

**DAMERHAM PARISH COUNCIL**  
**Minutes of the meeting held in Damerham Village Hall on**  
**Monday 18<sup>th</sup> July 2016 at 7.30 p.m.**

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**Councillors present:** David Crane (Chairman), Mrs Cathy Godber, Richard Major, Glyn Perrens, Barry Vincent.

**Parishioners present:** Mr Glynn Ruth (councillor elect), Mrs Ruth, Mrs Joan Sharp, Mr Owen Thomas, Mrs Liz Marshall, Mrs Caroline Saltrick, Mr Simon Britten and other residents of Mill End. Mr Phil Stephens (councillor elect), Mr John Godber.

A written apology was received from Mr Len Sharp, representing residents from Springfield, The Old Vicarage and The Mill (all of Mill End) who were unable to attend but who supported the views of those who were present..

**Others present:** Spinney Adlam (Parish Watercourses Officer), Cllr Edward Heron, Mrs Sue Sykes (Clerk to the Council)

**Public Participation:**

Residents of Mill End wanted to know what would be done about the bridge in Church Lane and the Chairman therefore brought this agenda item forward (see Item 13 below)

i Speeding cars approaching houses at East End

A local resident had sent a request for discussion which the Clerk now read out regarding speeding down to and around the corner on entry to the village in East End.

***Action: Clerk to send correspondence Richard Bastow.***

ii Vodafone

A resident had asked if a reply had ever been received to the council's letter. The Chairman replied that there had been no reply to date. It was agreed that nothing else could be done at present.

iii The hedges in Church Lane

A resident of Mill End had complained that their car was becoming scratched because of the lack of cutting to verges and hedges on both sides of Church Lane.

The clerk and Cllr Heron explained that it was intended to resurrect the CC scheme to enforce cutting of hedges when the letters from the PC were ignored. Much discussion ensued on this issue and Cllr Heron repeated that the responsibility for the cutting of any hedge was that of the land owner. It was noted that this lane and its encroaching hedges were now becoming dangerous.

***Action: Clerk to ask Mr Bryant to cut his side of the hedge.***

***Action: Cllr Heron to ensure that a letter be sent to Mr Cobb***

iv Faster broadband

A resident had suggested that the Church tower could be used for an aerial and asked if the council could ask the Church to look into the possibility. Cllr Heron said that there was a rural grant fund which might assist with this.

***Action: Clerk to ask Bob Gilbey if he would like to lead on this.***

**Apologies and declaration of quorum**

Apologies were accepted from Mrs Suzanne Musker and Mrs Ros Jones (Parish Footpaths Officer) and Pete Doherty.

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**2. Declaration of business and pecuniary interests**                      None.

**3. Co-option of new councillor/s**

Glyn Ruth (Mill End property under conversion currently residing temporarily out of the Parish) had put his name forward for co-option to the council and was unanimously elected. After the closing date Phil Stephens (East End) had also put his name forward. Councillors were agreed that they would accept this late nomination though it was suggested that this should not be normal practice.

Proposed: Richard Major

Seconded: Glyn Perrens

Voting: Unanimous

The chairman welcomed the two new councillors.

**4. Minutes of the previous meetings held on 9<sup>th</sup> May and 13<sup>th</sup> June 2016**

BV said that in the June minutes his statement was slightly incorrect and he would send his amendment to the Clerk. Pending this alteration the minutes were agreed and signed.

**5. Matters arising from the minutes not covered elsewhere on the agenda**

**5i. Community Right to Bid (Baptist Chapel)**

The Chairman explained that, following the discussion at the meeting on 13<sup>th</sup> June, he and Cllr Heron had looked into the viability of the use of the site for community housing. He had also followed up on the possibility of Western Downland School using the site for a pre school, which was not a possibility. As there was then no community use proposed for the site; and in the light of comments made by councillors at the extraordinary meeting in June, he had concluded that it was not appropriate to lodge a community right to bid and had withdrawn it. The preferred bidder for the site was believed to intend "some sort of community use" for the site.

