

MINUTES OF THE MEETING OF THE **EVERSLEY PARISH COUNCIL** HELD ON **TUESDAY 7<sup>th</sup> MARCH 2017** IN EVERSLEY VILLAGE HALL AT 7.30pm

PRESENT:

Cllr P Todd	(PT)	Chairman
Cllr S Dickens	(SD)	
Cllr C Edge	(CH)	
Cllr C Hetherington	(CHH)	
Cllr C Hutton	(CH)	
Cllr A McNeil	(AM)	
Cllr S Miller	(SM)	
Cllr K Neville	(KN)	

ALSO PRESENT: Dr A Crampton (HDCllr), Mr Tim Davies, David Simpson (HCCllr) and Mrs J Routley (Clerk)

181 APOLOGIES FOR ABSENCE

(i) Cllr C Hutton, Cllr S Miller.

182 DECLARATIONS OF INTEREST

(i) Cllr S Dickens declared an interest in items 21 Pre-Application Discussions – Land adjacent to Marsh Lane, Eversley as he lives near the proposed site and is on the Local Planning Authority at HDC, although not on the Planning Committee.

(ii) There were no written requests for dispensations for disclosable pecuniary interests.

(iii) There was no need to grant any requests for dispensation.

183 MINUTES OF LAST FULL COUNCIL MEETING,

(i) Receipt of Minutes The minutes of the **Eversley Parish Council Meeting** held on **TUESDAY 7<sup>th</sup> FEBRUARY 2017** had been previously circulated to all Councillors.

(ii) Errors

Min 171: Minute number 171 had been omitted in error

**RESOLVED**

- That the Minutes be approved and signed by the Chairman.

PT

(iii) Matters Arising

Min 167: Playground Costs The Clerk gave further details of the costs for installation of playground equipment installation.

1<sup>st</sup> invoice £493

1 Chequers Green - Repairs to Basket Ball equipment

2 Cross Green - Installing Pond Seat

3 Cross Green - Swing Fitting

4 Chequers Green - Seat Bin, Goal posts

2nd invoice £506.08

1 Chequers Green - Removal of concrete and fill holes

2. all areas cement for benches

3 Cross Green - removal of seesaw

Min 178: Bramshill House It was noted that there is to be a meeting on Friday 10<sup>th</sup> March between Officers from the Planning Authority and Parish Representatives. The Chairman will attend on EPC's behalf.

184 DIARY MATTERS

(i) **RESOLVED**

- To ascertain availability for the Annual Parish Assembly of Electors (must be held between 1st March and 1st June each year)
- That the EPC Annual Meeting will be held on 16<sup>th</sup> May 2017.

(ii) **RESOLVED**

- to deal with the arrangements for the Clerk's Performance Review during consideration of Item 23 on the Agenda (see Minute 204)

#### 185 PUBLIC PARTICIPATION

##### (i) County Councillor Questions

EPC Councillors asked David Simpson (HCCllr) when the traffic Island which had been hit in a recent accident would be replaced. D. Simpson did not yet know. It was noted that Cllr A McNeil had reported this to Highways. EPC Councillors were also informed that there was no update at present on the 20mph sign outside Charles Kingsley's School.

#### 186 APPOINT COUNCILLORS TO COMMITTEES

##### (i) **RESOLVED**

- To increase the membership of the Open Spaces Committee from 4 to 6 councillors

##### (ii) **RESOLVED**

- To appoint Cllrs Edge and Hutton to the Open Spaces Committee.

#### 187 FINANCIAL REGULATIONS, (supporting documents to be circulated separately)

(i) A review took place of Financial Regulations (which had been adapted from the latest version from NALC) and changes were agreed (see Appendix A). It was noted that regulation 2.2 is not currently followed but would be in future.

##### **RESOLVED**

- That the Financial Regulations be adopted.

#### 188 ANNUAL FINANCE RISK ASSESSMENT,

(i) EPC reviewed the Finance Risk Assessment.

##### **RESOLVED**

- To approve the Finance Risk Assessment.

(ii) EPC reviewed the Internal Controls,

##### **RESOLVED**

- To approve Internal Controls.

It was noted that the internal auditor remains the same for this financial year.

