

**DAMERHAM PARISH COUNCIL**  
**Minutes of the Meeting held in Damerham Village Hall on**  
**Monday 8<sup>th</sup> May 2017 following the Annual Parish Assembly held at 7.30 p.m.**

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**Councillors present:**

David Crane, Pete Doherty, Richard Major, Mrs Suzanne Musker, Glyn Ruth.

**Parishioners present:** None

**Others present:** Mrs Sue Sykes (Clerk)

**Public participation**    None

At the preceding Annual Parish Assembly, it had been decided that a further meeting would need to be held in order to complete business in hand. The Clerk also submitted a request for this additional meeting, by which time the Parish End of Year Accounts (currently with the Internal Auditor) would be in a form that she could present to the public. Thursday 1<sup>st</sup> June 2017 was agreed as the date for this further meeting.

**1. Apologies and declaration of quorum**

Apologies were accepted from Phil Stephens, Glyn Perrens, Barry Vincent and Mrs Cathy Godber. With the arrival of Cllr Pete Doherty, the meeting was quorate.

Cllr Edward Heron had written to the Clerk explaining that he would attend a Parish Council meeting every three months if at all possible. It was understood that, as Damerham PC met every two months, this would not substantially alter the frequency of his attendance. He had assured Parish Councils that this would make no difference to his attention to requests and queries, which he would deal with as before, whether he was at a meeting, or not.

**2. Declaration of business interests**

Richard Major declared an interest under Item 11iii and the Clerk under Item 9iii. The Chairman also had an interest in Item 9iii as he was Vice-Chair of the Village Hall committee.

**3. Minutes of the meeting held on 22<sup>nd</sup> March 2017**

These were agreed and signed.

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

4i Siting security camera

The Rector, the Clerk and RM had individually researched this and it was accepted that the Council could not erect a camera to monitor fly tipping on public land. It was understood that an adjacent land owner could do so, in order to monitor entrance onto his own land and his gate. It was therefore unanimously agreed that the camera should be sold.

**Action: Clerk to post a For Sale notice on the Parish Notice Board giving original cost.**

4ii Speed Watch

It was understood that two members of the public had volunteered to join the team, should this monitoring be reinstated; and that Phil Tandy was willing to take this up again. In the ensuing discussion views were expressed on both sides. The Chairman proposed that a final decision be made when there was a better attendance.

**Action: Agenda item for next meeting.**

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4iii Parish Lengthsman's next visit

This would be on 22<sup>nd</sup> May and the Clerk had filled out the form following her discussion with the Chairman.

4iii Car parking for the School

In the absence of Cllr Heron there was nothing to report; though it was understood that the School had no money for this project.

4iv Footpath 39

Malcolm Parker would not be able to undertake the work before the end of August. It was agreed to go ahead with the repairs when he could carry out the work. The land owner's permission was required in writing.

**Action: DC to confirm booking with Malcolm Parker to undertake the work**

**Action: DC to draft letter to Mr Cobb for Clerk to deliver**

4v FunQuest donation

In answer to the Chairman's query, the Clerk reported that the donation from FunQuest had not yet been paid into the PC bank account and agreed to follow this up.

**Action: Clerk to look out for donation and check in due course if necessary.**

4vi PlayTrail grass cutting

The Clerk and Chairman had noted BV's request that three tenders should be sought for the contract; however, as the grass cutting began early, this was not done. It was understood that the removal of the grass from the site was entirely necessary and that this considerably added to the expense.

**Action: Clerk to get tenders for cutting in 2018.**

**5 Update on Parish Council Standing Orders and other statutory documents:**

The Clerk reported that she had completed her review of the statutory documents required of the Council in order to be compliant with the Accessibility Code. She commented on the invaluable content of the training she had received and said that, although she was convinced that many of the necessary documents had existed in the time of the previous Clerk, she had been unable to access these and had therefore adapted models provided by NALC and by the NSCC and viewed those currently published by other Councils.