The Clerk said that she understood that it was possible for the Parish Council to register any site used for community use at any time even though the property or land in question was not currently for sale; and that possibly councillors should consider the whereabouts of suitable plots for community use - should these ever become available.

**5ii Parish Lengthsman**

The Clerk said that the work on the bridge had taken longer than expected to complete as there was several year's worth of algae to be cleared from the paintwork. SM had reported that the lengthsman did not have the professional capacity to carry out the required work to the footpath behind the Trout Lakes. The Chairman reported that Countryside services did have this on their list and if the PC could find someone to do the work they would supply the materials

**Action: Clerk to ask SM to take forward before the Winter**

The Lengthsman had also attended for a day to do the necessary clearing of undergrowth from the edges of the PlayTrail and had laid chippings in the den area. This would incur no additional charge to the Council.

The date of his next visit was not yet known.

**5iii Hedges and verges update**

It was reported that the hedge bordering Green Close had been cut. The Chairman explained that the verges in the ownership of HCC were cut at different times by the NFDC who could

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only cut once a year. The Clerk had been notified that the scheme for the CC to reinforce these requests would be reinstated.

5iv Neighbourhood Watch Scheme update

The Clerk reported that local co-ordinators had now been found for Mill End, East End, South End, the High Street and West Park Lane and that she was in the process of setting up a meeting with the police representative for late August or early September. The difficulty might then be finding an overall co-ordinator for the scheme who would be the contact person for the police. GP said that he would reconsider this position when it was known how much work would be involved.

**6 Report from the Parish Footpaths Officer**

In the absence of Mrs Ros Jones the Clerk read her report as follows:

“State of the paths: the mild damp weather has resulted in lush growth on several paths and mud under foot in low lying areas. I have heard from unconfirmed sources that nettle stings ward off arthritis and mud is good for the skin.

Continuing: at the last meeting I reported that a request had been made to clear Footpath 13, which runs half way down Green Close across to the Daggons road. Since then a stile had been put up by the tenants and the grass trimmed several times by Michael Jerrard, for whose help I am most grateful. I have telephoned the HCC Countryside Service who undertook to send out the relevant officer to look at the path, with a view to installing a kissing gate.

Problems: at the beginning of June I was told by a horse rider that one of the only two bridleways in the parish was blocked by a fallen tree near Allenford pig unit. I wrote to Rob Shepherd to ask him to have it cleared, which has since been done. Thank you!

This week it was reported to me that the step of the stile on Footpath 6 had come adrift. I left a telephone message for Mrs Humphries asking her to see what could be done.”

The Chairman thanked Mrs Jones for another excellent report.

**7 Report from the Parish Watercourses Officer**

Spinney Adlam had said that he would continue as WC Officer. The Chairman had asked that he prepare a report based on the known watercourses in the Parish. He and the Clerk had so far been unable to procure an adequately detailed map and suggested rejoining the OS mapping service.

***Action: Clerk to e-mail Cllr Heron for the link to the clerk to subscribe to the mapping service.***

SA said that he wanted to see verges and hedges cut much more frequently as these infringed upon the watercourses. Cllr Heron said that it would be worth contacting the NFDC to mention this, however he explained that work could not be done where there was absolutely no funding to employ a properly qualified and insured worker to carry it out.

**8. Report from the Parish Transport Representative**

Barry Vincent reported that he had met Bob Brown and agreed that concrete posts with metal railings would be fitted in South End where the verges were eroded. This would be done once a road closure order had been put in place.

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He had also investigated the problem of flooding on the Sandleheath road and believed that this had been speedily resolved with a shovel.

It was queried why a road sweeper have been through the village

**Action: Cllr Heron to investigate why money had been spent on a road sweeper.**

**9. Correspondence**

**9i NFDC Local Plan Review**

In addition to the PlayTrail Report (see Item 14) the Clerk had received the NFDC Local Plan Review and would copy this should councillors wish to read it in detail (it had already been circulated electronically). The consultation period ended on 16<sup>th</sup> September and councillors should submit their comments before then.

