Observations indicate that some visitors have travelled long distances to visit the Park, and to use Halls Hill because it was advertised on social media as free
- The main Buriton car park (by the church/pond) has also been full
- To help consideration of options to improve the situation, liaison has taken place with Hampshire Highways (Andrew Wood), EHDC Traffic Management Engineers (Tracey Webb), the National Park team (Chris Lickley and Alex Pringle), HCC Estates (Chris Jelliffe) and the Forestry Commission (Joan Clark) as well as with Doug Jones at the Parish Council
- Finding out whether there might be a usable electricity power source in the car park/old tip entrance (which might have facilitated an ANPR option)
- Logs and signs have recently been installed to protect verges and to help discourage parking as part of a longer term plan.

Jo Heath (Head of Countryside), Councillor Woodward (Executive Member for Recreation & Heritage) and Councillor Mocatta have considered a number of options including the following:

1. Keep the car park open, protect the worn verges with strategically placed logs and signage and monitor the situation
2. As per 1 but close the car park for a trial period of 6 months including consulting with the parish council
3. Expand the car park, increase the traffic, add ANPR and support with related facilities
4. Do nothing and wait for the Covid19 wave to pass.

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It was decided to pursue Option 2 – and the logs and signs are the first stage.

Some relevant points in the decision-making discussions included the following:

- There are far more people trying to get access to Halls Hill than the car park, lanes and local facilities can cope with
- The majority are not local and most have seen some reference on social media (ie the Ramblers or the National trail web-sites) to free parking
- The cars involved are generally VWs and Audis, and the cyclists all have smart mtbs and electric bikes: so, no one who cannot and should not use the main QE centre and pay for the appropriate facilities
- There is no electricity power supply available
- With the visitors coming to use Halls Hill and environs travelling from further afield, and inevitably staying longer (compared with short stay locals) the lack of any facilities, particularly toilets, is also a problem. The endless tissues in the bushes has been a curse this year.

After this meeting the next steps can be taken to close the car park for a trial period of 6 months. The intention will be to clearly state, using highway style signs, that the car park is closed and advising people to use the country park.

Tim Speller  
Country Parks Business Manager  
Queen Elizabeth & Staunton Country Parks

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**Village Hall and Recreation Report for PC Meeting: 27 July 2020**

This report provides updates on each of the following subjects:

- The playground
- The Village Hall
- The Village Hall car park
- The pond / church car park (including BT supply to Monks Walk)
- The Chalk Pits Nature Reserve

The Playground

Updates since the last meeting are as follows:

- Cllr Marriott and the Clerk have produced a proforma for the regular fortnightly inspections
- The repairs identified in the annual RoSPA inspection (undertaken during the ‘lockdown’ period) were done in w/c 13 July by Sawscapes with funding from the ear-marked Playground Reserve
- It is possible that Sawscapes will be able to conduct our Annual Inspection and repairs (instead of using two separate companies each year) and Cllr Crew is investigating this
- A detailed Risk Assessment for re-opening in July had been undertaken and is attached (with the normal [pre-Covid] risk assessment for approval by all Councillors
- The playground was re-opened (with new Covid-19 signage) on Saturday 18 July and the new guidelines etc were posted onto the Community Website (<http://www.buriton.info/index.php/news/news-about-playground>), promoted via Facebook and circulated by email

The Village Hall

A Village Hall Committee Meeting was held (by Zoom) on 29 June and the notes (attached as an Annex) should be read as part of this report. The latest situation includes the following:

- We decided not to take any bookings during July (because the Government’s rules were rather unclear and we wanted a chance to think about what to do) but we are in the process of agreeing to accept a small number of bookings in August with, hopefully, more from September
- In August we are planning to allow Aspire Coaching to use the hall for their sessions (which are primarily outdoors) and to allow the Waggytails dog-training sessions to return (also largely outside). Pickleball may also be a relatively early returnee having obtained their own (national) guidance and risk assessment
- From September the school are keen to re-commence their regular use of the hall on Tuesday, Thursday and Friday afternoons but do not anticipate needing to use any part of the Hall as an overflow classroom
- Unfortunately we have learnt that the Dottie Tots Nursery School will not be returning in September. Karen Burrows has, sadly, decided that she can no longer run Dottie Tots here because of family and financial pressures and she has removed all her equipment from the Upper Hall, leaving us with a nice space to rent out to others, but a big hole in our budget!
- Councillors will want to consider the potential of finding another way of providing nursery education in the village alongside the need to obtain more income from the building

