

BOARHUNT PARISH COUNCIL MEETING - Minutes of 7th September 2016

<u>Present</u>	<u>Others present</u>	<u>Apologies</u>
Cllr E. Schofield (Chair)	Clerk – G. Wright	Cllr B. Dell
Cllr R. Crowe	WCC Cllr N. Cutler (left at 9.15pm)	Cllr C. Harmsworth
Cllr C. Norwood	6 members of the Public (3 members left at 8.35pm)	HCC Cllr P Stallard, WCC Cllr Clear & WCC Cllr Evans
Cllr J. Parker (arrived at 7.40pm)		
Item	Description	Action
59/16	Apologies for absence and declarations of interest.	
59.1/16	Apologies for absence were received from Cllrs Dell and Harmsworth. There were no declarations of interest. HCC Councillor Stallard, WCC Cllr Clear and WCC Cllr Evans also sent their apologies.	
60/16	To adjourn for public participation	
60.1/16	<p>Public Participation - Cllr Schofield adjourned the meeting for Public participation. Members of the Public raised the following issues:</p> <p>(i) Planning & Enforcement matters</p> <p>- Land adjacent to Oakley House – Members of the public (MOTP) were concerned that a large number of trees had been cut down during the Saturday of a Bank Holiday weekend, in order to clear land for a proposed development. It was believed that some of the trees formed part of the remains of 'Little Forest'. WCC Cllr Cutler recommended that TPO's be sought and placed on any large trees remaining in the Village to help prevent similar occurrences in the future; residents were also advised to make sure that they submitted planning objections to WCC planning without delay.</p> <p>- The Old Piggery, Firgrove Lane – MOTP's expressed concerns about recent Planning applications submitted for the above site and asked the Parish Council to represent them in taking action to object to the applications. Parish Cllrs and WCC Cutler agreed to support the MOTP's requests. Objections included Fires, dumping of rubbish and pollutants and the large number of Caravans now present on the site. This, together with ineffective Enforcement action being taken to remedy matters were the main reasons cited for the objections.</p> <p>(ii) Drainage issues – MOTP's stated that a number of gullies were still blocked along the Southwick Road causing verges to flood; they asked who was responsible for ensuring they were kept clear. Cllrs said they would find out and follow up the matter.</p> <p>(iii) Communications – MOTP's asked for improved communications between the PC and them. Cllrs said that they would try to improve matters.</p>	<p>All</p> <p>Parish Cllrs/WCC Cllr Cutler</p> <p>Parish Cllrs/ The Clerk</p> <p>Parish Cllrs/ The Clerk</p>
60.2/16	Police Report – there were no representatives from the Police present at the meeting and no report was received in their absence.	
60.3/16	Hampshire County Councillor's (HCC) Report – HCC Cllr Stallard had sent her apologies for absence and circulated her report prior to the meeting. HCC Cllr Stallard's full report can be found on the Boarhunt Parish Council (BPC) website at http://boarhuntparishcouncil.org/2016_Minutes.aspx The main items in this month's report are: Devolution in Hampshire, Changes at Household Waste Recycling Centres, Blitz Weeds and Oral Health.	
60.4/16	<p>Winchester City (District) Councillor's Report - WCC Cllr Cutler reported on the following:</p> <p>(i) Boarhunt Garage Enforcement Appeal – Planning Inspector convened on 2nd Aug 2016 and would re-convene on 14th Sep 2016.</p> <p>(ii) Wickham Court – A multi-agency approach was being tried to resolve this matter, involving Fiona Sutherland (WCC's Solicitor), Highways, the Environment Agency and others. WCC Cllr Cutler said that it was not a simple matter because 1970's Planning permissions had not been well written; he also said that he was trying to pursue the matter with WCC Cllr Vicki Weston who is the current WCC Planning Portfolio holder.</p> <p>(iii) Stubbington Yard – This matter had been reported to the Enforcement Officer, but he had not heard anything further to date.</p>	
61/16	To approve the Minutes of the meeting held on 6th July 2016	
61.1/16	RESOLVED to approve.	
62/16	Matters arising from the minutes	
62.1/16	None.	
63/16	Planning Applications, Decisions and Enforcement.	
63.1/16	Matters arising – None.	

