

**DAMERHAM PARISH COUNCIL**  
**Minutes of the meeting held in Damerham Village Hall on**  
**Monday 5<sup>th</sup> September 2016 at 7.30 p.m.**

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**Councillors present:**

David Crane (Chairman), Mrs Cathy Godber, Richard Major, Mrs Suzanne Musker, Glynn Perrens, Glyn Ruth, Phil Stephens, Barry Vincent.

**Parishioners present:**

Mr John Godber

**Others present:**

Mrs Sue Sykes (Clerk to the Council)

**Public Participation:**

Mr Godber commented on the deteriorating state of the roads, though he said that he knew that not much could be done about this.

**1. Apologies and declaration of quorum**

Apologies were accepted from Pete Doherty. It was assumed that others had not noted the change of meeting date on the agenda posted on the board nor on the website and noted that paper copies would have to be sent in future to those usual attendees who did not readily access e-mail.

**2. Declaration of business and pecuniary interests:** None were declared.

**3. Minutes of the previous meetings held on 18<sup>th</sup> July and 22<sup>nd</sup> August 2016**

These were agreed as a true record of the meetings and would be signed by the Chairman.

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

**4i 16/11117: Ringwood and Fordingbridge Skip Hire,**

RM had posted the PC comments on the web site and the Chairman had written a letter to the CC (attached).

**4ii Standing orders**

These were in hand and the clerk proposed to have a redrafting ready for the November meeting, by which time the training course for councillors would have taken place and this would contextualise the SOs.

**4iii Asset register**

It was decided that, as the Hall was by far the most valuable asset in the parish, the possibility of registering this as a public asset should be raised at the next Village Hall Committee. The same might apply to the Sports Field. This would in no way threaten the management of these assets but would protect them if – at some point in the future – the organisations ran into financial or other difficulties.

***Action: The Chairman to ask the Village Hall Committee and the Sports Field Trustees if they would like to be put on a community assets register.***

It was also decided that the Compasses might be interested in being on the register.

**4iv Defibrillator**

The Chairman and Clerk were to meet Andy Carr on Friday to learn what should be done to check it on a regular basis for deterioration and need for replacement of parts.

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**5. Report from the Parish Footpaths Officer**

Mrs Ros Jones was not present and it was assumed that she had not noted the change of date for the meeting.

***Action: Clerk to present apologies to Ros Jones and make sure that she knew the dates of future meetings,***

The path behind the Trout Lakes

The need for action was discussed and councillors wondered if a community grant might be obtained to cover the cost. It was decided to ask Andrew Shering, Mark Davison and Malcolm Parker to look at the work and submit an estimate.

***Action: These contractors would be contacted and given SM's contact details so that she could meet them on site.***

There was lengthy discussion of the overgrown vegetation on the causeway and the lane to Mill End; the problems with traffic and with Church Lane. It was decided that the school be asked to discuss this issue.

***Action: Chairman to raise the issue with the Chairman of Governors at the school; suggesting that a joint approach should be made to NFDC possibly through Cllr Heron.***

**6. Report from the Parish Watercourses Officer**

There was no report in the absence of Spinney Adlam. The grips had been cleared by the Lengthsman earlier in the day.

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

BV said that the biggest problem was the Causeway which was grossly overgrown on one side. It was reported that NFDC legal department had now been contacted by Cllr Heron and that, once they had sent out the required letter, the land owner had three weeks to clear the undergrowth before any further action could be taken. It was also reported that a date for placement of the intended signs had not been given.

**8. Police Liaison and Neighbourhood Watch**

GP reported that there had not been a police liaison meeting for some time. The Neighbourhood Watch Coordinators had met (notes of meeting attached). It was unanimously agreed that the PC would finance the printing of a leaflet to be distributed to all parish residents explaining how this scheme would operate and it was understood that Rupert Musker had already first drafted a leaflet. The question of Co-Coordinator coverage for the more outlying areas of the parish was discussed and GP and SUS said that any volunteers would be welcomed..

**9. New Residents' Information Pack and the Parish web site**

The clerk reported that Maria Langdown, new editor of the Pump, had been unable to meet her on Saturday but that a further date for this discussion would be made. In the meantime she was distributing to new residents moving into the village a pack containing an updated welcome letter produced by Bob Gilbey.

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**10. Correspondence**

There was nothing of note in addition to the e-mails which had been forwarded to councillors as appropriate.

**11. Finance and payments**

11i Bank reconciliation 19<sup>th</sup> July – 5<sup>th</sup> September 2016 (attached)

This was circulated. There had been little financial activity since the July meeting.