5i Standing Orders: these had already been approved by the Parish Council

5ii Code of Conduct: SUS distributed copies of this for discussion at the next PC meeting and would ensure that absent councillors received a copy.

5iii Complaints Procedure: SUS distributed copies of this for discussion at the next\_PC meeting and would ensure that absent councillors received a copy.

5iv Financial Regulations: SUS recommended adoption of the model Regs. which she had taken from the NALC web site and was used by the majority of councils. She had forwarded this to all councillors for approval at the next meeting.

5v Financial Risk Assessment: SUS distributed copies of this for discussion at the next PC meeting and would ensure that absent councillors received a copy.

5vi Assets Register: SUS explained that this now had to include a cost value for each

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item as well as the sum insured. This new regulation had posed problems for many council's, where such items as war memorials and bus shelters had been in the parish for a considerable length of time. She had been advised that it was acceptable common practice to enter a notional amount for such items. The guiding principal was that this figure remained the same when the insured value increased.

5v Budget: End of Year Statement of Accounts:

This was still in hand and would be presented at the additional PC meeting (see above)

5vi Annual Governance Statement

SUS distributed copies of this document to each councillor for their information. This formed a part of the return to the external auditor each year and she reminded councillors that this was the last year of the external audit for small councils; and so the approval of statutory documents and their publication on the web site would not be overseen. The legal responsibility for these remained with the Council and the new internal auditor would provide invaluable support.

Motion: that the Annual Governance Statement 2016/17 be approved

Proposed: Richard Major      Seconded: Mrs Suzanne Musker

Voting: unanimous.

The document was duly signed and dated by the Chairman with the minute reference.

5vii Clerk's job description: this document was not statutory and remained to be written.

5viii Publication Scheme

The Clerk said that this document was not statutory but was good practice and she had therefore adapted one with permission from the NSCC. She had forwarded this to all councillors for approval at the next meeting.

5viiii Councillors Business Interests

Publication of these was statutory and the Clerk proposed making a link to the FNDC web site from the relevant page of the Damerham site. This was also common practice and ensured that there were no discrepancies.

**6 Report on Parish footpaths:** In the absence of Mrs Ros Jones there was no report.

**7. Report on Parish watercourses:** In the absence of Spinney Adlam there was no report

**8. Report on transport and roads in the Parish**

BV had sent his report to the Clerk in advance and she now read it out as follows:

*I am pleased to inform Councillors that the rails at South End have now been replaced with some very sturdy looking metal rails.*

*Some pot holes around the village have been filled in but there are still many that have not and when I return from France I will contact Bob Brown and see if he can chase these up.*

*Last week David and I walked around the village taking photos of some of the badly affected verges which we hope to get repaired, David has compiled a report on this, which I am sure he will be discussing with you later. David and I are hoping to meet with Edward soon to move this forward.*

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**9. Comments on report on verge erosion in the village (received in advance)**

The Chairman's report was as follows:

**INTRODUCTION:**

*It was agreed at the Parish Council meeting on 27<sup>th</sup> March 2017 that councillors Barry Vincent and David Crane should carry out an inspection of the roads in the village to establish and record the extent of erosion of the verges. The issue arose as a result of the Public Meeting on Speeding in the village held on 6<sup>th</sup> March 2017. It was identified that constant erosion of verges is resulting in increasing the speed of traffic in key areas of the village with the width of roads being artificially increased. This report is the result of the inspection carried out on 21<sup>st</sup> April 2017.*

**FINDINGS:**

- 1. There is significant erosion of the verges on key roads in the village.*
- 2. The verge erosion is a major factor influencing the speed of vehicles travelling in to the village along North End and the High Street from Martin.*
- 3. The road through South End from the junction with Browns Lane to Cornpits Lane is particularly badly affected by verge erosion which not only has increased vehicle speed on what is a very narrow lane but also contributed to flooding of the carriageway in places due to vehicles destroying the water run off channels.*
- 4. The verges outside of the School at Mill End are particularly badly affected by constant erosion from vehicles parking. This has also resulted in damage to the water run off channels into the ditch along Mill End. The overall effect is extremely unsightly.*