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63.2/16	<p>Planning Applications</p> <p>The following applications were formally discussed and comments were agreed upon:</p> <p>(i) 16/01768/PNHOUS - Pandora, Bere Farm Lane, North Boarhunt, PO17 6JJ – 8 metre rear extension, below 3m high, stepped into east boundary to maintain separating distance. To use similar materials as existing – Resolved: No comment. <i>(Note subsequent to meeting, WCC informed the BPC that Prior Approval was NOT required for this application).</i></p> <p>(ii) 16/01619/FUL - Land Adjacent to Bere View House, Bere Farm Lane, North Boarhunt – Detached 4-bedroom house with double garage – Resolved: No comment.</p> <p>(iii) 16/01349/FUL - The Old Piggery, Firgrove Lane, North Boarhunt, PO17 6JU – Continued stationing of four residential gypsy caravans – Resolved: To object strongly to this application on a number of grounds with a request that WCC Planning refer this application to Committee for determination.</p> <p>(iv) 16/01354/FUL – The Old Piggery, Firgrove Lane, North Boarhunt – Use of land for six transit gypsy caravan pitches – Resolved: To object strongly to this application on a number of grounds with a request that WCC Planning refer this application to Committee for determination.</p> <p>(v) 16/01693/FUL – Land Adjacent To Oakley House, Trampers Lane, North Boarhunt – Construction of a new 4-bedroom detached dwelling with detached garage – Resolved: To object to this application on the grounds that this development, if approved, would be filling in the current natural gap that currently exists in this part of the Village, this being contrary to Planning Policy MTRA3.</p>	
63.3/16	<p>Planning Decisions</p> <p>To note the following decisions:</p> <p>(i) 16/01767/LDP – Pandora, Bere Farm Lane, North Boarhunt, PO17 6JJ – Single storey extension to side of existing dwelling, construction of rear dormer, and roof lights and front porch to front elevation – Application Permitted.</p>	
64/16	Finance and Council business	
64.1/16	Mr G Wright was confirmed in his appointment as Parish Clerk (Proper Officer) and Responsible Financial Officer (RFO) of the Parish Council following satisfactory completion of his probationary period.	
64.2/16	Annual Accounts – External Audit - The External Audit report from BDO LLP (Appointed external auditors) was received. It was noted that there were no items in the accounts giving cause for concern. Expenditure of £120.00 include VAT, was approved.	
64.3/16	Financial Report - The Financial Report for the year ending 31 st August 2016 was received. No questions were raised on the accounts; the report can be found at the end of the minutes.	
64.4/16	Payments - Payments made since the last meeting were endorsed; payments due to be made during October were approved for payment. Full information can be found at the end of the minutes.	The Clerk
64.5/16	Insurance - The Insurance Renewal Proposal from Zurich Municipal was accepted and the council agreed to exercise the option to include Libel and Slander cover at additional cost. Expenditure totalling £359.46, including Insurance Premium Tax at 9.5%, was approved.	The Clerk
64.6/16	Cllr's Training - Cllr Parker's forthcoming attendance at the HCC 'Future of Local Government' workshop in Winchester on 12 th September 2016, was noted.	
64.7/16	Cllr's Training - Cllrs Dell and Parker's forthcoming attendance at WCC's 'Code of Conduct' training event on 3 rd October 2016, was noted.	
65/16	Highways, Traffic, Rights of Way and Street lighting	
65.1/16	Traffic Safety - WCC Cutler's request (also a Parish Councillor at Southwick) for both Boarhunt PC and Southwick PC to work together collectively with the Police, WCC and HCC in order to help improve Road Safety along the B2177 was RESOLVED to be approved. WCC Cutler agreed to liaise with other interested parties and arrange a specific meeting to discuss this matter in more detail at a later date.	WCC Cllr Cutler
66/16	Village Hall and Community activities	
66.1/16	Car Park lights - A discussion took place regarding the removal/replacement of lights (which had been commissioned by BPC) in the vicinity of the Car Park of the Village Hall/Social Club in Trampers Lane. Cllr Parker was requested to obtain estimates for work to be carried out to move/replace the lights and present them for consideration at the next BPC meeting.	Cllr Parker
67/16	Recreation Ground	