#### 189 GROUNDS MAINTENANCE,

##### (i) **RESOLVED**

- That the draft contract as previously circulated be approved to cover Grounds Maintenance and additional Bin Emptying until 31<sup>st</sup> March 2017.

The Open Spaces Committee had agreed it was happy to extend the contract for a further year with the Grounds Maintenance contract to the same contractor for the forthcoming year. The Council has received information from 3 other councils and is convinced that it is getting value for money from the current supplier. The contractor is keeping his prices at the same tender rate from 2012. In recommending the draft budget, the Open Spaces Committee had used the current value and is happy to continue at this rate.

##### **RESOLVED**

- to extend the Grounds Maintenance Contract for a further year but before issuing, to look at including a break clause for the yearly contract. This item is to come back to Full Council for finalising at the next meeting.

**4.4.17**

#### 190 LITTERPICKING

(i) The Council discussed options for Litter Picking provision.

##### **RESOLVED**

- To prioritise the areas for litter picking to perhaps the play areas and the main roads equating to approximately 25 hours per month.

**OSC**

- To check with Yateley Town Council as to their costs for employing Litter Pickers and if there was the possibility to share resources.
- To advertise locally to see if any individual or contractor would be interested.

**Clerk  
SM**

191 FINANCIAL REPORT,

(i) The Responsible Financial Officer's reconciliations for **February 2017** had been previously circulated. Councillors congratulated Cllr S Miller on achieving the Tesco Bags of Help Grant which had now been paid into the Council's account.

(ii) Payments and receipts

See Appendix B

**RESOLVED**

- to authorise the payments for signature.

**PT**

(iii) YTD update The Year to Date Report had been previously circulated. Councillors asked if the VAT could be shown below the line to give a more accurate representation of funds available.

192 EMERGENCY PLAN

(i) Cllr C Hutton had produced a draft of the Emergency Plan but suggested that the Council may not wish to adopt it as a formal policy as it could cause people to turn to the Council in the first instance in an emergency rather than the emergency services.

**RESOLVED**

- To adopt the Emergency Plan as it stands and to acknowledge that it has shortcomings and to look at updating and reviewing it at a later date.

193 VOLUNTEER WORKING GROUP

(i) Cllr C Hutton and Cllr C Edge had agreed to lead this working group and had already approached some residents to see if they would be willing to volunteer. Adverts had also been placed in the Parish Magazine and school newsletter. So far 2 volunteers had come forward. Cllrs Hutton and Edge will decide objectives of the Working Group and will then contact all those who have shown an interest in volunteering.

**CH/CE**

(ii) Cllr C Hutton is to email the Garden Plot holders to see if they would be willing to help clear the garden plots. The payback team could also be used if necessary.

**CH**

(ii) **RESOLVED**

- In principle the Council is happy to spend money to get the rubbish cleared from the garden plots whether this involves hire of a skip or similar. The cost would be within the remit of the Open Spaces budget and therefore can be delegated to the Open Spaces Committee.

**21.3.17**

194 BLACKWATER VALLEY COUNTRYSIDE PARTNERSHIP

(i) The Council had received the Draft Blackwater Valley Countryside Strategy 2017-2022.

(ii) **RESOLVED**

- To delegate authority to respond to the Draft Strategy to the Open Spaces Committee.
- The Clerk is to resend the Strategy to all for their comments in advance of the meeting.

**21.3.17  
Clerk**

195 REPORTS FROM REPRESENTATIVES ON OTHER BODIES,

(i) Cllr C Edge had attended the Blackbushe Consultative Committee on 2<sup>nd</sup> March, as an observer. There were to be open days on 1<sup>st</sup> and 2<sup>nd</sup> of July 2017 to celebrate the 75<sup>th</sup> anniversary of the airport.

(ii) **RESOLVED**

- To appoint Cllr C Edge as EPC's representative to Blackbushe Consultative Committee.

196 ROAD SAFETY AND TRAFFIC WORKING GROUP

- (i) Speedwatch Cllr C Hutton had now taken over rotating the SID around the different points in the village and was to receive a hand over from Chris Young. Speedwatch had taken place on 6<sup>th</sup> March and had caught quite a few drivers speeding.