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- Our contract cleaner (Darren Francis) has been continuing to undertake regular inspections and testing during the period whilst the hall has not been in use, supplemented by Legionella precautions undertaken by Hall Manager, Steve Franks
- Darren has also given thought to cleaning regimes that may be required once we re-open
- We are now much clearer about the Government's rules (and we have been in contact with other village halls to see what they are doing in these strange times). With regards to cleaning regimes, there is now clear guidance which says that *"whilst some halls have the resources (staff, finance) to clean regularly used surfaces and equipment before hirers arrive (which is ideal), many village and community halls, however, have part time or self-employed staff e.g. with other cleaning jobs, who work only a few hours per week, or no staff (users clean before and after activities), particularly halls serving rural areas which are used less frequently."* The guidance goes on to say: *"Where a hall cannot arrange cleaning before every hire, the appropriate way of discharging the trustees' responsibility and encouraging compliance is likely to be to: (1) Require each hiring group to clean surfaces that their group might use before their own users arrive, to clean regularly used surfaces such as tabletops and sinks during the hire and to clean them again before they leave. Hirers could be asked to sign a record sheet confirming e.g. "I have cleaned before leaving all surfaces used in the rooms used during hire", with the time; and (2) For the hall to ensure the hall's usual cleaning routine is followed e.g. for floors, with particular attention to keeping hand wash basins, door and toilet handles clean and provide cleaning supplies for use by hirers. This means the cleaner/caretaker (or volunteers or another contractor) will need to provide and check/replenish hand sanitiser, cleaning materials (including cleanser, spray disinfectant, washing up liquid, cloths or paper roll) and tissues and the cleaner or hirer removes waste to outside bins before the hall is next used. Supplies of soap and paper towels must be provided at toilet and kitchen sinks. Make clear to hirers how often the cleaner attends."*
- Based on the above, a detailed Risk Assessment for re-opening in August has been undertaken and is attached for consideration and approval by all Councillors
- A number of new 'Special Clauses' have also been drafted as additional clauses to our normal Conditions of Hire. These are also attached for consideration and approval by all Councillors
- Our Hall Manager estimated that the negative effects of the COVID pandemic were, to the end of June, at least £5,500 (extra expenditure and income lost) with significantly more likely to come. These figures did not include bookings for events (such as children's birthday parties etc) that have not been made, including over the normally busy Easter period. Comparisons with previous years could provide a fuller picture. Since those estimates were made, another month (July) has passed without any bookings, further expenditure has been incurred (extra waste bins and signage etc ) and we have learnt that the Nursery School will not use the hall at all during the financial year 2020/21, for which an income of £10,000 had been assumed in our budgets.
- With regards to budgetary implications for 2020/21, the Village Hall part of the Council's budget assumed income of £22,750 and expenditure of £15,595 with any surplus (estimated to be £7,155) to be added into the ear-marked Reserve for the Village Hall. We had budgeted £10,000 income from the Nursery School, with Buriton School as the next biggest payer (£2,500) and a forecast of £5,000 from ad hoc bookings. If we were to lose all the Nursery income and half of the rest (totalling to £16,375) that would leave us with £6,375, compared with budgeted expenditure of £15,595: a potential 'shortfall' of £9,220. If other bookings do not return to normal (pre-Covid) levels from 1 October the shortfall will inevitably be higher.
- The Covid pandemic has delayed our assessment and decision about our project to replace windows, doors, soffits etc but assistance is being obtained from Andy van den Broeke to assess the three companies and provide an experienced and independent eye. His initial assessment suggests that we

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may wish to break the project down into a number of separate 'sub-projects' as much of the wooden cladding appears to be in decent condition: (a) getting all windows and doors replaced and (b) repairing and repainting etc all the wooden cladding. For Project (a) we could ask the 3 glazing companies to re-quote (based on a more detailed spec so as to ensure that we get everything we want and are confident we'd be comparing apples with apples) whilst for Project (b) we would get quotes from other trades. It would also be possible to get the three glazing companies to provide quotes "with and without" the cladding elements (so that we could see the additional cost of doing those bits in plastic and compare that cost with the separate quotes for refurbishing the woodwork). In addition, it has been noticed that there is some rot in the stairs from the emergency fire escape door (from the Upper Hall) and this could be considered as a third project: perhaps considering a metal replacement. Councillors are asked to note this update and agree to ongoing work on this basis.

