



Buriton Parish Council

Minutes of a meeting of Buriton Parish Council held at Buriton Village Hall at 7.00pm on Monday 27 March 2017

Present: Cllr K White (chair), Cllr A Bray, Cllr T Crew, Cllr D Gardner, Cllr M Johnston, Cllr AD Jones, Cllr T Newby, Cllr S O'Donoghue.

In attendance: District Cllr R Mocatta, T Speller (Queen Elizabeth Country Park), K Crookshank (clerk) and 12 members of public.

- 1 **To receive apologies for absence and declarations of interest** – Apologies from Cllr T Concannon and County Cllr K Moon received and accepted. Declaration of interest from Cllr Jones - as a Member of the South Downs National Park Planning Committee I wish to make it clear that any views which I express today are based on the information before me at this meeting, and might change in the light of further information and/or debate at the National Park's Committee meetings. This is to make it clear that I am keeping an open mind on the issues and cannot therefore be found to have predetermined any matter when it comes before the National Park's Planning Committee for decision. Cllr Mocatta made an identical declaration in relation to his role as an East Hants District councillor and as a member of SDNPA.
- 2 **Minutes of the last meeting held on 30 January 2017** – agreed and approved as accurate record. Minutes of confidential meeting held 28 February 2017 – agreed and approved as accurate record.
- 3 **Matters arising from those minutes –**
 - Cllr Jones asked if there had been any further contact from Fran Vesey, The Five Bells, following her presentation at last meeting. The Clerk reported that the council had received no communications. Cllr Jones asked if any decisions had been made at last meeting, for example regarding suggestion of a notice board. Clerk reported that the item on last agenda was for information only.
 - Cllr Jones reported that the perceived hazards of Kiln Lane to pedestrians had been sent to HCC Highways and County Cllr Moon. No response received.
 - Cllr Jones asked if a response had been received to letter to Network Rail regarding possible contribution to playground fundraising. Chairman reported that playground working group is chasing this up.
- 4 **Car parking arrangements at and around Halls Hill –**

Tim Speller Visitor Services Manager QECP reported that the grass triangle at New Barn Lane/ Halls Hill has eroded over the years due to vehicles parking on it. Various possibilities for reinstatement and prevention of further erosion have been looked at. A site meeting was held with a resident, QECP and a highways engineer. A discussion took place to which members of the public were permitted to contribute. Various points were raised including

 - reinstate the triangle (photos circulated to councillors on day of meeting and at meeting)
 - protect the triangle using “dragons teeth”, which QECP asked Parish Council for a financial contribution

- increase size of car park (it used to be larger) to encourage motorists currently using the triangle not to park irresponsibly
- height restriction barrier deters fly tippers and travellers but prevents access to vehicles transporting bicycles
- important to discourage motorists parking in New Barn Lane, which is often used as a diversion route if there is an accident on the A3
- introducing pay and display charging for use of car park.

Members thanked Tim Speller for attending the meeting and for the work done to resolve this issue. There was support for reinstating the triangle, but concerns regarding car park charging as may encourage motorists to avoid charges and park in village lanes, blocking field entrances or other car parks in the village.

The following proposals were unanimously **AGREED** –

1. Support extension of car park for a trial period of 6 months over the summer period.
2. Support reinstating the grass triangle
3. Agreed Parish Council contribution of up to £200.00 to install dragon's teeth to protect triangle.
4. Support installation of No Parking signs in neighbouring lanes during period of the trial.
5. The Parish Council do not support introduction of charges in the car park.

5 County councillor's report – None. Members noted that this would have been Cllr Moon's last meeting as he is not standing for re-election at forthcoming County Council elections and recorded their thanks to him for his service.

6 District councillor's report – Cllr Mocatta reported that he had circulated a list of grants awarded from his devolved District Council budget (this was forwarded to members by the clerk). He reported that EHDC is the only authority in the country to cut council tax budget for 2017/18. Ferris Cowper, the leader of the council is stepping down.

7 Finance & General Purposes – Bank accounts and financial summaries circulated to councillors prior to meeting. Report prepared by clerk (attached) listing payments received/cheques issued since last meeting which was circulated to councillors prior to meeting and read out at meeting, unanimously **AGREED**.

