

MINUTES OF THE MEETING OF THE **EVERSLEY PARISH COUNCIL** HELD ON **TUESDAY 16th JANUARY 2018** IN
EVERSLEY VILLAGE HALL AT 8pm

PRESENT: Cllr A McNeil (Chairman, AM)
Cllr S Dickens (SD)
Cllr C Edge (CE)
Cllr K Neville (KN)
Cllr P Todd (PT)

ALSO PRESENT: Mrs J Routley (Clerk)

130 Apologies for Absence

Apologies were accepted from Cllr C Hetherington and Cllr C Hutton who were unable to attend because of work commitments. Cllr S Miller's apologies were also accepted because of a prior engagement.

131 Declarations of Interest

None.

132 Minutes of the Last Meeting

Receipt of Minutes The minutes of the extraordinary **Eversley Parish Council Meeting** held on **Tuesday 5th December 2017** had been previously circulated to all Councillors.

No errors were reported.

RESOLVED

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

AM

133 Public Questions and Comments

None.

134 Meetings

RESOLVED

- to agree a change of date for the Full Council Meeting in April from the 3rd to the 17th
- to agree the schedule of Full Council meetings, with the change that the meeting in May and the Annual Meeting of the Council will be held consecutively on 15th May, starting at 7pm if possible (see Appendix A). It was noted that meetings after May are subject to approval at the Annual Meeting.
- to agree the schedule of meetings for the Open Spaces Committee (See Appendix A). It was noted that meetings after May are subject to approval at the Annual Meeting.
- to agree to pay the £50 deposit now required by the Village Hall Committee.

135 Financial Report

Schedule of Accounts

The Responsible Financial Officer's reconciliations for November 2017 had been previously circulated along with copies of the bank statements. (See Appendix B)

RESOLVED

- The reconciliations were accepted.

136 Payments

RESOLVED

- To authorise the payments for January 2018 (See Appendix C).

137 Precept

RESOLVED

To witness the signing of the Precept form 2018/19 with a request for £77,126.

The Chairman will publish an explanation to explain the basis for the new precept.

AM

140 Data Protection

RESOLVED

(i) To approve the Clerk attending a course on 20th Feb at a cost of £25.

NOT RESOLVED

(ii) The Council discussed the Internal Auditor giving support and/or acting as Data Protection Officer but felt that more information about GDPR was required from NALC, HALC and HDC before they could reach conclusions about how to proceed.

141 Burial Ground

Following recent enquiries, it was recognised that the wording of the Burial Rules concerning burial re-openings and requests for out-of-area burials required elaboration.

RESOLVED

- To agree amendments to the wording of the rules. (See Appendix D)

Copies will be sent to undertakers and St Mary's Church.

Clerk

142 Church Green Trees

HCC has done a survey of the trees and given EPC a report which identified all the work that needed doing. EPC had obtained a quote of £1,085 to carry out the most essential work and £1500 to carry out the remainder.

HCC had offered to pay a third but were now saying that the cost of carrying out the survey may be their contribution. EPC has committed up to £400. HDC had refused to contribute, but Eversley's 3 district councillors had offered to personally fund what would have been HDC's share.

RESOLVED

- To vire up to £400 from the EPC budget for flooding to meet a share of the cost of tree surgery.
- EPC to ask HCC for their (third) share of the cost of the essential work.

AM

143 Village Green

EPC had been asked by the Charles Kingsley 200 Committee if it would permit the use of the Village Green in Eversley Centre as a central venue for the four-day programme of events that were being planned to celebrate the anniversary of Charles Kingsley's birth in June 2019.

RESOLVED

- To agree in principle to the use of the Green, but before a final decision could be made, EPC would need the CK 200 Committee to make a presentation that set out detailed plans and answer any questions that EPC may have. These would include, for example, what form and size a contribution to the community would take; what legacy the festival would or could leave; arrangements for parking and health and safety; arrangements for litter collection – both on the Village Green and wherever the events were staged; and an assurance that the Village Green would be returned in the same, or better, condition after the event.

144 Grounds Maintenance Contract

It was acknowledged that re-tendering of the contract should begin in 2018, but because of other expected work and commitments, this would need to be towards the middle of the year and in good time for the successful contractor to prepare to operate the new contract from 1 April 2019.

RESOLVED

- To extend the contract until 31 March 2019 and to tender in September 2018 for a new multi-year contract to operate from 1 April 2019.