### The Village Hall car park

Updates since the last meeting are as follows:

- The contractors undertook work in w/c 6 July, completing the first phase of the improvements
- The cycle parking facilities have yet to be installed and some repairs to remaining pot-holes also remain to be addressed.

### The pond / church car park

Updates since the last meeting are as follows:

- As agreed, the contractors who were undertaking the work in the village hall car park also spent a short amount of time levelling the surface in the pond / church car park (addressing the worst of the pot-holes) and track beyond. In future it is anticipated that financial contributions will be received from all the residents who now use this route as a driveway to their dwellings so that the cost burden does not fall on all parishioners
- The long-running request for BT Openreach to install a phone line through the car park to Monks Walk continues: after the site meeting of 27 April (reported at the last Parish Council meeting) a 'trial dig' was undertaken on 12 June, EHDC approval was given on 2 July and BT passed the order on to their contractors to add it to their work list as an "urgent" request. As at 20 July no work had been undertaken but it may be possible to provide an update at the PC meeting

### Chalk Pits Nature Reserve

There are three short updates to report to this meeting:

- As found in other Nature Reserves elsewhere in the county, an increase in anti-social behaviour has been noted in the Chalk Pits during the Coronavirus restrictions, including damage by unauthorised cycling, lighting fires & BBQs and large amounts of littering. The QECP Ranger is always keen to address any such issues and is arranging new signage, physical barriers and CCTV cameras. A broken fence along the top of the Chalk Pits has also been reported.
- A new (replacement) noticeboard has been installed on the South Downs Way / Hangers Way / Shipwrights Way at the top of the site [Halls Hill car park]
- The condition of the pond has been examined by QECP and estimates for a liner with extra clay puddling are being obtained.

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### ***Annex to Village Hall and Recreation Report for PC Meeting of 27 July 2020***

#### **Village Hall Committee Meeting – Monday 29 June 2020 (7.30pm)**

This meeting, held via Zoom, was attended by Steve Franks (Village Hall Manager), Heidi Coates, Tim Crew, Doug Jones and Sarah Stevens.

#### **Current budgetary position**

- The financial figures to end of May (circulated by Steve) were noted: showing some late payments from hires in April, but exceeded by expenditure.
- There were no bad debtors. Late payments from both EHDC and Dottie Tots Nursery should show on the Bank Statement at the end of June. Two other late payments (of £27 and £60) were being chased.
- Negative effects of the COVID pandemic so far (April to June) were at least £5,500 (extra expenditure and income lost) with significantly more likely to come. Steve explained that these figures did not include bookings for events (such as children's birthday parties etc) that have not been made, including over the normally busy Easter period. Comparisons with previous years could provide a fuller picture
- The £10,000 grant received was already proving very valuable, covering the extra expenditure and loss of income referred to above.
- Petra had asked for help to allocate income from Regular Hirers to the correct budget line in the accounts during 2020/21 and Steve will provide a summary of each hirer showing how their booking appears on the Bank Statements.

#### **Current condition of the hall (including H&S and insurance matters)**

- Steve confirmed that he had managed to get both the important PAT Testing and Fire Servicing inspections undertaken in recent weeks
- It was confirmed that Darren was continuing with the regular detailed inspections and actions agreed following liaison with our Insurance Brokers; and Steve was continuing to take all the necessary actions re Legionella in both the Hall and Changing Rooms (where Darren had addressed the shower heads)
- The only other servicing matter needing consideration was the folding stage sound screen and it was agreed that this should be done (cost approximately £400). Steve to arrange

#### **Requests for use by Buriton School**

- On their resumption from lockdown, the School had enquired about using the Hall for regular PE lessons (1-3pm; three days each week). This had not initially been permissible because of the strict legislative restrictions and it was noted that the most recent Government guidance for community centres explicitly "strongly advises against opening for indoor fitness and sport activity." This means that school PE lessons should not be allowed and Steve will contact the school accordingly
- The school have already been asked a number of times (in May and June) about potential use of the Hall as an overflow classroom, perhaps from September onwards, but no reply has yet been received. Steve will follow this up again, trying to get a reply before the school closes for the summer holidays (thought to be 17 July to 3 or 7 Sept) so that the Hall can be reserved for them if they would wish. If there is no response other users may be considered and bookings taken.