Items for consideration at this evening's meeting -

- £52.50 – K White – deposit for bouncy castle for playground fundraising event, unanimously **AGREED**
- Request for funding received from St Marys Parochial Church Council. £500.00 towards repair of churchyard wall. A discussion took place during which points were raised – this amount has not been precepted and is in addition to the amounts requested at last meeting (for churchyard maintenance and Parish Magazine publication), have local landowners (who might have added to damage to wall when driving past) been asked to contribute? St Marys PCC has applied to EHDC for a much larger cabinet grant, but need to show local financial support for their project. It was proposed that £500.00 should be granted on the proviso that St Marys PCC can confirm they have explored and exhausted all other sources of funding – unanimously **AGREED**.
- Tree survey – No update. At last meeting Cllr Concannon had reported that the tree survey had taken place and the report was expected.
- Grass mowing contract – Cllr Crew reported that the current contractor was under new management and the prices have increased, however, it was considered that since the cricket club no longer use the recreational ground there is no need to roll and 26 cuts, instead of 29, would be sufficient. Cllr Crew has contacted 2 other companies who declined

to quote and is pursuing 2 others. It was unanimously **AGREED** to delegate decision to Cllr Crew to engage the appropriate company as soon as possible as the grass will need cutting soon.

- Reserves – Cllr Jones stated that there will be an event at the Chalk Pits later in the year which will use some of the reserve budget that the Parish Council is holding.

OPEN FORUM 7:50pm

- Petersfield Road - hedging was dug up by SEB and has not been replaced. It was thought that this is the responsibility of Sovereign Housing Association. Clerk to write on behalf of the resident and copy to Jo Edwards, EHDC.
- Dean Barn - Pot holes and fallen tree. Resident was given HCC phone number to report issues. It was reported that this is good service; however if a response is not received in 3 weeks, the Parish Council will follow it up.

MEETING RECONVENED 8:02pm

8 Planning –

- Cllr Johnston read out planning report (attached) which had been previously circulated to members, as had approved minutes of planning committee meetings 17/01/17 and 07/02/17. There are 2 planning applications pending.
- EHDC proposal to sell land at Glebe Road for development. Following representations by the Parish Council and residents, EHDC has decided not to sell this land at the current time. All residents who wrote to the Parish Council have been notified. The Parish Council thanks EHDC for listening to and acting on the responses. Cllr Mocatta reported that EHDC might be willing to gift the land to the Parish Council.
- Plan B/ Village Design Statement. No update as a meeting is planned.
- Dark Skies update from Cllr Jones. Dark Skies evening was well attended. A successful event which was filmed by BBC Countryfile. It was noted that there were bright lights at the village hall, which were not on all the time, but spoiled the view of the night sky from the recreation ground. Village hall committee will investigate this. There was also a very bright light on at the village school throughout the evening. Cllr Jones to write to the school. During this item as member of the public asked to speak, he commented on an historical planning application which he believed had been granted by the Parish Council. The chairman informed him that the Parish Council does not have the authority to grant planning applications. When other members of the public joined the discussion they were reminded by Cllr Mocatta that this meeting is a meeting in public, not a public meeting, and the open forum session had already taken place.

- 9 Village Hall –** Cllr Gardner read a report (attached) which had been circulated to members prior to the meeting. Thanks to Ian Garrard and Janet Crew for all their work during period of change over. Cllr Gardner asked members to consider allowing the new village hall manager to be one of two cheque signatories for smaller value cheques. Clerk reminded members of the financial risk assessment that was approved at last meeting. The clerk was asked to contact Hampshire Association of Local Councils for advice and it was decided to ask the village hall and finance committees to meet to discuss this issue. Cllr Gardner reported that the nursery had agreed in principle to the use of its telephone line and broadband, subject to certain provisos. The PC/village hall would need to install a pay phone, which would involve a cost. It was agreed in principle to investigate this. Cllr O'Donoghue suggested that if installation of a defibrillator could be considered of a pay phone was installed Cllr Crew reported that quotes for repair to flood damaged changing rooms were awaited.

- 10 Recreation and assets of community value –**
Recreation already covered on previous items.