145 Planning

RESOLVED

- The Council noted receipt of the following planning applications but offered no comment as there had not been a request from residents or councillors to discuss them.

17/02932/LBC Warbrook House Reading Road

Relocation of the main entrance of the building (back to its original location), including new entrance doors and replacement black painted metal handrails to entrance steps; creation of a spa area, including treatment rooms and accessible rooms; erection of a single storey side extension to provide a new accessible entrance to the north of the spa and incorporating a new reception room; conversion of the Peony room back to a bedroom; conversion of second floor Syndicate rooms and Breakout area provide two new two-bedroom family suites; and associated internal alterations.

17/02931/FUL Warbrook House Reading Road

Single storey side extension to provide new spa and accessible entrance and a new reception room to the north of the existing spa facility, the provision of new entrance doors to the new main entrance and the provision of black painted metal handrails to the steps serving the new main entrance to replace the existing handrails.

127 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 until 10.30pm, and to defer certain items until the next meeting if necessary.

128 Issues and information items raised by the Chairman or Councillors

- Yateley Town Council's Neighbourhood Plan The group was meeting this evening, Cllr Todd had given his apologies.
- Fly Tipping on land opposite the Village Hall There had been no response from the land owners
- Bramshill House Appeal The Inquiry starts again on 5th February and is expected to last a week.
- Vehicular Rights of Way The contracts have been signed and the money received by EPC. The vehicular accesses must be constructed within 2 months of 1 April 2018.
- New Website The website would go live within the next few weeks. The relaunch will be widely publicised.
- Flooding at Webb's Corner Highways had advised that reduced funding meant that repair of headwalls and inspection of the culvert were now lower on the list of their priorities. They will try to do the work by the end of the financial year.
- HDC Local Plan HDC have agreed a draft which will be published on 6th February 2018 for consultation by 23rd March. It was noted that the sites for 180 houses at Eversley Centre and 80 houses at Love Lane have been deleted from the plan. Therefore there is no allocation of houses for Eversley.
- Follow-up to HDC's presentation on Neighbourhood Plans Council noted that the removal of proposed development in Eversley in the Local Plan provided an opportunity for Eversley to consider where new housing, and where the priorities should be, e.g. affordable housing and provision of

housing for older people from the village. Residents have expressed an interest in taking a Neighbourhood Plan forward and EPC will co-ordinate a first meeting of residents.

- Cross Green This item had already been discussed at Open Spaces Committee 15.1.18
- Constituency MP's Q&A session on Friday 12 January 2018 Approximately 40 residents attended.

There being no further items for discussion the Chairman closed the meeting at 10.10pm

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

**The next Meeting
will be held on Tuesday 6th February 2018**

Appendix A

Full Council 8-10pm

16th Jan

6th Feb

6th March

13th March - Annual Assembly – 7pm-10pm if possible

17th April

15th May - Full Council and Annual Meeting of the Council (AGM) - 7pm-10.30pm if possible

5th June

3rd July

4th September

2nd Oct

6th Nov

4th Dec

Open Spaces Meetings. All on Mondays 1.30 till 3pm

15th Jan

26th Feb

16th April

4th June

9th July

10th Sept

15th Oct

3rd Dec

Appendix B

Eversley Parish Council - Bank Reconciliation

30th November 2017

Prepared by _____ **J Routley, Clerk/RFO**

Date

Approved

by **A. McNeil, Chairman**

Date

Current Account No. 36419109

Brought forward as at 31st October **32,826.19**

as per Bank Statement 296

Cheques prior period cashed

Chq no.

2689	Simple Creative Marketing Limited	Website redesign	-900.00
2692	J Routley, Clerk	Salary - Oct	-1,108.32
2693	J Routley, Clerk	Expenses/Admin - Oct	-92.66
2694	Hampshire Pension Fund	Oct contribution	-248.96
2696	Nick Robins Ltd	Grounds Maintenance - oct	-1,208.00
2699	Basingstoke skip hire	skip hire - oct	-100.20

Lodgements

HCC	grant for defib.	500.00
Crawford and Co	insurance claim	200.00

Total movement as per cashbook **29,868.05**

Unpresented cheques as at 30th Nov 2017

Chq no.

