

DAMERHAM PARISH COUNCIL

Minutes of the meeting held in Damerham Village Hall on
Monday 9th May 2016 following the Annual Parish Assembly at 7.30 p.m.

Councillors present: David Crane (Chairman), Pete Doherty, Mrs Cathy Godber, Richard Major, Mrs Suzanne Musker, Glynn Perens, Barry Vincent.

Parishioners present: Mrs and Mrs Gilbey; Mr and Mrs Britain; Mr Tom Harris.

Others present: Mrs Sue Sykes (Clerk to the Council)

Public participation:

Mr Britain asked what the situation was with the repair of the bridge and the Chairman explained the options that had been put forward as a result of the meeting he attended on site with a representative from Highways and from bridges maintenance. The Clerk added that she had spoken to the authorities on the phone and ascertained that the road should be open at the end of the week and that an inter-departmental meeting would take place the following week; after which she understood that proposals would be put in writing for the Parish Council's consideration.

1. Apologies and declaration of quorum

Apologies were accepted from Mr Phil Tandy (retired Cllr) and Cllr Mrs Cathy Godber.

2. Declaration of business interests

The Clerk declared an interest in the S137 grants.

3. Minutes of the previous meetings: held on 14th March and 4th April

These were agreed and later signed.

4. Matters arising from the minutes not covered elsewhere on the agenda

4i Editorship of the Parish Pump

It was believed that the new editor would not need to know the names of all those on the electoral role as those delivering the printed newsletters would know of newcomers moving into their roads.

Action: Clerk to keep Maria Langdown informed of any news which should go in The Pump by including her in relevant e-mails to councillors.

4ii Playtrail

The Clerk reported that she had, as yet, been unable to get a reply from Robert Heron and did not know if he would do the necessary cutting back of vegetation around the edges of the Trail. It was suggested that she should contact Maurice Simms, John Hooper or Mike Jerrard to see if they would take on the work. SUS said that, now that the rubbish had been cleared from the area under the trees beside the gate, her plan was to ask a contractor to spread berk chippings there and to place some small tree trunk sections as seats. This would make it clear that the Den area was appropriate but that the cushions were not and she hoped it would deter children from bringing in further hazardous items. This plan was approved and, should this fall within the £100 agreed, the clerk was authorised to get the work carried out.

5 Parish Council Standing Orders

It was agreed that these should be discussed at the next PC meeting, before which the Chairman and the Clerk should review the terms with a view to proposing changes for councillors' discussion. The permission to spend £100 on the PlayTrail if necessary still stood. The limit of up to £100 without calling an additional PC meeting had been also agreed previously as had the need to get three quotes for spending over this £100 limit.

Action: DC and SUS to review the Standing Orders before July meeting.

Action: Item for next PC meeting agenda.

6. Report on Parish footpaths

Mrs Ros Jones spoke to her report as follows:

"State of the paths: fairly dry and clear of invasive growth. It is a prime time for wild flowers and insects such as butterflies: and many birds are to be seen and heard. A few dog owners are still allowing their pets to foul the paths.

Queries: after new wooden fencing was put up to replace the barbed wire beside the Green Close path I was asked if the path across the paddocks to Greenbank (Footpath 13) could be reinstated. I spoke to Michael Jerrard, who had already kindly cleared the barbed wire at the road end and he said that he would willingly put up signs to mark the path. He asked if the Parish Council could obtain these. People are welcome to use the path, but currently they would need to climb through the fences. I said that I would contact HCC to see if kissing gates could be provided and meanwhile he might erect a couple of stiles or perhaps put in some sliding bars like those in the paddocks at Hill Farm. The paddocks are in use for grazing animals: I should like to remind dog walkers that their pets should be kept under close control there. Landowners are not required by law to provide access for dogs on rights of way, though many make them welcome."

There was discussion about dog walking in Green Lane and about the danger to and from stock in the nearby fields.

There was also further discussion about the state of the footpath and walkways beside the trout lakes and it was noted that the fence bordering this right of way was leaning over the path

Action: Clerk to contact the new owners of the trout lakes and ask them to take a look at the fence bordering the problematic footpath through the copse and along the stream. SM to send their contact details to SUS.

Clerk's note: no action was decided on the issue of signage for the Footpath 13

7. Report on Parish watercourses

In the absence of Spinney Adlam there was nothing to report.

Action: Clerk to see if a map could be obtained showing watercourses so the Officer could report on specific watercourses.

8. Report on transport and roads in the Parish

BV said that there was little to report though there was still fly tipping in the village. Experience had shown that once fly tipping was reported it was speedily collected. He commented that the road had now been patched in front the Village Hall.

Action: PD to buy and erect sign warning against fly tipping on the road between South End Farm and Lower Daggons.

Bob Brown was commended for his speed in dealing with the tree down in Browns Lane.

9. Correspondence. Nothing important in addition to items already tabled on the agenda.

10. Finance and payments

10i Final budget report 2014 – 2015 (attached)

This had been audited by Sophie White and was now unanimously approved.

Proposed: Peter Doherty

Seconded: Glynn Perens

Clerk's note: The Annual Governance Statement had been seen by the Internal Auditor and was also approved – the councillors having agreed to a complete review of the Terms of Reference before the July meeting (Item 5). The Chairman would sign the Statement.