Assets of community value. Cllr Johnston reported that the war memorial competition working group had met to consider the many entries received. The working group had a proposal for a memorial seat, which is an amalgamation of two of the entries. The group will contact the two entrants, whose identities are not known to the group to ask for their approval to combine their ideas. Cllr Gardner suggested that this idea could be put to the Parish Council and the village at the next Annual Parish Meeting on 22 May 2017, this was supported by Cllr Gardner. If the idea is approved by the Parish Council the whole village would be asked to vote. Cllr Johnston and Cllr Gardner referred to a letter received on the morning of meeting (27/03/17) which they said is constructive and signed by many residents. Both stated it is important to consider the interest in the village and the issues around the land. It was unanimously **AGREED** to include the item on the agenda for the Annual Parish Meeting on 22 May 2017.

- 11 Rights of Way-** Cllr Newby read a report (attached) which had been circulated to members.
- Cllr Newby spoke about a request that had been received for handrails on footpath 17, as reported at last meeting. An application for 50% funding from Small Grants Scheme Countryside access had been completed in January, but the land owner had not given permission. Enquiries have since been made with an HCC officer who has advised land owner consent is not required. The responsibility for maintenance/repair of the surface of a right of way lies with the County Council as the highway authority. Handrails to aid use on steps and ramps [i.e. the surface] are therefore included within this responsibility. It was unanimously **AGREED** to pursue this application now.
 - Cllr Newby reported that a broken stile on The Links/Bluebell Woods was reported at the weekend. This could be an opportunity to replace the broken stile with a kissing gate. It was unanimously **AGREED** to delegate contacting the land owner to Cllr Newby, and to investigate the possibility of an application to the Small Grants Scheme, Countryside access.
- 12 Playground Fundraising –** Chairman reported that there are two events being planned – Car Boot sale on 30 April 2017 and Fun on the Farm on 25 June 2017. The committee would be very grateful for much needed volunteers for both events.
- 13 Website –** Cllr Jones reported that the upgrade of the community website is almost complete, and is expected to go live on 31 March 2017. The Parish Council content will include future agendas, past minutes and annual financial reports. The Parish Council does not need to comply with the new Transparency Code for Smaller Councils because the Parish Council does not meet the criteria, but it is considered best practise to display these documents. It was **AGREED** that in order to keep the public as up to date as possible, draft minutes will be posted. These will be clearly marked that they are draft until approved as accurate at next meeting. The website will amalgamate with the Village Hall website and has the potential to incorporate an on line booking system in the future. Individual groups within the community will be able to update their own pages. Cllr Jones suggested that there should be an event to promote the new website and it was **AGREED** to use the Annual Parish Meeting on 22 May 2017, and ask the website designer if he is able to attend the meeting.
- 14 Other reports -**
- Village design statement. Cllr Jones reported that it is due to be published and made available by South Downs National Park. The clerk has not heard anything, so this will need to be chased.
 - East Hampshire Association of Parish and Town Councils. Cllr Jones and clerk have circulated reports and correspondence, including details District Council boundary review, which may change the parishes we are clustered with for our District Council. Parish councillors may wish to consider how they feel about that. Cllr Jones also reported that EHDC Head of Planning (Simon Jenkins) gave a good talk about planning and offered

some useful training to parishes if they'd like to form themselves into clusters. Cllr Jones suggested that the parishes in the Lengthsman cluster might wish to be involved. Clerk to enquire.

15 Dates of other meetings – none reported

16 Correspondence – clerk had circulated list of correspondence received since last meeting and highlighted some.

- Consultation on a revised Gypsy & Traveller Accommodation Assessment – members to email clerk if they have a response.
- Hampshire Police and Crime Panel 'Rural Crime 2017' Proactive Scrutiny: Request for Written Evidence. Response was sent 27 February 2017
- Land at Glebe Road, letter from EHDC, as reported above. Also letters and emails from residents.
- New Application for Wedding Venue Licence at The Tythe Barn. Email from resident
- Asset of Community Value nomination The Manor Barn, email from EHDC sent to all 24/03/17. Response required by 31/03/17.
- Emails from villagers regarding war memorial competition. One email letter signed by a number of residents was received on 27 March 2017 (date of meeting) printed copy given to all members and letter read out in full as had been requested.
- Cllr Jones asked if he could contact the group who had requested permission to survey the village pond and suggest they also survey the chalk pits pond. This was agreed.