#### **Dottie Tots Nursery School**

- Karen Burrows had confirmed no use of the Hall before September at the earliest and the Committee was worried about longer term viability / commitment. Doug had already written to Karen offering support to help promote the Nursery School and will do so again.

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## **BURITON PARISH COUNCIL**

### **Responses from regular users about returning to the hall**

- The Hall Committee had written to all regular users, anticipating that the Government may allow Village Halls to reopen for some uses in the near future, seeking information so that we could begin to consider what this might mean for Buriton. All were asked (a) Are you likely to want to return to use the hall? (b) If you wish to return, when would you consider returning? and (c) When you return would you wish to hire the hall for your normal sessions or would you like something different?
- The message had explained that (i) although the Hall Committee will not be under any obligation to open the hall, it is likely that we would want to try to do so because of the help that the facility can make to parishioners and other users; (ii) that advice would need to be taken from Insurers and from recognised advisory organisations about cleaning regimes, risk assessments and about any changes to the standard conditions of hire; (iii) that it may be necessary to prioritise usage if, for example, the school wanted to use the hall for overflow teaching etc; and (iv) it may also be necessary to limit the capacity of the hall, so groups may need to think about how they would manage this situation.
- Steve reported that he had heard back from nearly all the regular bookers (except Tai Chi): the Bowls Club want to return but as most members are over 70 they need to discuss to decide when they feel comfortable; Pickle ball would like to return asap; Waggytails would like to return early in July; Yoga would also like to return

### **Discussion about re-opening the Hall**

- It was felt that the Government’s latest guidance (issued on 23 June and stating: “The government strongly advises against community centres opening for indoor fitness and sport activity”) was very significant and precludes activities such as Pilates, Yoga and Tai Chi as well as Bowls, Pickleball and Judo. Steve would contact our relevant groups to explain the situation, suggesting that (if Government guidance changes) it may be possible to accommodate these groups from September as long as they each submit acceptable Risk Assessments to us
- With regard to the Waggytails dog training (who usually use the Recreation Ground) and the Aeromodellers group it was felt that, subject to satisfactory Risk Assessments from each group, these activities could commence during August (Steve to inform) – giving the Hall Committee time in the to produce our own Risk Assessments and cleaning regimes etc and liaise with Insurance Broker
- Aspire Coaching have also enquired about bookings in August (for outdoor use with use of toilets) and it was felt that, subject to the same conditions, this could be permitted – unless there are any further changes in Government guidance. Steve to contact
- This approach allows a phased reopening of the hall with a small number of activities in August and potentially more in September
- The Hall Committee will also consider any necessary amendments to the normal Conditions of Hire Agreement which would need to be agreed with all users before they can return.
- There will be other practical things to resolve before any re-opening (eg. location of sanitiser dispensers etc) and Steve will maintain a list so that each one can be addressed
- Doug would contact Buzz Cousins to find out his plans for the Village Show – but it was noted that other Government legislation still prohibits any gatherings of 30 or more people
- The meeting of the Parish Council on Monday 27 July provides an opportunity to confirm these plans.

### **Recreation Ground, Playground and Changing Rooms**

- It was noted that the Recreation Ground was being cut regularly and to a good quality
- The changing rooms (and ref’s toilet) remain locked and out of use but Steve is taking all the necessary regular precautions re Legionella

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- Potential re-opening of playgrounds had become a hot, and difficult, topic for small parish councils in East Hampshire because Government guidance issued on Friday 26 June does not seem to have been written with parish councils and small community organisations in mind. There are concerns that trustees and parish councils could be faced with the possibility of prosecution, either for failing to carry out adequate risk assessments or to ‘put in place sufficient measures to manage the risk of Covid-19’
- Initial feedback from other nearby parishes suggested that they might not be rushing to try to open by 4<sup>th</sup> July although Petersfield Town Council may be able to do this\*
- We had managed to get our annual RoSPA examination undertaken during the lockdown period but only one of the companies approached to do the necessary follow-up remedial works and more detailed checks had responded to our invitation to tender. It was agreed that until this work had been undertaken our playground should remain closed. Tim will find out from the contractor when they might be able to do this work
- Risk Assessments (and any necessary actions eg. signage etc) will also need to be undertaken by the Hall Committee before the playground can open
- Advice and guidance would continue to be sought by Doug from other parish councils, relevant organisations, the District and County Councils and our MP
- It was hoped that it may be possible to open the playground during July – allowing time to observe how other parish councils grapple with this issue
- Messages about the reopening situation would be produced by Sarah / Doug and communicated on site, via Facebook, the community website and emails.