2691	Street Master	Flint Bin	492.00
2695	D Wallace	Litterpicker - Oct	160.00
2697	Eversley Village Hall	Hire - Oct	27.50
2698	RBL Poppy Appeal	Remembrance Wreath	50.00
2700	Hants & IOW CRC Ltd	7th and 21st Sept	160.00
2701	Active Risk Management	Annual play ground inspection	280.00
		Playground repairs	
2702	Playscene Ltd	ChequersGreen	11,998.20
2703	A. McNeil	Expenses	16.40

Balance as at 30th Nov as per Sheet 297 **29,868.05**

Balance in Reserve Account Sheet 148 **13,703.36**

Interest **0.47**

13,703.83

Balance in EPC EM Account **0.00**

Appendix C

Eversley Parish Council

Cheques for Payment 8.1.18

Prepared by _____ J Routley, Clerk/RFO
Date

Approved by
Date

2715	J Routley, Clerk	Salary - Dec	1,135.42
2716	J Routley, Clerk	Expenses/Admin - Dec	90.79
2717	Hampshire Pension Fund	Dec employer and employee contributions	257.50
2718	D Wallace	Salary Litterpicker - Dec	160.00
2719	Nick Robins Ltd	Grounds Maintenance - Dec	1,208.00
2720	Nick Robins Ltd	Garden plots parking	108.00
2721	Eversley Village Hall	Hire - dec	27.50
2722	Eversley Village Hall	Deposit for the year	50.00
2723	Basingstoke skip hire	skip hire - Dec	80.16
2724	HMRC	Oct-Dec employer and employee contributions	1303.33
			<u>4,420.70</u>

Appendix D

This is just the rules with the changes not all the forms

EVERSLEY PARISH COUNCIL

Burial Clerk : Julie Routley, EPC Clerk,
Eversley Parish Council
PO Box 1246
Yateley, Hants. GU47 7FR

Tel : 01252 876 924

e mail : eversley.clerk@virginmedia.com

Chairman : Cllr. Adrian McNeil

Tel : 0118 973 7953

e mail : adrian@adrianmcneil.co.uk

EVERSLEY BURIAL GROUND RULES AND REGULATIONS

(in force from 6 December 2016)

Eversley Burial Ground is owned and maintained by Eversley Parish Council (EPC). It forms an extension to the Eversley Graveyard, which is across the road from St Mary's Churchyard. Both the Eversley Graveyard and Churchyard are owned by the Eversley and Bramshill Parochial Church Council and have been closed for burials, but are maintained on behalf of Hart District Council by EPC.

EPC's policy used to be to maintain a lawned cemetery that matched the character of the village. However, as a variety of monuments have been permitted over the years, EPC has agreed that is not now possible to insist on level, grassed plots. EPC still believes that certain limitations are necessary in order to preserve the character and visual amenity of the burial ground as a whole; to respect the graves that already exist; and, to prevent future maintenance costs being excessive.

The following rules will apply to all applications to be decided by the Council from 6 December 2016:

General provisions

Eligibility

Eversley Burial Ground is provided for the interment of residents of Eversley or Bramshill only.

A resident is taken to mean:

- A person who was permanently resident in Eversley immediately prior to death, or, in the case of a stillborn infant, one of the parents is;
- A person who was permanently resident in Eversley but, of necessity, had been cared for outside Eversley prior to death, e.g. by relatives or in a care home;
- A person who was resident in Eversley for most of their life but had moved away in the recent past.

The only exceptions will be:

1. A person who the Parish Council recognises had contributed in a demonstrable and substantial way to the life of the Parish and to the benefit of the residents of Eversley.
2. Where previous permission has been granted for an exclusive right for a second interment in a burial plot of the remains of a non-resident. In such cases the fees are trebled.

Interments

1. A completed 'Notice of Interment' must be submitted to the Burial Clerk at least two days (exclusive of Saturdays, Sundays and Bank Holidays) before the proposed interment. Printed forms are available from the Burial Clerk. In the absence of the Burial Clerk, notice should be submitted to the Chairman of Eversley Parish Council.

