

## Minutes of the Parish Council Meeting

held in East Tisted Village Hall, Gosport Road, East Tisted, GU34 3QW on Wednesday, 4<sup>th</sup> November, 2015 at 7.30pm.

Present:- Cllr. Elderton (Chair)

Cllr Chase  
Cllr Newens

Cllr Cubitt  
Cllr Oakley

Cllr Durrant  
Cllr Williams

Cllr Jarvis

Edwin Macknamara, Acting Clerk      One Member of the Public.

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### MINUTES

73/15      **APOLOGIES & WELCOME:** An apology for absence was received from Cllr. S. Anderton.

74/15      **MINUTES**

- i)      **RESOLVED:** That the minutes of the Parish Council meetings held on the 2<sup>nd</sup> September, 2015 and 19<sup>th</sup> October, 2015 be approved and signed by the Chairman as a correct record of events.

75/15      **PETITIONS, STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC:**  
There were no matters raised.

76/15      **DISCLOSABLE PECUNIARY INTERESTS AND NON PECUNIARY INTERESTS:**  
None were declared.

77/15      **COUNCIL GOVERNANCE AND RESPONSIBILITIES OF COUNCILLORS**

A request had been received to include this item on the agenda to clarify the procedure for the calling of meetings and in particular for the Standing Committees. This followed the outcome of the meeting of the Farrington Village Hall Committee held on the 2<sup>nd</sup> September, 2015 which had subsequently been adjourned. The Clerk called the ordinary meetings of the Council in consultation with the Chairman when the items for discussion and inclusion on the agenda were agreed. On this occasion the FVHMC had been called but clearly there had been a misunderstanding which had led to the meeting being adjourned. For clarity, therefore, it was agreed that the responsibility to issue the Summons to Councillors to attend a meeting and to provide the agenda for the meeting would remain with the Clerk. However, the Clerk in consultation with the Chairman would prepare the agenda and send it by email to all Councillors. For the Standing Committees the Clerk should ensure that the Committee Chairman was consulted on items to be included on the agenda before circulation. This would then comply with the procedures Agreed and adopted by the Parish Council in their Standing Orders. This would not prejudice the right of any Councillor to request that an item be included on an agenda as set out in Standing Orders.

78/15      **RESPONSIBLE FINANCIAL OFFICER**

- i)      **Financial Statement:** The Acting Responsible Financial Officer had circulated a Financial Statement (October 2015) for information. The Business Instant Access Account should be titled "Business Instant Access Account - Shirnall Meadow Maintenance Fund"  
**RESOLVED:** i) That the Financial Report circulated with the Agenda be received.
- ii)      That the Schedule of Payments detailed below be approved:

Schedule of Payments: The Locum Clerk REPORTED on the payments made since the last meeting and confirmed that all payments made were in line with the AGREED budget or other resolution of the Parish Council:

593	HALC - Training Seminar	£108.00
594	E. Macknamara(Acting Clerk's Salary- August 2015)	£427.07
595	East Tisted Village Hall - Hire of Hall Parish Council Meetings	£30.00
596	Action Hampshire - Community Building Advice Centre	£72.00
597	HALC - Basic Planning Course	£84.00
598	HMRC - PAYE/NI	£320.40
599	E. Macknamara (Acting Clerk's Salary - Sept 2015)	£427.07
600	East Tisted Village Hall - Hire of Hall	£20.00
601	Farringdon Parochial Church Council - Planning Meetings	£30.00
602	RBL Poppy Appeal	£35.00
603	HALC (Planning Training)	£84.00
	TOTAL	£1637.54

The following payments were also approved:

604	E. Macknamara Acting Clerk's Salary (Oct 2015)	£427.27
605	E. Macknamara Acting Clerk's Expenses June - Nov 2015	£159.67
	TOTAL	£2224.28

- i) **Applications for Financial Assistance: All Saints Church:** The Chairman outlined the basis of a request received from Farringdon PCC for financial assistance towards the cost of work to a number of trees in All Saints Churchyard. A detailed schedule of the work upon which three quotations had been invited had been provided to the Parish Council. The lowest quotation received was £1050 including VAT.

The Church had indicated that they would find it difficult to meet this amount. The meeting discussed the benefits to the local community in supporting the Parochial Church Council and whilst the responsibility for the maintenance of the Churchyard remained with the PCC the Parish Council had the power under the Local Government Finance Act, 1992 s35 to contribute towards the costs of maintenance. In this instance it was felt that support should be given to assist the Parochial Church Council to carry out the required maintenance work. It was moved and seconded that a grant of up to £1050 be approved towards the work identified by the PCC on the basis that the work is done by the Contractor who provided the lowest tender and that should lesser work be completed for any reason then the grant will be based on the final bill submitted if less than £1050. On being put to the vote it was:

RESOLVED: That a grant of up to £1050 be approved towards the work identified by the Parochial Church Council on the basis that the work is done by the Contractor who provided the lowest tender and that should lesser work be completed for whatever reason then the grant will be based on the final bill submitted if less than £1050.