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67.1/16	Progress on Quarter 1 (30 th June 2016) Play Inspection report – deferred to a later meeting as Cllr Harmsworth was not present.	The Clerk/Cllr Harmsworth
68/16	Allotments	
68.1/16	No matters were raised.	
69/16	Lengthsman Scheme	
69.1/16	Cllrs were very impressed with the work completed by the Lengthsman during his visit on 29 th August 2016; they agreed to prioritise work to be done on his next visit - 7 th Nov 2016.	Parish Cllrs
70/16	Village Gates and Village Maintenance (including Notice Boards)	
70.1/16	Village Gates – Cllr Schofield said that he was continuing to do some more work on them, when he had the opportunity to do so.	
70.2/16	Village Notice Boards & Village Maintenance – Cllr Crowe said that he would obtain 3 quotes for a replacement Notice Board for the next PC meeting; The Clerk said that he would ask Chris Martin (Claymart) to see what could be done to make good/make safe the Notice Board at the end of Trampers Lane and also tidy up the phone box area.	Cllr Crowe/ The Clerk
71/16	Correspondence:	
71.1	A thank you letter from St James, Southwick and St Nicholas, Boarhunt PCC for a £600 contribution towards the Parish Magazine & Grounds Maintenance was noted.	
71.2	HCC Library Service - a letter from Sara Teers, Head of Registration and Libraries at HCC was regarding new initiatives for Community Library Services and the Library Strategy to 2020 was noted. It stated that the Library service would like expand the Home Library service by recruiting more volunteers and also promote the Good Neighbour Scheme to existing Mobile Library customers.	
71.3	Hampshire Association of Local Councils (HALC) – request to complete Community led Housing Survey. Cllr Crowe agreed to complete the survey on behalf of BPC.	Cllr Crowe
71.4	HALC review 2015/16 – This was noted.	
71.5	Road Safety & Traffic – an email from Jo Quickenden (and the Clerk’s response) regarding Speeding traffic along the Southwick Road was noted. Attention was drawn to WCC Cllr Cutler’s planned initiative (see item 65.1/16); Cllr Schofield said that other initiatives were being planned and that Jo was most welcome to be involved in them if available to do so.	Cllr Schofield/ The Clerk
71.6	Household Waste Recycling Centres (HWRCs) – changes to HWRCs opening times and charging for some types of ‘DIY’ type waste from 1 st Oct 2016 was noted; its impact would be monitored and matters arising from the changes would be raised with both WCC & HCC Cllrs as necessary.	All
72/16	Date of next Meeting: The next Parish Council meeting will be held on Wed 5th October 2016 at 7.30pm in Boarhunt Memorial Hall, Trampers Lane, North Boarhunt, PO17 6DD	
NON AGENDA ITEM	Discussion items ONLY (as items were not included on the agenda)	NON AGENDA ITEM – ACTION
D1	Southwick Park Land – there had been a recent news item reporting that Southwick Park land would be sold by the Ministry of Defence (MOD) for potential development.	
D2	It was requested that a Bus Shelter for School Children and Litter Picking be added to Cllr Schofield’s potential Project ideas list.	Cllr Schofield
D3	Cllr Schofield spoke about Wickham Common (most of which was actually located in Boarhunt, opposite 100 Acres Wood) and its potential to become a useful resource; to be added to list of potential projects to be considered.	Cllr Schofield
D4	Cllr Parker proposed that an ‘Ideas’ meeting be set up to consider the list of potential projects and other matters (for example, the Village Design Statement). A date for the ‘Ideas’ meeting was decided as pm on Saturday 15th October 2016 . Cllr Parker agreed to make arrangements for the meeting and produce a draft agenda.	Cllr Parker
	The meeting closed at 9.30pm.	

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BOARHUNT PARISH COUNCIL - PAYMENTS FOR PC MEETING OF 7TH SEP 2016
PAYMENTS MADE SINCE LAST MEETING ON 6TH JULY 2016 - to be endorsed