17 Date of next meeting 22 May 2017. This will be the Annual Parish Meeting and the Annual Meeting of the Council.

18 It was resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussions regarding a request for sale or lease of land west of Manor Lodge, Buriton, where publicity might be prejudicial to the special nature of the business – proposed by Cllr Gardner and seconded by Cllr Johnston. Unanimously **AGREED.**

Members of the public left the meeting at 8:55pm

THESE ARE AN ACCURATE ACCOUNT OF THE MINUTES OF THE MEETING

Signed.....T Concannon..... Dated22 May 2017.....

**BURITON PARISH COUNCIL
FINANCE AND GENERAL PURPOSES WORKING PARTY
Report for the period 1 February 2017 – 31 March 2017**

Bank accounts and financial summary

Financial reports for January and February 2017 sent to councillors via email.

Payments received since last meeting

£260.00 – Andrews Newby Partnership – car parking

Cheques issued since last meeting

£ 18.00 – HALC – fee for clerk to attend Training for members and officers: Transparency Code.

£ 39.98 – K Crookshank – 2 ink cartridge and mobile phone top up.

£328.80 – K Crookshank – salary February 2017.

£2100.00 – hyperluminal ltd – website (agreed at meeting 28/11/16).

Cheques for issue at 27 March 2017 meeting

£52.50 – K White – Bouncy castle – playground fundraising.

For consideration at 27 March 2017 meeting

Request from St Mary's PCC for donation towards repair of churchyard wall - £500.00. **For decision.**

Planning Committee Report for the 27th March 2017.

This report should be read in conjunction with the planning Committee minutes of 7th March 2017.

Current situation:

- **SDNP/16/03784/TCA** – Rock Cottage Bones Lane Buriton. Fell one yew tree. Decision Pending
- **SDNP/16/05949/LDE** - The Village Inn Of Buriton Petersfield Road Buriton. Lawful Development Certificate. Application determined. Approved.
- **SDNP/16/06177/TCA** - Lynchets Bones Lane Buriton. Fell one apple tree. Application determined. Raise no objection.
- **SDNP/16/05920/HOUS** - 2 Sumner Road Buriton. Two storey rear extension and detached annex building. Application Approved
- **SDNP/16/06272/CND** New Dwelling North West of 16 Bones Lane Buriton. Application Determined. Approved.

- **SDNP/17/00554/FUL and SDNP/17/00595/LIS** Manor House North Lane Buriton. Proposed Conversion of Tithe Barn, Monks Walk and the Garage building to form 5 dwellings (net increase of 4 units). Application in Progress

- **SDNP/17/00757/FUL and SDNP/17/00778/LIS** Monks Walk and Garages at Buriton Manor Manor House North Lane Buriton. Proposed Conversion of Monks Walk and the Garage building to form 4 dwellings. Use of Tithe Barn as ancillary accommodation (linked to garage conversion). Associated parking and private amenity / garden space. Application in Progress
- **SDNP/17/00358/CND**. Village Inn Buriton. Application in Progress
- **SDNP/16/05949/LDE** Village Inn Buriton. Application approved

New Applications:

SDNP/17/01261/CND: Minor Variations to pool house design at Buriton House.

This is a minor variation and the current comments would still stand. Committee to respond as such.

SDNP/17/01046/HOUS. 45 Glebe Road. Orangery to rear following demolition of existing conservatory.

EHDC has decided not to continue with their idea to develop land at each end of Sumner road.

Mr Camping wrote to request a meeting to discuss a 'new idea' for the Manor Barn. The committee replied that they would be happy to meet but first would like answers to the 5 questions asked by the PC and for clarification of his talks regarding his intention to let the venue to a new wedding operator. To date no reply has been received.

Maggie Johnston

Report to Buriton Parish Council 27 March 2017: Report of Village hall sub-committee.

Village hall manager

1. I am delighted to report that we have recruited a new part-time Village hall manager, Terry Doubleday, who officially starts in the role today (Mon 27th) but has already been working with Ian to effect a smooth handover. Terry lives just along the Causeway and is very experienced in Facilities management. We are very much looking forward to working with Terry.

2. I have previously circulated a draft contract for Terry and would be grateful if the PC would confirm his appointment on a self-employed basis, working approx 6-8 hours a week, at £12/hour, to the job description previously agreed. I would also be grateful if the PC would agree to Terry being an authorised cheque signatory for cheques up to the value of £150 in order to assist the day-to-day operation of the village hall.