**Cllr. Williams voted against this decision on the basis that a contribution should have been made to the costs rather than meeting the full amount.**

- ii) **Budget and Precept 2016/17:** The Acting Clerk had circulated a Draft Budget for 2016/17 so that discussion could commence on the Precept requirement. The Chairman summarised the process by which the Annual Budget was constructed and paid tribute to the earlier work undertaken by Cllr. Oakley whilst acting as the RFO which had ensured that financial planning and budgeting for the

Parish Council was sound. He also outlined the assumptions which underpinned the Draft Budget. Councillors would have the opportunity to discuss and agree the final Budget at the January, 2016

- Council Meeting so that the Precept Request could be submitted to EHDC.
- iii) **Audit 2014/15:** BDO LLP had now completed the Audit for 2014/15 and on the basis of the review of the Annual Return confirmed that, in their opinion, the information provided in the Return was in accordance with proper practices and no matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements had not been met. However, the Auditors had drawn attention to an issue regarding the value of fixed assets in the prior year on its Annual Return. All historically held assets had been reviewed during the year of Audit and had been valued at cost or where this was not known a Proxy cost had been used. The Council, must in future, include the value of all fixed assets in Section 1 of the Annual Return. The Asset Register would, therefore, be reviewed, so that this requirement was fully met in future years and the Internal Auditor asked to advise on any further action required.

**79/15** **NATURAL ENVIRONMENT (Including paths; ditch clearance and trees)** Cllrs. **Williams and Cubitt**

Cllr Williams presented his report which had been circulated with the Agenda. He reported that all footpaths had now been cut but as the basis for future cutting would be done on a rotation basis by Hampshire County Council it was not clear when the cutting would take place in 2016.

The Report expected from Portsmouth University on flooding had not yet been received and there was concern at the delay. As a result no work had been carried out on the ditches and drains and with the winter approaching it was felt that the Parish Council should register its concerns with County Councillor Mark Kemp Gee and the Hampshire County Council Highways Department.

The Clerk reported that three quotations had been requested for clearance work at Shirnall Meadow and the lowest quotation received was from Hampshire Woodlands Ltd. At a cost of £550 plus VAT.

The work required had been itemised and the Clerk read the specification to the meeting. It was, therefore,

**RESOLVED:** That the quotation received from Hampshire Woodlands for work at Shirnall Meadow be agreed and that they be asked to complete the work as soon as possible. Councillor Williams would meet the Contractor on site when the work commenced)

Notwithstanding the work to be carried out at Shirnall Meadow there were still some outstanding issues which would require further attention. It was, therefore, further agreed that the Clerk should obtain quotations for the replacement of fencing for discussion and consideration at the next meeting for both Mesh and Wooden Fencing. Cllr. Williams would meet prospective contractors on site should they require further guidance.

It was agreed that arrangements would be made to replace the 3 rotten wooden bollards as a matter of urgency.

The Notice Board outside Massey's Folly would be relocated to Church Green. The meeting noted an update regarding land south of Marelands.

It was agreed that the Chairman would relay that in the light of rising levels in the local water table it was concerning that progress being made by the Flood Action Group appeared to be stalling. It was also agreed that a request would be made for direction and guidance on the local stockpiling of sand bags for residents use.

The recent information received from The Conservation Volunteers was noted. A questionnaire had been returned and further information was expected from them in due course.

**80/15** **PLANNING (Including the built environment and housing)** - Cllr. **Chase**

Cllr. Chase reported that the Planning Committee had met on a number of occasions since the last meeting and had discussed proposals for the redevelopment of Massey's Folly and the appeal in respect of the land at Crows Lane. The Inspector's decision on this appeal was still awaited. The Committee would be meeting next on Monday, 9<sup>th</sup>

November, 2015 to discuss an application to extend by a further 5 years the Solar Farm located in Gaston Lane. There were a number of issues that the Planning Committee would need to consider when discussing this application from Lightsource.