### **Car Park Project**

- Tim had chased the contractors and work was now scheduled to commence within the next few days
- Matt Marriott was also ready with his contribution to the project: cycle parking etc.
- As well as the village hall car park the contractors would address potholes / bumps in the pond car park

### **Replacement windows, doors, soffits etc**

- It was noted that Andy van den Broeke was now helping to assess the three quotes so as to provide an experienced and independent eye
- Doug would chase Surefix for responses to questions posed about two weeks ago

### **Other business**

- It was noted that the damaged seat by the pond was due to be removed by EHDC the following day with a replacement (being donated by a kind benefactor) to be installed as soon as possible

\* post meeting note: email received from Petersfield Town Council Clerk at 8.57am on 30 June saying: “Having now seen the Government guidance on this I am having very strong second thoughts on the possibility and practicality of opening any of the play areas.”

### **Background information about our village hall budget:**

- Our budget assumed: income of £22,750 and expenditure of £15,595 (surplus of £7,155 to go into our ‘sinking fund’ (Reserve) for future village hall repairs or improvements)
- Nursery School (our biggest contributor) assumed budgeted income of £10,000; Buriton School (next biggest payer) was to provide £2,500; and we had forecast £5,000 from ad hoc bookings.

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## BURITON PARISH COUNCIL

- If we were to lose all of our income for April, May, June, July and August, that would be five months of the year. Assuming that we were to lose half our income that would leave us with £11,375 – against budgeted expenditure of £15,595. A ‘loss’ of £4,220 before any grants or changes in expenditure
- Within our expenditure: Gas/Electricity/Water total to £3,313 (but in these warmer months, and allowing for the Standing Charge elements etc, it may be difficult to save much of this?); servicing costs are budgeted at £2,640 (but these will probably all still need to be done?); other costs are £1,300 (expenses, ad hoc maintenance allowance etc) and staff costs (£4,120 for Steve and £4,200 for Darren)
- Our staff costs have been below budget so far (April-June) and, if we remain closed, that could continue. But if we re-open, cleaning costs (hours) in particular could be significantly more than we had budgeted? And we’d need to buy ‘equipment’ that we’ve not budgeted for: extra cleaning materials, sanitisers, paper towels, PPE...

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**Planning Report 27th July 2020**

To be read in conjunction with the minutes of the meeting on the 6th July 2020.

**Update on current planning matters**

**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. Applications Approved

**SDNP/20/00994/REM** - New House at Cobwebs, North Lane. Decision Pending

**SDNP/20/01226/TPO** - Reduce height of fir tree at Mille Failte, Bones Lane. Application Approved

**SDNP/20/02081/HOUS:** Garden outbuilding to rear in place of existing garage already demolished at 57 North Lane, GU31 5RS. Application in Progress

**SDNP/20/01535/FUL:** The extraction of 343,670 tonnes of chalk (156,214 cubic metres x 2.2 tonnes per cubic metre) and the importation of 1,149,000 tonnes (633,333 cubic metres x 1.8 tonnes per cubic metre) of clean inert waste/soils and clays and the importation of approximately 31,000 tonnes of top soil (21,000 cubic metres x 1.4 tonnes per cubic metre) with the continuation of ancillary recycling operations until 31<sup>st</sup> December 2028 at Butser Hill Lime Works, GU31 5SP. A series of questions and answers between the Parish Council and the case officer for this application have been exchanged. A full update on this item will be given at the meeting. Application in Progress

**Asset of Community Value, the Five Bells:** the Parish Council has submitted the relevant information to EHDC, applying for the ACV status to be renewed for a further five years. A response was still awaited from EHDC.

There is one new application, not for consideration at this meeting :

**SDNP/20/03034/PA16**

Lay By at Junction of Bollinge Hill The Causeway Petersfield Hampshire  
Prior Approval - Installation of 1no 17.5 monopole with 2no 300mm dishes,  
3no equipment cabinets and associated ancillary works thereto

Maggie Johnston

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## BURITON PARISH COUNCIL

### Rights of Way report for PC Meeting: 27th July 2020

There are three matters to report at this meeting:

- Repairs to Kissing Gate on Footpath 14
- HCC Vegetation Cutting arrangements
- Shared Path: Greenway Lane to/from QECP

#### Repairs to Kissing Gate on Footpath 14

The repairs to this kissing gate (near the Petersfield Road end of Footpath 14), approved at the last meeting of the Parish Council, have been undertaken drawing upon the S106 funding as agreed by SDNPA. It is hoped that this will now prevent cyclists from using this public footpath.