10ii Bank reconciliation April 5th – May 18th 2016 (attached)

The Clerk talked councillors through this report which was then approved.

10iii Payments for April / May

These were explained in full by the clerk and were approved as follows:

| | | |
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| 605 | HALC membership + NALC levy | £211.00 |
| 606 | April and May editions of the Parish Pump | £40.00 |
| 607 | Bob Gilbey for Pump expenses | £8.50 |
| 608 | Clerk for training day expenses | £31.00 |
| 609 | Clerk for Queen's birthday celebration incidentals | £61.45 |
| 610 | Clo Design for Queen's birthday celebration poster design | £45.00 |
| 611 | Clerk's May salary | £174.86 |
| 612 | Clerk's June salary | (not exceeding £175.06) |
| 613 | 1 & 1 web site management | (likely to be £35.96) |
| 614 | Autela for pay roll management | (likely to be £50.00) |
| 615 | Insurance cover | (not to exceed £469.28) |
| 616 – 621 | S147 grant payments | (see below) |
| 622 | FunQuest: fee to Sophie White for auditing accounts | £50.00 |
| 623 | Commemorative coins for Queen's birthday | (probable cost £380.00) |

Clerk's note 1: in addition, the Chairman used his powers to authorise the following:

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| 624 | Bunting etc for Queen's birthday celebrations | (not to exceed £65) |
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Clerk's note 2: approved at the March PC meeting but invoice received 10th May:

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| 625 | Clerk's training x 3 (incl VAT) | £90.00 |
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10iv Renewal of Insurance cover

The current insurers had put their costs up from £583.52 to £619.14. The other quote that the clerk had obtained was from the company previously used by the council (AON) for £469.67 which compared to £903.77 paid to them for 2014 – 2015. The Clerk understood that they were in fact brokers who had recently changed the insurance company they used; and that this explained the rather dramatic drop in the amount of the quote. It was unanimously agreed that, should no further reduction be obtained, the Clerk should re-insure with AON

Clerk's note: On going back to Zurich I was able to obtain a revised quote from them of £469.28. Their experience of insuring local councils and the good treatment we have received from them over the past year caused me to recommend that councillors accept this revised quote – which they unanimously did by e-mail.

10v S137 Grants

There had been a higher than usual number of applications this year for grants and there was considerable discussion of the six applications and of the uses to which the monies would be put if granted and councillors were divided in their views. It was finally agreed that the following grants be made:

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|-----------------------------|------|
| St George's Church Damerham | £500 |
| FunQuest | £100 |
| The Cricket Club | £250 |
| The Village Hall | £250 |

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| New Forest Disability Information Service | £100 |
| TRAFOJAP | <u>£180</u> |
| This resulted in a total, which was over budget, of: | £1,380.00 |

11. Planning applications:

18/10375 Western Downland Primary School, Mill End: single storey extension; door. It was understood that the date for the Council to submit its view was past but councillors could see absolutely no objection to these plans.

Clerk's note: NFDC contacted me to obtain the councillors' view and I put in an Option 1: Approval and the Council would accept the Planning Officer's decision.

12. Parish Lengthsman: update on tasks for visit on 13th June

These were discussed in full. The Clerk would amend the list for the Lengthsman with the timings agreed and prioritising the cleaning of the bridge over the stream by Crossways Farm. If time SM would meet the Lengthsman to discuss the work to the walkway through the copse by the trout lakes. Clearing of the grips and any necessary work on the PlayTrail would be left to the next Task List.

Action: SM to contact SUS with availability to meet the Lengthsman on site by the trout lakes footpath.

13. Neighbourhood Watch update

A name had been suggested for a West Park Lane co-coordinator and one was being actively sought for the High Street.

14. Her Majesty's 90th Birthday celebrations update

The beacon lighting for the Queen's birthday had gone very well indeed and thanks had been sent to Rob Sheppard and to John Godber for their part in the organisation and execution of this. The Clerk would also thank the Rector for his participation.

15. Vodafone and Public phone box issues

The public phone in the phone box was now operational. It was agreed that the phone box did still need redecorating and mending but it was not known when (or if) this might be attended to.

16. The Parish website

BV had found parts of the Parish website to be three months out of date. It was agreed that what was needed was someone to take responsibility for updating the site.

Action: Richard to take down out of date information

Action: Agenda item for future PC meeting

17. Reports from Councillors attending other meetings

The Clerk reported that the whole day's training on Council finances had been most useful, She looked forward to the two days in June and July as she suspected the information to be imparted by HALC was of far more relevance than that at the days she had previously attended.

18. Other matters considered urgent by the Chairman. None

19. Other matters raised by Councillors

Use of projector for planning applications at PC meetings

After discussion it was agreed that each councillor should read the applications in advance and print off copies if they wished. The projector would not therefore be used for this purpose. Though it was certainly available if needed. Currently the Clerk kept it at home for safety.

20. Dates for Council meetings for the coming year

Unless changed (see minutes of the Annual Parish meeting) these would be:

- Monday 11th July 2016
- Monday 12th September 2016
- Monday 14th November 2016
- Monday 9th January 2017
- Monday 13th March 2017

The next Annual Parish Assembly would be held on Monday 8th May 2017

The meeting ended at 10.00pm