11ii Payments for July:

640	Time2Display for August + September Parish Pump	£40.00
641	HMRC (Clerk's paye when due)	£131.00
642	Clerk's September salary (20th September)	£174.86
643	Clerk's October salary (20th October)	£174.86
644	Payment to Odd Job Man when due (up to £200)	
645	Autela Payroll Expenses when due	£30.00
646	Disposal of fallen tree on PlayTrail (£400 ?)	
647	Payment to Lengthsman for contracted extra day (£150?)	
	Max	<u><u>£1,300.72</u></u>

(Includes payments agreed, which would be due before the November meeting)

11iii Budget update

The clerk took councillors through this document and it was agreed that spending was on track for the year. Payment to 1 & 1 Internet was overdue. The clerk would prepare a budget proposal for consideration at the November meeting; and hoped to attend a useful training session entitled "Budgeting: Tips and Tricks for Finance Officers". The cost of this could be £90 for a full day and this expenditure was agreed unanimously by the meeting.

CLERK'S NOTE: The External Auditor's Report was received after the meeting and, as expected, has raised two issues:

- The risk assessment was not formally approved before 31<sup>st</sup> March.
- Fixed assets must be quoted at cost and not at valuation.

Both these matters are in hand and will be brought to the next PC meeting. The Auditors Report will now be published on the web site as required by law.

**12. Planning applications.** None.

**13. Church Lane issues**

The Chairman updated councillors on the state of the newly repaired bridge. The barriers were for pedestrian protection and would not stand up to impact by large vehicles. The proposed signs had not yet been erected.

GP had picked up on the issue of cost for making the Causeway one way, which he believed to be about £3,000. He had taken out a freedom of information request and discovered that, since 2010; £13,657 had been spent on repairing the road with a further £4,057.95 being spent on the current repairs. (See attached letter). It was agreed that, should the new bridge not be fit for purpose, the cost of a more substantial bridge would be considerably more than £17,000.

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The Chairman suggested that opening talks with the school governors would be prudent as it was possible that more drastic steps would need to be taken in the fairly near future in Church Lane.

***Action: all councillors to keep an eye on the situation in Church Lane.***

**14. Update on Play Trail issues**

**14i The fallen tree**

Mr Godber reminded the meeting that it had been agreed that the Electricity Board be asked if they would remove the tree, before a quotation was accepted. The Lengthsman had inspected the tree that morning and would submit a quote. The quote received from Kate Nissen and John Fryer was for a most reasonable £300.00. They would saw up and totally remove the tree and debris and make safe the root in the original hole. It was agreed that if the Lengthsman's quote was more than this and if the SEB would not take on the work then the Clerk should accept the Nissen and Fryer quote and ask them to carry out the work as soon as convenient and appropriate.

**14i Weed in the river**

The growth of weed was considerable in the area where the tree had fallen and was in danger of blocking it when the rains began in the winter. It was agreed that the additional day, which the Clerk had been told that the Lengthsman could spend in the village, should be used to clear the weed.

***Action: Clerk to draw up and submit work sheet to Fordingbridge TC.***

**14iii Hedges and undergrowth at the edges of the PlayTrail**

The clerk was delegated to request that the Lengthsman should spend a day as a contractor to cut the hedges and deal with the nettles and brambles surrounding the area. Payment for this would be at his normal hourly rate and would be charged to the budget line for PlayTrail maintenance, which was currently untouched.

**14iv Remedial work on the PlayTrail apparatus**

The clerk would forward her work plan, derived from the Inspection Report, to all councillors. Some work was apportioned to the Odd Job Man and some to the Lengthsman, who could add this to either of his two visits to the PlayTrail, depending on time available.

**14v Flower beds.**

A parent in the village had approached GP to ask if he could organise some children to tend these and it was agreed that this would be most welcome as it would involve more families in the maintenance of the area as well as improving the facility.

***Action: GP to confirm to parent that the council was most grateful for the suggestion and would be happy for him to start work on the flower beds.***

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

The briefing on reorganisation of the unitary authority would be attended by the Chairman and Clerk next week.

**16. Other matters brought forward by the Chairman for discussion only**

**16i Grants available**

GR had contacted the grants authority and hoped to have an answer shortly. He believed that this might support community ventures such as a shop.

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There was also believed to be a grant available which might be used for repairing and replacing the footpath behind the Trout Lakes (see item 5 above).

**Action: Chairman and GR to research details of these.**

16ii Vodafone

Sarah Beeley was believed to be meeting with Desmond Swayne MP to discuss the lack of service. RM had a complaint lodged with the Ombudsman which now had a case number.

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

The clerk had pointed out that holding meetings on the last Mondays of alternate months would mean that some would fall on Bank Holidays. It was agreed that a definite Monday should be chosen and that the meetings should not “wander” through the month. After discussion it was agreed that meetings would be held in future on the FOURTH Monday of alternate months as follows:

Monday 28th November 2016

Monday 23rd January 2017

Monday 27th March 2017

Monday 22nd May – Annual Parish Meeting followed by a Parish Council meeting.

The meeting ended at 9.30pm