Bus Stop Lower Common The Clerk had contacted the Transport Group Officer at HCC for advice on how to improve safety at the bus stop at Lower Common Eversley. Cars and lorries come past this bend quite fast and children wait at this stop for the school bus. The stop is quite exposed and the land around it is all churned up from lorries cutting the corners. He had responded by going to inspect the area the same day and had cleared the concrete stand and cut back branches and generally tidied up the area. He had also pledged to install more bollards around this area in the new financial year to make it more visible to traffic.

197 FLOODING

- (i) Webb's Corner ditches had been cleared but the submerged culvert under Lower Common remained a problem. This was due to be inspected but when contractors turned up they said they could not find the pipe. Cllr A McNeil has spoken to James Holt (Highways) regarding this. It is still not yet known if the culvert is viable.

- (ii) The culvert by Webb's Corner and by the collapsed headwall have been jetted.

- (iii) It was noted that a team from HCC had been in the area last week but it was unclear whether the modelling exercise had been completed.

- (iv) Dr A Crampton (HDCllr) and D Simpson (HCCllr) will see what information they can ascertain.

Cllr A McNeil emphasised that the modelling exercise is needed to identify pinch points in order to get people to take action. Thus it will be imperative that HCC publish the report as soon as possible

- (v) Cllr A McNeil said that James Holt was planning to do a CCTV assessment of the culverts along Chequers Lane.

- (vi) It was noted that if Highways are the riparian owner of ditches then they should maintain their ditches in the same way as residents. The ditch that runs along Hollybush Lane is potentially owned by Highways and is severely overgrown.

- (vii) The Chairman is working with the owners of Vann Place to ascertain ownership of the ditches.

- (viii) The ESA ditches are very full. The Clerk is to contact the Environment Agency again about these main water course ditches. The safety rail is rotten and the water level is high

- (ix) Cllr A McNeil commented that the bus Stop at Lower Common is under mud and reflects the bad condition of the whole junction. He suggested that the other 2 sides need raising and resurfacing and for additional drainage pipe to be installed at a proper level.

It was suggested that the Chairman could raise all these issues at the Flooding Scrutiny Meeting on 24<sup>th</sup> March.

AC/DS

Clerk

PT

198 VEHICULAR RIGHTS OF WAY

- (i) No further progress.

199 FALLEN TREE

- (i) The Council had been contacted by an individual who had parked his car at Up Green because a small tree had fallen over and dented the roof of his car. HDC had informed them that this was EPC land. The Chair of Open Spaces confirmed that EPC's grounds contractor identified any problem trees and reported them to the Council. It was noted that the last report had been about 18 months ago and this was not one of the trees which was noted as being a danger. The Clerk has spoken with the insurers and our insurers have suggested he should make a claim on his insurance and noted it as a potential claim of liability.

The Clerk is to respond to the individual concerned stating that the trees were inspected to ensure that people using the Village Green for recreation were not at risk. This does not include parking, which is not permitted on the Village Green.

## 200 PRE-APPLICATION DISCUSSIONS

(a) 17/00077/PREAPP Land adjacent to Marsh Lane, Eversley

(i) The Council noted the pre-application plans and additional draft material.

(ii) The council discussed the developer' requirements for public consultation on the draft plans.

### **RESOLVED**

- EPC recommends, that if the developers are insistent on proceeding with a further application, they should hold a full public consultation to allow all residents to make comments.

(iii) The council discussed whether EPC members require a separate meeting with the developers to address concerns.

### **RESOLVED**

- EPC decided that, since none of the concerns raised by EPC at previous meetings had been addressed by the developers, it could see little value in a separate meeting between EPC members and the developers. Moreover, in the light of pending consultation on the Hart District Local Plan housing allocations, EPC noted that the Marsh Lane site is not one of those being put forward by the District Council for future development in the parish.

## 201 SUSPENSION OF STANDING ORDER 3 (W)

At 9.55pm the Chairman requested that Standing Orders be suspended in order to deal with the majority of remaining items on the Agenda.

### **RESOLVED**

- To continue the meeting to cover the agenda items and to defer certain items until the next meeting if necessary

### (b) Other Planning Matters

Bramshill Development There is to be a meeting held on 10<sup>th</sup> March regarding the Bramshill Development.

SANG Provision It was noted that if a planning application is granted for land between Fleet and Cove then this would provide enough SANG land for 1750 houses which would remove the SANG objection on sites such as Chantryland.