**Action: Chairman to review this. Other councillors to read on-line if they wished**

**9ii Workshops on devolution and local government reorganisation**

SUS had also received several reminders of the consultation process for devolution which was an important issue affecting ALL councils. The local meeting was on Wednesday 14<sup>th</sup> September at 5.45 – 8.00pm in the Greyfriars Community Centre in Ringwood. The Council could send two delegates and the Clerk and Chairman agreed to attend.

**9iii Electoral Review and Councillor Commission**

The Clerk had forwarded this request for comment to all councillors and asked that they would responds before the due date of 16<sup>th</sup> August should they wish to do so.

She also drew the councillors attention to the “Parish stream” on Councillor Commission. The due date for this was now past but the web site was still open.

**10 Standing orders and the Local Governance Statement**

**10i Standing orders**

The Chairman said that it had been some time since these had been reviewed and that, pending the Clerk doing so over the summer in the light of what she now knew from her attendance at training days, he suggested that the SOs be formally readopted.

Proposed: David Crane

Seconded: Cathy Godber

Voting: Unanimous

**10ii Internal financial controls**

The Clerk reported that the regulations for small councils would still require an external audit to be carried out for the current financial year 2016 – 2017. However this would most probably be the last. In the meantime the documentation had been expanded to include all legal requirements and she needed to know that councillors were aware of the legal frame work for the submitting of the Parish accounts. SUS distributed copies of the Annual Governance Statement for councillors’ records. SUS also said that it was strongly recommended that councils employ an internal auditor who was familiar with the system of internal controls as it applied to small parish councils and that this was not normally the job of an accountant. She raised the question of finding such a person who would be better placed than Sophie White to carry out this particular function. However SW was invaluable as an auditor for the accounts themselves.

Council unanimously accepted the Financial statement of risks and controls.

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**11. Finance and payments**

9i Bank reconciliation 10<sup>th</sup> May - 18<sup>th</sup> July 2016 (attached)

This was unanimously accepted.

9ii Budget update

The complete records of spending to date had been available at the May meeting and the clerk would prepare a full break down of spending in each budget line for the September meeting.

9iii Payments for July

The following were approved:

628	Hyde Band (junior Band at Queen's Birthday celebrations)	£150.00
629	HMRC (Clerk's paye)	£131.00
630	HALC (£10 discrepancy owed for membership)	£10.00
631	Clerk's July salary	£174.86
632	HALC (for 2 x 1/2 day training courses)	£90.00
633	To clerk for berk chippings for PlayTrail	£22.00
634	Clerk's expenses	£10.34
635	Training expenses x2	£58.00
636	Andy Hanson for children's activity expenses (Queen's birthday)	£29.94
637	Gener8 Finance (for James Byrne) May + June Pump printing	£40.00
638	Clerk's August salary (not to exceed £175.56)	
639	RoSPA annual inspection	£142.80

**12. Planning applications**

16/10642 NORTH END COTTAGE, North End. SP6 3HA

Single storey rear extension; use of first floor as bedroom, breach of Condition 2 of Planning Permission 73027 (Lawful Use Certificate for retaining an existing use or operation).

It was understood that this property was currently on the market. Cllr Heron explained that this permission only referred to an issue of lawfulness as the owner was already occupying the extension. They were therefore seeking permission to sell the property with permission for residence.

Motion: 1. That the council was in favour of the application but would accept the decision of the Planning Officer.

Proposed: Richard Major      Seconded: Glyn Perrens

Voting: Unanimous

16/10879 STAPLETON HOUSE, Cranborne Road. SP6 3JF

Stable block; manege.

It was agreed that there was no reason to object except to the size of the proposed manege.

Motion: 1. That the council was in favour of the application but would accept the decision of the Planning Officer.

Proposed: Richard Major      Seconded: Mrs Cathy Godber

Voting: Unanimous

**13. The Church Lane bridge: update on progress .**

The Chairman reported that he had heard back from Pete Mabey of Hampshire CC and had circulated his report to all councillors (see e-mail attached to paper copy of minutes which is available from the Clerk on request). DC now read this e-mail to the meeting. The cost of making the road one way would be too expensive, so the solution proposed was to improve the signage. It was also proposed to replace the current temporary barriers with more

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permanent constructions. The Clerk distributed copies of the proposals discussed by Pete Mabey and DC summarised by saying that progress was being made although improvements might be slow.