2. All fees must be paid at the time of submission of the 'Notice of Interment'.
3. The applicant must confirm that the plot-holder has read these rules and agrees to abide by them.
4. All interments will be in strict rotation and no-one will be allowed to purchase the right of burial in advance or to reserve a plot.
5. All necessary arrangements for the digging of graves and the conduct of services must be made by the undertaker or other representative of the deceased.
6. All burial plots will be 2.13m. (7') long and 0.91m. (3') wide. They will be separated by grass pathways 0.61m. (2') wide at head and foot and 0.46m. (1'6") at the sides. Plots will be aligned and laid out according to a plan agreed by EPC and available from the Burial Clerk.
7. The first interment in any burial plot must be at a minimum depth of 2.14m. (7'), except by special arrangement.
8. All ashes plots will be 0.79m. (2'6") long and 0.79m. (2'6") wide. They will be separated by a grass strip 0.46m. (1'6") wide. Plots will be aligned and laid out according to a plan agreed by EPC and available from the Burial Clerk.
9. EPC will not permit any further vaults.
10. Protective sheeting must be used to protect the turf close to an excavated grave. All turf must be replaced immediately after the interment. The surface of newly filled graves must not be raised higher than 0.23m. (9") and all excess earth must be removed to the designated area. Where graves have settled, earth must be used to restore the surface to ground level.

Monuments and ornamentation

11. Permanent embellishments to a burial plot are restricted to a single monument, (tombstone, tablet, cross, vase, plaque or other memorial stone) at the head of the grave and/or a horizontal ornamentation of the plot. A monument must be no more than 0.92m (3') high, 0.79m (2'6") wide and can be up to 0.30m (1') thick. Simple headstones are preferred as they suit the character of the burial ground. .
12. Horizontal ornamentation can consist of kerbs and/or a ledger stone set at ground level or at any level up to 0.52m. (6") above ground level. No 'astroturf' can be used on or around plots.
13. Any inscription on the monument, kerbs or ledger stone should include the name of the deceased and appropriate dates. Monuments should be marked with the plot number, at least 0.03m (1") high, on the reverse side in the bottom right hand corner.
14. Any monument, kerbs or ledger stone should be set on a plinth of concrete, the surface of which must be 0.03m. (1") below the level of the turf, and extend 0.10m. (4") from the monument, kerb or ledger stone all round.
15. Permanent embellishments to an ashes plot are restricted to a single monument or horizontal ornamentation. Any monument must be no more than 0.46m. (1'6") high, 0.79m. (2'6") long and 0.79m. (2'6") wide. It should be marked with the plot number.
16. Any inscription should include the name of the deceased and appropriate dates.
17. An 'Application to Erect a Monument, Kerb or Ledger stone and Inscription or to add an Inscription to an Existing Monument, Kerb or Ledger stone' must be submitted to the Burial Clerk. No monument, kerbs or ledger stone should be erected unless it has been approved in writing. Fees for the erection of a monument, kerbs or a ledger stone must be paid before the work commences.
18. Monuments, kerbs and ledger stones remain the property of the plot-holder, who is responsible for ensuring that they are safe. EPC retains the right to intervene, if a monument is deemed to be unstable or a danger to the public.

Temporary embellishments

19. Plot holders may leave the plot as grass; plant it with flowers or shrubs; place planters or vases; or, place other removable ornaments within the confines of the plot.
20. The plot-holder is responsible for keeping the plot tidy and free from debris and litter. They must ensure that vases, flowers and other ornaments do not encroach on grass pathways or adjacent plots; and where graves have settled, earth must be used to restore the surface to ground level. EPC retains the right to remove, without notice, any object that encroaches on pathways or in any way impedes the maintenance of the site. It also retains the right to remove all flowers and shrubs from, and to re-turf, any plot that is not regularly maintained.

Trees and benches

21. Memorial trees may be planted only at the sites shown on the agreed plan. Every memorial tree must be approved by the Council and should be a small and compact cherry (*prunus*), rowan (*sorbus*) or hawthorn (*crataegus*).
22. Memorial benches are only permitted at the sites shown on the agreed plan and must be approved by EPC. No benches can be installed without approval.

The Burials Register

23. A Register of all burials will be kept by the Burials Clerk. Searches of the Register can be made and extracts and certificates of registration can be obtained from the Burial Clerk on payment of the appropriate fee.
24. Plot-holders should inform the Burial Clerk if and when their contact details change.

Conduct in the Burial Ground

25. The Burial Ground is a quiet area for peaceful contemplation. Visitors should respect the sanctity of the place and the rights of others. Nothing should be done to cause a nuisance.
26. Any damage to monuments or EPC property must be made good by, or at the expense of, the person or persons responsible for the damage.