Hartland Park A planning application has been submitted for 1500 houses at Hartland Park.

## 202 PLANNING ENFORCEMENT,

(i) There was no update on any enforcement issues.

## 203 ITEMS OF INFORMATION

(i) The Clerk had nothing to report.

(ii) Councillors reported the following:

Defibrillator Cllr C Hutton suggested that the Council may want to look into installing a defibrillator in the village. It was noted that they can be installed in disused phone boxes. He offered to undertake further research before bringing this formally to the Council.

Astro Turf at Burial Ground Councillors asked if the astro turf at the Burial Ground had now been removed. The Clerk confirmed she had written to those concerned and councillors offered to inspect the site to see if this had been actioned.

At 10.20pm Dr A Crampton (HDCllr), Mr Tim Davies, David Simpson (HCCllr) left the meeting.

204 PERFORMANCE REVIEW WORKING GROUP

(i) **RESOLVED**

- To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press from the discussion of the following item where publicity might be prejudicial to the special nature of the business

(ii) Cllr C Edge reported that, as a new Councillor on the PRWG, he had met with the Clerk to understand her roles, terms & conditions and working practices. He noted a number of matters, outside the scope of the Performance Review, where revisions to Council practices and the clarification of the Council's priorities and Councillors' responsibilities, should aid the Clerk considerably in her work. He considered that these issues ought to be addressed by the Council and sought input from Councillors. After discussions, it was:

**RESOLVED**

- to broaden the scope of the PRWG to include the preparation of a Report on advisable changes as well as conducting the Clerk's Annual Performance Review.

There being no further items for discussion the Chairman closed the meeting at 10.50pm

Chairman.....Date.....

**The next Meeting will be held on Tuesday 4<sup>th</sup> April 2017**

## **Appendix A**

Changes made to the NALC Model Financial regulations to adapt to EPC are as follows:

3.1 – agree to delete but during the budget process will look into a 3 year forecast.

3.2 - agree 'October'

4.1 - agreed. Will look at it again at AGM

13 – agreed to delete

15.2 – agreed to delete

16.1 – agreed to delete

References to Clerk and RFO will be listed as Clerk/RFO as for EPC both roles are undertaken by the Clerk.

## Appendix B

Min 210: Min 190: <u>Burial Ground</u> Cllr P Todd is awaiting contact with Ron Rietdyk.	PT
Min 210: Min 190: <u>Public Right of Way Evidence Regarding Warren Heath</u> Cllr P Todd has yet to write a covering letter, which will explain the claim clearly, and to find the maps from the Forestry Commission to complete the paperwork.	PT
Min 210: Min 190: <u>Heritage Assets</u> EPC is concerned that since Firgrove Manor now had individual house owners there is a possibility that the gardens may be divided up rather than remaining as communal which would be a threat to the historic gardens. Cllr P Todd had yet to draft a request to HDC to step up protection, by way of an Article 4 Direction to remove Permitted Development Rights in the gardens of Firgrove Manor.	PT
Min 210: Min 190: <u>English Heritage Seminar</u> Cllr P Todd is to seek confirmation from HDC Planning Department about the Conservation Area Reviews and if they will restart the process in the near future and whether Eversley was on the list.	PT
Min 210: Min 190: <u>Vehicular Rights of Way Across the Village Green</u> Cllr P Todd offered to recirculate the traffic plan he had drawn up previously for this area.	PT
Min 210: Min 190: <u>Meeting Venue</u> The Clerk is still investigating other possible venues for holding EPC meetings and obtaining details as to pricing and availability.	Clerk
Min 210: Min 190: <u>Cemetery Management and Compliance</u> Further actions may be required following a review of EPC Rules and Regulations and burial ground fees.	Clerk/PT
Min 210: Min 192: <u>Parish Council Newsletter</u> The newsletter had been printed and distributed to all residents. Cllr D Bradley thanked the Clerk for producing it so quickly and to all Councillors who helped in its distribution. Many Councillors had received favourable comments on the content and quality of the newsletter.	
Min 210: Min 197: <u>S106 Local Leisure Projects Fund</u> Cllr D Bradley is still chasing Dr A Crampton (HDCllr) and Carl Westby (HDC) to get the new project added to the approved list but has been told that there would be no decision until after the Election.	DB
Min 212: <u>Performance Review</u> Cllr C Young apologised for the delay and will arrange a date to meet with the Clerk shortly.	CY
Min 212: <u>Parish Council Election</u> The Election had taken place on 7 <sup>th</sup> May. There were 5 valid nominations for 8 vacancies so those 5 will be elected uncontested. The new Council can co-opt within 35 days of the Election without the need to call for an Election. Co-option can take place at the Annual Meeting on 19 <sup>th</sup> May. EPC would welcome any interest.	
Min 214: <u>HALC HR Support Fees</u> The Clerk has confirmed with HALC that the HR Support is not required.	
Min 218: <u>Rural Broadband</u> Cllr S Dickens apologised that he had been unable to respond to HALC's questionnaire.	
Min 219: <u>The Sara Beer Archive</u> The Chairman has the records and is awaiting confirmation from her executors. ( <i>Shortly following the meeting, there was a request from the Village Hall Committee that the records could be on display at one of their Coffee Afternoons.</i> )	PT
The Chairman explained that these were not yet in a format suitable for display.	
Min 243: <u>Bypass document</u> has gone out but, as yet, there has been no response.	
Min 51: <u>Additional Actions</u> EPC will look again at Neighbourhood Plans. This is to be included on a future Agenda.	