One Mill End resident asked for pinch points to slow traffic. This had already been requested.

Mill End residents were adamant that their preferred option was to make the lane one way. DC continued to read from the e-mail where Pete Mabey had written that if the new signage was not effective then other solutions would be explored. Cllr Heron said that it would be worth taking the view of the local residents back to Pete Mabey and the Chairman agreed that it was important to feed back to Pete Mabey during the monitoring period; after the new signs were put in place. He said that if Mill End residents would contact him then he would ensure that their comments were passed on. There was further discussion and it was also suggested that a length restriction might be effective.

#### **14. Update on Play Trail issues**

The clerk reported that a tree was fallen at the edge of the stream on the land beyond the PlayTrail. This had raised a number of issues and she had now established conclusively that this land did indeed belong to the Parish Council; as evidenced by the title deeds when NFDC made the land available for use, before the PlayTrail was constructed. (Plan attached to paper copy of minutes and available to view on request). This meant that the PC was responsible for removing the fallen tree. She had already consulted both the Lengthsman – whose profession was tree surgeon – and the NFDC representative, who both pointed out that this could be a tricky process as the trunk might swing back up if branches were removed and that this might damage nearby power lines. With the council's approval SUS proposed to get the opinion and costing of a number of experts and have the issue dealt with in the autumn. This was agreed.

The neighbour who was kindly cutting the grass at the far end of the PlayTrail had intimated that he could continue for the time being, but not indefinitely. NFDC had said that the contract that the PC had with them for grass cutting did actually include this area – but, as it was always cut more frequently than they were able to attend, they had not been cutting it.

The RoSPA Report on the PlayTrail inspection had been received and the clerk had accompanied the inspector around the Trail. The issues which needed attention were minor ones and posed no significant safety risks. SUS would use the delegated power granted to her to contact Malcolm Parker with a view to getting these attended to.

#### **15. Reports from Councillors attending other meetings**

##### **15i "What You Need To Know" training sessions**

The Clerk reported on her recent training sessions (see attached to paper copy of minutes) and had tentatively booked a session for councillors in the Village Hall on Wednesday 26<sup>th</sup> October at 7.30pm. She suggested that the Councillors in Sandleheath, Rockborne, Martin and Whitsbury be invited to attend and that this would spread the cost of the session which would be £275.00. This was agreed.

#### **16. Other matters considered urgent by the Chairman**

##### **16i New printer for the Parish Pump newsletter**

It was reported that James Byrne Printing had moved to new larger premises in Christchurch and that this made it difficult to fetch and carry editions of the Pump for printing. The new

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Printers had agreed to print the Newsletter for the same charge as that made by James Byrne. Councillors unanimously agreed to their appointment and asked Marie Langdon, the new editor, to thank Jame Bryne Printing for their work for the council in the past.

16ii Website issues

It was agreed that the Parish Pump should be posted on the Parish web site each month and it was most efficient for the editor to do this as soon as the paper copies were available.

***Action: RM to show Maria Langdon how to do this***

The Clerk and editor of the pump should meet informally to discuss recommendations which would be made to the council for the updating of the web site and of the New Residents Information Pack.

**17. Other matters raised by Councillors**

The inclusion of this agenda item was discussed and it was explained that, as issues not on the agenda could not legally be decided at the Council's meetings, it was not good practice to include them. It was agreed that in future it would not be included. Councillors would be reminded by the clerk when they received their agenda that they could ring the Chairman to ask for additional matters to be raised. This would mean that issues could be researched in advance if necessary and would also make for more efficient working in the meetings themselves.

**18. Date and time of next meetings**

There was discussion on the best days for the PC meetings going forward and decided by majority vote that meetings would be held on the last Monday of each month from November 2016.

The meant that the next PC meeting would be held on the first Monday, which was Monday 5<sup>th</sup> September

***Action: Clerk to list other meetings and forward to councillors; post on the council notice board and forward to ML for inclusion in the next edition of The Pump.***

The meeting ended at 9.30pm