**EVIDENCE:**

*These findings are supported by the evidence collected during the inspection. This is in the form of individual areas of verge erosion identified and photographic images of these.*

**Specific areas in High Street and North End:**

*High Street opposite Woodman's Yard  
High Street opposite Nelson's Quarter  
High Street opposite Rose Cottage.  
High Street opposite North End House.  
High Street/ North End opposite Three Ways  
North End opposite Old Channel Hill Dairy  
North End opposite Channel Hill Farm*

**Specific areas in South End:**

*South End opposite Greenbanks Farmhouse  
South end opposite Old Cottage  
South end past Greenbanks on the opposite side of the road  
South End past Greenbanks on the left side of the road  
South End opposite Manor Farm House  
South end towards Royal Cottage  
South End opposite Rosemary Cottage  
South end opposite Goesmere Garden  
South End opposite Paddock Wood*

**Specific areas in Mill End:**

*The area opposite the School which runs from the junction with Church Lane along past the Old Vicarage.*

*This area would particularly benefit from the installation of kerb stones to stop any further erosion of the verge. The area which has already been eroded could be levelled and*

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*gravelled to provide more effective parking for School traffic off the carriageway, it would also stop the blocking of the water run off channels from the carriageway.*

**RECOMMENDATIONS:**

- *That discussion of this report is instituted with the County Highways Authority and our County Councillor to identify priorities for action.*
- *That detailed costings for carrying out remedial work are undertaken.*
- *That possible sources of labour for the work are identified i.e. the Lengthsman and Highways personnel.*
- *That Parish Council financial reserves are reviewed to determine possible contributions to the project.*

There was discussion on the various items of the report and ways in which these might be effected and financed. It was agreed that the recommendations for step by step action (above) should be followed.

**Action: DC and BV to take this forward as appropriate**

**10 Correspondence**

With the exception of the S137 applications for grant funding, there was none of note that had not already been forwarded to councillors by e-mail.

**11. Finance and payments**

**11i Final budget report for 2016 – 2017: approval of the audited accounts**

This item was carried forward to the next (additional) meeting (see above).

**11ii Bank reconciliation April 1<sup>st</sup> – May 8<sup>th</sup>**

The Clerk explained that she had reconsidered her way of presenting this and talked the councillors through the reproduced section of her working spreadsheet, which gave all the necessary information. All councillors were happy with this method of presentation (see attached) and approved the reconciliation.

**11iii Payments for May / June**

These were, and would be in future, presented as a part of the same document as the bank reconciliation. The meeting approved the payments.

The grants under S137 payment were discussed at some length as the money in the budget exceed the requests made this year. The following were unanimously agreed:

St George's Church Damerham	£500.00
The Village Hall	£250.00
Victim Support	£100.00
New Forest Disability Information Service	£200.00

SUS explained that she could either return last year's S137 payment to TRAJOJAP or reallocate the money (see letter on file) and it was unanimously agreed that it should be reallocated. This grant would now be spent on a badge machine to provide children's activities at the Summer Fayre; and at other events as long as she remained in the village - rather than on a school's activity day. Fair Trade would still be promoted through this activity.

**11iv Renewal of Insurance cover**

The Clerk had received quotes from the companies previously used by the council. After discussion, it was unanimously agreed to take up the offer from Zurich.

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Motion: that Zurich's quotation be accepted and the Council continue to insure with them for the coming year 2017 – 2018.

Proposed: David Crane      Seconded: Glyn Ruth

Voting: unanimous.

**Action: Clerk to inform the two Insurance Companies and pay Zurich.**

**12. Planning applications:**

12i Court Vale Farm Hill: Removal of Condition 1 of Planning Permission 92/50671 to allow unrestricted use of Court civil engineering business including ancillary office, covered stores, open storage and vehicle parking; workshop.