## Appendix C

### Eversley Parish Council

#### Cheques for Payment 7.3.17

Prepared by \_\_\_\_\_ J Routley, Clerk/RFO

Date \_\_\_\_\_

Approved by P. Todd,  
Chairman

Date \_\_\_\_\_

P. Todd, Chairman

2598	Eversley Village Hall	Grant	750.00
2599	J Routley, Clerk	Salary - Feb	1019.82
2600	J Routley, Clerk	Expenses/Admin - Feb	76.19
2601	Hampshire Pension Fund	Feb Contribution	218.74
2602	Nick Robins Ltd	Grounds maintenance - Feb	1062.74
2603	Eversley Village Hall	Hire - Feb	52.50
2604	Basingstoke skip hire	Hire - Feb	103.20
2605	HALC	Transparency Training course	18.00
2606	Eversley PCC	Hall hire for training course	78.00
2607	Hants & IOW Ltd	Payback team Oct, Nov, Jan	225.00

**3,604.19**

Eversley Parish Council - Bank Reconciliation

31st Jan 2017

Prepared by \_\_\_\_\_ J Routley, Clerk/RFO

Date \_\_\_\_\_

Approved by P. Todd,  
Chairman \_\_\_\_\_

P. Todd, Chairman

Date \_\_\_\_\_

Current Account No. 36419109

**Brought forward as at 31st Dec** **15,429.35**

**as per Bank Statement 286**

**Cheques prior period cashed**

Chq no.

2549	Eversley Village Hall	Hire - Sept	-47.25
2562	Eversley Village Hall	Hire - Oct	-52.50
2574	Eversley Village Hall	Hire - Nov	-63.00
2580	S Chapman	Final Payment	-320.00
2581	J Routley, Clerk	Salary - Dec	-1,019.62
2582	J Routley, Clerk	Expenses/Admin - Dec	-63.39
2584	Nick Robins Ltd	Grounds Maintenance - Dec	-1,037.54
2585	Eversley Village Hall	Hire - dec	-42.00
2586	Bentham Ltd	Printer cartridges	-64.26
2587	HMRC	Oct-Dec Oct-Dec	-463.64
2588	Hampshire Pension Fund	Nov contribution	-218.74

**Lodgements**

Hart DC	Contribution towards burial ground maintenance	<b>1930.16</b>
Bundy	Burial reopening	<b>164.00</b>
HCC	Rights of Way Booklet	<b>349.00</b>
Groundworks	Tesco bags for help	<b>6000.00</b>

**Total movement as per cashbook** **20,480.57**

**Unpresented cheques as at 31st Jan 2017**

Chq no.

2457	K Neville Eversley and Bramshill Parish	Installation of picnic benches	156.08
2576	Magazine	Annual subscription	10.80

**Balance as at 31st Jan as per Bank Statement Sheet 287** **20,480.57**