#### HCC Vegetation Cutting arrangements

The Coronavirus pandemic has led Hampshire County Council to notify all parishes that it will not be able to cut vegetation on Rights of Way as planned during 2020 because it has not let a contract for this work. HCC hopes that parishes might be able to make some arrangements for themselves.

After consideration of the routes affected in the parish (The Hangers Way, Buriton FP14 Petersfield Road to North Lane via the Links, Buriton FP16 Bones Lane to North Lane past the Hop Kilns, Buriton FP17 North Lane to Pitcroft Lane via the Lawns and Buriton BW23 Old Ditcham to Sussex Road) the Parish Council responded to HCC making the following points:

- We hope that HCC will be able to continue with cutting work on the Hangers Way, particularly where it approaches the village from the north where conditions can get particularly bad
- If it is possible for HCC to do that section of the Hangers Way then please also cut that part of FP14 where it crosses the valley as that is also badly overgrown.
- We will try to manage the other parts of FP14 and also FP16, FP17 and BW23 ourselves
- If we have to pay contractors for any of this work, can HCC confirm that funding would be available as we have no allowance for this in our budget for 2020/21
- We share a lengthman with a number of other parishes and usually overspend (asking him to do more time for us than he can really manage) so that may not be an easy answer.

#### Shared Path: Greenway Lane to/from QECP

Conflicts between cyclists and walkers on the relatively new shared path between the Greenway Lane roundabout and the Queen Elizabeth Country Park were reported to HCC in June. Most of the new parts of the route, south of the highest point, include signs which make it clear that it is a shared route thereby giving warnings to all users to be aware of others. But the more problematic section is when walking northwards from the summit area to the Greenway Lane roundabout. All the signs on that northern section of the route only seem to indicate cyclists and walking down this hill towards Buriton with speeding cyclists coming from behind can be quite scary at times: with the noise of the busy A3 traffic alongside it is not always possible to hear other users.

HCC Engineers responded by explaining that this part of the route (the old A3) "is still technically a road and we can only install cyclist on the road sign including the direction signs. Therefore we can't promote the Old A3 as a shared footway and install the shared pedestrian and cyclist signs as in other section of the route."

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## BURITON PARISH COUNCIL

The Parish Council replied to enquire whether, just because “the Old A3 is still technically a road”, this means that nothing could be done to help pedestrians? We suggested that, if it’s a long, legal, expensive process to ‘declassify’ the old A3 so that it’s “not a road”, then let’s think of something else as it seems poor that part of the route is promoted as a ‘Shared Path’ (encouraging pedestrians) but then part of it is not pedestrian-friendly. We suggested two potentially helpful ideas: (1) paint a solid white line down the entire length of the “road” section with a pedestrian symbol repeated on one side of it (thus creating a footway area – but leaving the rest as “a road”) and / or (2) putting some warning signs on that section: ‘Beware of pedestrians’ as surely that can be done on “a road”. At a time when the County Council is trying to encourage more walking and cycling it was felt that the initial response from the engineers wasn’t very encouraging and a further response is awaited.

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**Commemorative Bench Report 27th July 2020**

The Portland Stone Bench has now been completed and is ready for delivery. At present, we're waiting for the ground contractors to instal the base, but like many businesses they have suffered from the recent lockdown, which has had an additional knock-on effect of sourcing plant and materials. Nevertheless, we're hopeful they will be on-site very shortly.

Because of the delays, the seat back will initially be lacking the design by Andy Cheese. But once the bench is assembled and in situ, Andy will have the opportunity of refining his design to make sure it will fit onto the curved surface. With regards to the Poppy Roundel (designed by one of the village school children), we now have the mosaics and lettering and this is being worked upon so that it can be set into the paving in front of the bench.

In the meantime you will have noticed that the War Memorial has been cleaned and repointed, with the names etc repainted. It's looking superb. Our working group has also cleared the weeds and vegetation on the small supporting wall and once the bench is in situ we also plan to repaint the railing.

Although it's getting very close, we're still hoping we might have something in place by VJ Day (15th August). Unfortunately, like many projects, we've been held-up by the unplanned restrictions due to Coronavirus.

We have called in all the pledged monies and are confident that our funding will cover the whole project.

Maggie Johnston