- 81/15** **VILLAGE HALL (including Community Issues) - Cllr. Durrant and Cllr. Oakley)**  
**Membership of the Farringdon Village Hall Management Committee:** The meeting discussed at length the composition and membership of the FVHMC. The Clerk confirmed that Current membership required under the approved Standing Orders was 3 members. After considerable discussion it was agreed that there was a lack of clear understanding of the legal position of the Farringdon Village Hall Charity Corporate Trustees, the Village Hall Management Committee, the Parish Council and a possible Village Hall Working Group in taking forward plans to deliver a future village hall or community facility in accordance with the purposes of The Trust. It was agreed that this clarity was required before the most appropriate roles, responsibilities and governance arrangements could be put in place. It was agreed that professional, independent guidance would be sought from The Charity Commission in the first instance

- 82/15** **CRIME AND SAFETY**  
**(including Neighbourhood Watch Issues excluding Road Safety) Cllr.Chase**  
Cllr. Chase reported that the Neighbourhood watch scheme had received a number of complaints about the speed of Agricultural Vehicles travelling through the Village. Froyle had experienced similar problems. Discussion at the recent Alton Community Forum had also discussed this issue and advised that the Police should be informed when these problems occurred. Cllr. Chase would, therefore, contact Froyle Parish Council so that a Joint Representation could be made to the Police in the context of the wider problem of speeding vehicles through Villages including Agricultural Vehicles.

- 83/15** **TRAFFIC AND TRANSPORT (Including Road Safety) - Cllr. Jarvis**
- i) **Road Closure Order - 8<sup>th</sup> November, 2015:** The Road Closure Order for the Remembrance Day Service at the War Memorial on Sunday, 8<sup>th</sup> November, 2015 had been approved. The Police would be present to assist with the Closure and to lay a Wreath.
  - ii) **Vehicle activated signs and the Policy and Guidance for Parish Councils Temporary Speed Signing:** Councillor Jarvis presented his report which had been circulated to the Council and outlined the conditions under which the Council could erect Vehicle Activated Signs and Permanent Signing. The costs involved were also reported on these two options. One of the problems experienced in Farringdon was the speed of traffic as it approached the Village from Chawton and the difficulty of slowing down when entering the 30mph area. It was also felt that the Community Speed Watch approach should also be considered. There was agreement that action was needed to improve road safety not only along the A32 but in other areas of the Village. The protection of life and road safety was of paramount importance and on this basis it was agreed that further information should be obtained on the various options available and the costs involved. Sources of funding, including grants should be investigated and whether volunteers would come forward to help if required.  
Cllr. Jarvis reported that he had already been in contact with representatives of the Police and the Highway Authority and he would be prepared to carry out further work on the basis of the guidance given at this meeting. A member also referred to the problem of 39 tonne Lorries using Brightstone Lane due to Sat Nav directions to the Industrial Estate. He felt that appropriate signage at the Cross Roads may help with this problem. Subject to approval and funding it was agreed that a three pronged approach to improving road safety would be adopted based on: the installation of two vehicle activated warning systems on the A32; operation of a community speedwatch scheme in areas of the Village other than the A32; and reporting the Parish Council's

concerns to the Police over the speed of delivery and agricultural vehicles on narrow lanes throughout the Village.

The Clerk also read an email received from Bahnstomers regarding deliveries and they had asked for further information and would welcome the opportunity to discuss these issues further with the Parish Council.

**RESOLVED:** That Councillor Jarvis be asked to report further on the Vehicle Activated signs and also take up the other issues raised including the use of Brightstone Lane by heavy lorries and deliveries to Bahnstomer.

**84/15**      **ENERGY** - Cllr. Anderton      There was nothing to report at this meeting.

**85/15**      **BUSINESS MATTERS** - Cllr. Newens      There were no items to report.

**86/15**      **COMMUNICATIONS:**      The Key Issues arising from the meeting were agreed.

**87/15**      **DATE OF THE NEXT MEETING**

The date of the next Parish Council meeting will be held on Wednesday, 6<sup>th</sup> January, 2016 at East Tisted Village Hall at 7.30pm.

**88/15**      **ITEMS FOR INFORMATION:**      None

There being no other business the meeting closed at 10.00pm.

Edwin Macknamara- Monday, 09 November 2015

Signed as a correct record of events

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Clive Elderton - Chairman

## **Key Messages of the Parish Council Meeting**

held in East Tisted Village Hall, Gosport Road, East Tisted, GU34 3QW on Wednesday, 4<sup>th</sup> November, 2015 at 7.30pm. Present:-

Cllr. Elderton (Chair)

Cllr Chase

Cllr. Newens

Cllr Cubitt

Cllr. Jarvis

Cllr Oakley

Cllr Durrant

Cllr Williams

Edwin Macknamara, Locum Clerk

**Farringdon.net is now [fn@farringdonnet.uk](mailto:fn@farringdonnet.uk).**

### KEY MESSAGES

- Approval given to Farringdon PCC Grant for tree clearance in the Churchyard
- Funding agreed to initial work required at Shirnall Meadow to clear dead trees and replace wooden bollards.
- Draft Budget for 2016/17 to be discuss and Precept agreed at the January, 2016 Parish Council Meeting.
- Professional guidance to be obtained, initially from the Charity Commission, on the legal and most appropriate structures and governance arrangements for taking forward future Village hall plans.
- Road safety improvements to be taken forward in a three pronged approach to include vehicle activated warning systems subject to final agreement and funding.