The application was discussed and it was believed that existing objections to the removal of permission were based upon the belief that there would be a change of business type and that this was not the case.

Motion 1: that the Council supported the application and would accept the decision of the Planning Office.

Proposed: Richard Major      Seconded: Pete Doherty

Voting: Unanimous

12ii 17/10524 Manor Farmhouse, Lower Daggon's Lane, South End

Glazed infill extension (Application for Listed Building Consent)

The application was discussed and no objections were raised.

Motion 1: that the Council supported the application and would accept the decision of the Planning Office.

Proposed: Pete Doherty

Seconded: Mrs Suzanne Musker

12iii 17/10571 44, West Park Lane

Full planning permission for a two-storey extension

There had not yet been a published briefing but it was agreed that there were no objections.

Motion 1: that the Council supported the application and would accept the decision of the Planning Office.

Proposed: Pete Doherty

Seconded: Glyn Ruth

Voting: Unanimous

**13. Neighbourhood Watch update**

In the absence of Glyn Perrens (who had now resigned) there was nothing to report.

**Action: DC to speak with GP about his role; with a view to this continuing to be combined with the Police Liaison role when another councillor was elected to that position.**

**14. The Parish website and Newcomers' Welcome Pack**

The Clerk reported that she had updated this and removed the outdated Parish Plan. She had now received other information from village institutions which could be included and was looking for pictures to make the text more interesting. The Chairman showed a copy of the Pack as it presently existed. This was a work in hand.

SUS hoped that the pack, once completed, could be posted on the web site and there was discussion of ways in which this could be made more attractive and informative. It was agreed that a working group should meet during the summer to discuss this and take action.

**Action: SUS to call together Working Group probably composed of herself, PD and RM.**

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Phil Tandy (as owner of the server) and Maria Langdown (as editor of the Parish Pump) would also have valuable contributions to make to this project.

**15. Reports from Councillors attending other meetings:** None.

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

16i Recycling

The Chairman was concerned about the over burdening of the Fordingbridge recycling site following the closure of the Sandleheath lay-be site; and suggested a joint representation by Fordingbridge, Damerham and Sandleheath to the NFDC; saying that the remaining sites needed to be enlarged. However, he accepted that budgeting was very tight and therefore that such a representation was unlikely to be successful.

**Action: Clerk to contact Fordingbridge Clerk to discuss this.**

Recent fly tipping on the Cranborne Road was noted. It was also noted that the Chairman had written about picking up litter in the recent edition of The Pump.

16ii Editorial discretion in the Pump

A contribution from a resident concerning the lighting of bonfires was cited by one councillor as an article which could have better worded. It was agreed that, as The Pump was the newsletter of the Parish Council, it was therefore viewed as expressing the views of the Council. It was agreed that, with the tightening of legislation under the Transparency Code, its content should be viewed by a member of the Council before publication. When asked, the Clerk said that she was willing to take this on, as she believed that it was an additional burden for the Editor.

**Action: Clerk to speak with Maria Langdown**

The meeting recorded thanks to Maria Langdown for taking on editorship of the Pump on the retirement of Bob Gilbey, at a time when nobody else had come forward to do so.

16iii Faster Broadband

DC had contacted several residents in the outer areas of the parish and found that there was a will to take their dissatisfaction further. It was understood that there was currently insufficient funding for the Broadband companies to extend faster broadband beyond its current reach.

**Action: Chairman to report findings on the situation with regard to broadband in outlying areas of the Parish to Cllr Heron as agreed at last meeting.**

16iv Fence by Footpath 49

It was noted that the fence beside the footpath was still in need of attention.

**Action: Clerk to talk again with the land owner.**

**17. Dates for Council meetings for the coming year**

These were agreed as recorded in the minutes of the Parish Assembly and would be published by the Clerk.

The next (additional) meeting of the Council would be confirmed and published.

*The meeting ended at 10.00pm*