Date	Cheque No.	Payee	Description	Amount
27-07-16	186	SSE Contracting Ltd	Replacement Street Lights - Invoice No. 598805; Job No. 992076/000 (VAT = £3,464.00) - Agreed sum as per contract	£20,783.98
27-07-16	CONTRA ENTRY	WCC	Emptying Dog Bins - July & Aug 2015 - Cancelled cheque No. 155 (in FY 15/16)	-£35.00
27-07-16	187	WCC	Emptying Dog Bins - (April 2015 to June 2015 & Oct 2015 to Dec 2015) - Invoices 5100341277 & 5100364995 - No VAT	£70.00
27-07-16	188	G WRIGHT	Net pay, Expenses & allowance - July 2016	£262.97
27-07-16	189	HMRC	Employees HMRC costs - July 2016	£52.00
			Total =	£21,133.95

BOARHUNT PARISH COUNCIL - PAYMENTS FOR PC MEETING OF 7TH SEP 2016

PAYMENTS TO BE MADE IN SEPTEMBER 2016 - to be approved

Date	Cheque No.	Payee	Description	Amount
07-09-16	190	G WRIGHT	Net pay & allowance - Aug 2016	£232.97
07-09-16	191	HMRC	Employee HMRC costs - Aug 2016	£52.00
07-09-16	192	BDO LLP	External Audit Fees for accounts for Year ended 31st Mch 2016 - Invoice No. 1531656 (VAT = £20.00).	£120.00
07-09-16	193	B C MARTIN (Claymart)	Grounds Maintenance June 2016 to Aug 2016 (incl)	£375.00
07-09-16	194	Zurich Municipal	Insurance Cover for Parish Council 23/9/16 to 22/09/17 incl. (Includes Insurance Premium Tax @ 9.5%)	£332.08
			Total =	£1,112.05

Bank Balances	
Unity (as at 31st Aug 2016)	£10,260.61
Lloyds (current account)	£19.71
Uncleared cheques (incl above) from previous yrs	-£183.05
Savings A/C - Scottish Widows	£6,835.29
Savings A/C - Lloyds Investment	£699.40
= Reconciled Balances as at 31/8/16	£17,631.96
Less: Payments to be made September	-£1,112.05
= Funds remaining after payments for Sep 2016 have been made	£16,519.91

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**BOARHUNT PARISH COUNCIL - Financial Report
for Financial Yr to Date 31st Aug 2016**

Annual Budget	Actual v Budget		Actuals Yr to date
£	%		£
RECEIPTS			
17,435.44	50%	Parish Precept	8,717.72
564.56	50%	Council Tax Support Grant	282.28
18,000.00	50%		9,000.00
0	0%	Bank Interest	36.03
0	0%	Other (Rent, Funds transferred, VAT & Sponsorship)	7,209.87
TOTAL RECEIPTS			16,245.90
PAYMENTS			
3,100	35%	Net Salaries & Allowances	1,089.48
0	0%	HMRC Deductions	207.80
300	12%	Clerk's Expenses	36.75
110	0%	Chairman's Allowance	-
4210	411%	Projects Reserve (Replacement of Streetlighting)	17,319.98
300	112%	Audit Costs	335.00
280	51%	Administration Costs	144.00
1165	29%	Insurance	332.08
375	63%	Subscriptions	238.00
330	61%	Rents to Southwick	200.00
800	106%	Grants & Donations	850.00
100	0%	Section 137 Payment	-
250	0%	Training	-
600	32%	Rec Repairs & Bins (incl Play Inspection costs)	190.48
500	0%	Legal, Social Club, etc	-
1000	40%	Street Lighting & Repairs	403.16
180	49%	Utilities - Rec	88.05
0	0%	VAT Costs (to be reclaimed)	3,589.09
2000	0%	Village Hall Building Reserve	-
0	0%	Website Costs	350.00
600	0%	Hall Hire	-
1800	49%	Grounds Contract	875.00
18,000	146%	TOTAL PAYMENTS	26,248.87
BALANCE BROUGHT FORWARD on 01/04/2016			26,522.88
ADD Total Receipts (as above)			16,245.90
LESS Total payments (as above)			26,248.87
= Cash Balance as at 31/08/16			16,519.91

Cumulative funds are represented by:

Current Account Balance (Unity Bank)	10,260.61
Current Account Balance (Lloyds Bank)	19.71
Less: Cheques drawn but not debited as at 31.08.16	183.05
Savings Account (Scottish Widows)	6,835.29
Savings Account (Lloyds Investment)	699.40
= Reconciled Bank Balances	17,631.96

Signed:

Date:

07-09-16

Responsible Financial Officer to Boarhunt Parish Council