3. On a sad note this means we say farewell to Ian Garrard who valiantly took on the role for us on an interim basis. Ian has been an enthusiastic and committed hall manager for us at a time when we were very unfamiliar with how the hall is operated and run. I am personally very grateful to Ian for his help and support and I know we all wish him every success in the future.

Health and safety.

4. Members will recall that Judith Bee drew our attention last year to an important health and safety report done for the school but which impacts the village hall. I am really pleased to report that, after much effort (and going round in circles!) on Ian's part, we now know exactly what needs to be done on a regular basis to reduce the risk of legionella, and I am writing this into the hall manager's job responsibilities!

Closure of the Village hall charity

5. We have been working closely with Janet Crew and Wendy Shone to help with the closure of the former village hall charity and the closure of its accounts. I am pleased to report that the charity has now ceased and that Janet hopes to close the charity's financial accounts on 31st March; she will transfer any closing balance into the PC's new village hall account. Regular users have been notified of the need to change their payees.

6. I am extremely grateful to Janet for her help and support and we all wish her well with her new, well-earned free time!!

Licensing

7. Working closely with EHDC, Ian has successfully set up a new events license for the hall as the old license was no longer valid after the closure of the charity. Under the new license arrangements the holders of any events which involve the sale, supply or serving of alcohol will need to fill in an alcohol use form (supplied with their booking form) and PC members are encouraged to explain this to hall users and to set an example in respect of any bookings we might make.

Meetings with Users

8. We continue to have productive meetings with our regular users. I had a very useful meeting last week with the chairman and secretary of the Nursery, who have agreed, subject to appropriate provisos, to allow the PC to have access to the nursery's telephone line in the hall in order to attach a phone for emergency use in the hall. We are investigating the purchase of a payphone to connect to the line. The phones are under £150 but there will be a connection charge. The PC is asked to agree the principle of purchasing such a phone. The Chairman was also happy to permit the PC to have access to the Nursery's broadband, again, subject to certain provisos, and we will continue to investigate this possibility.

9. We will be writing to regular users imminently to update them about the closure of the charity and to introduce Terry.

Other matters

10. The committee is continuing to work on a routine maintenance and servicing schedule and the provision of a drop-off key box.
We have been in touch with EHDC on several occasions regarding the apparently abandoned van in the village hall car park and this matter is in EHDC's hands.
We will be reviewing the competitiveness of our fees and charges and our conditions of hall hire in due course.
The committee will be meeting again in early April.

Daphne Gardner,
Chairman, Village hall sub committee.

Rights of Way report for Parish Council meeting – 27th March 2017.

FP17 – handrails.

At the last meeting I reported that we were awaiting a response from HCC about the handrail issue on FP17. I have been advised by Mr Elliot of the RoW dept at HCC that - as we know - the responsibility for maintenance/repair of the surface of a right of way lies with the County Council as the highway authority. Handrails to aid use on steps and ramps [i.e. the surface] are therefore included within this responsibility. The PC did not therefore need the landowners' permission. He said that HCC were quite happy for the PC to install new handrails at the two points on the footpath. Due to the misunderstanding about whether we needed the landowners' permission, which they had refused to give, the parish had missed the deadline for the small grants claim. I asked if, as HCC had admitted a responsibility for handrails, would the RoW dept proceed with installing replacements? Mr Elliot's response to this was that ... the County had no evidence that there had ever been handrails at this point, they were not mentioned on the Definitive Statement and he, personally had never known of any. I said that our local 'walking for health' had raised the issue with the PC as it was concerned about the slippery nature of the steps – apparently we would have to have evidence of accidents on the steps before the County would take action!! Naturally the PC does not want to shoulder the entire cost so it is proposed - if the Committee agrees – to apply under the small grants scheme for 50% of the cost. The expiry date for the next tranche of applications is 24th April.

BOAT 45.

BOAT 45 at Weston is subject to a Traffic Regulation Order prohibiting motorised vehicles. Recently the traffic sign opposite Bo-Peep pond, was illegally removed for the second time. HCC were advised of this and within the last week a replacement was put up.

Stile – the Links - bluebell woods.

Tim Crew reported this and Dave Grant has also reported it to HCC. Stiles are the responsibility of the landowner but it appears that this stile is one which the parish has previously considered as a worthwhile place for a kissing gate.

In this case the PC would need the landowner's permission [Mrs Shone].