

**MINUTES OF THE MEETING OF LONGPARISH PARISH COUNCIL
HELD IN THE ELLICOCK ROOM ON MONDAY 8th SEPTEMBER 2008 AT 7.30PM**

PRESENT

Councillors: Jeremy Barber (Chair), Ms Becky Bourne, Ricky Bourne, Toby Cooper (from 7.40pm), Mrs Christian Dryden, Christopher Duxbury, Phil Harris.
Mrs Mary Jo Darrah (acting as Clerk)
Members of the Public: Mrs Liz Bourne, Mrs Maggie Barber

OPEN FORUM ON FIRST RESPONDERS

Liz Bourne introduced Roger Tym who explained how he had set up a First Responder group in Stockbridge. The aim of the scheme is to organise trained volunteers to reach medical emergencies and give first aid before the ambulance arrives. A group needs about 8 volunteers and has to raise funds for equipment, such as a heart defibrillator. It works under the control of the NHS Ambulance service. He stressed the importance of a committed leader. The Council agreed that it would be a good idea for Longparish, and Liz Bourne agreed to explore the practicalities.
(Mr Tym, Mrs Bourne and Mrs Barber left at 8.20pm)

08/115 APOLOGIES

Councillors: Jo Clear, Chris Dewbury. Martin Lampard. TVBC Councillor Jim Neal. Also Kerry Meaden, who is interested in the First Responder initiative.

08/116 MINUTES OF THE PARISH MEETING HELD ON 14th JULY 2008

The minutes were approved unanimously and signed by the Chairman, after Br Bassett was changed to Dr Bassett.

08/117 PLANNING

08/117.1 OUTSTANDING PLANNING APPLICATIONS & APPEALS

07/08/00196/FULLN: Testwood Trout Farm. Temporary use of mobile home for agricultural worker's dwelling

TVBC notified of appeal on 13th May 2008, but still no date set. Parish Council objection of 28th February goes forward.

08/00990/LBWN and 08/00993/OUTN - Dismantle Firgo Barn; relocate to Larkwhistle Farm and convert to holiday accommodation. (Mr & Mrs Tacchi)

Parish Council objection 17 July 08
TVBC refused application 14 August. "the historic value of the farmstead as a whole is greater than the sum of its parts." Reconstructed barn would be essentially a new building in the countryside.

08/01351/LBWN The Thatch. Internal and external alterations, including replacement of window with door and door with window in rear elevation

Parish Council – no objection 14 July 08
TVBC – Consent subject to conditions 25 July

HCC Plan/JD/TV231 - Owls Lodge Shooting Ground. – Construction of safety and noise screening bunds – Mr B Faulds

Parish Council - No objection 14 July 08.
TVBC - Strong objection on the grounds that not enough information was provided in the application to justify it on grounds of noise and nuisance. HCC confirmed 4 September that application had been withdrawn.

08/01774/TREEN Malthouse Cottage. Pollard multi-stemmed ash tree by 50%

PC – No objection 6 August 08
Withdrawn – revised application submitted

08/01701/FULLN The Bungalow, Mill Lane. Erection of replacement dwelling, new vehicular access, entrance gates and replacement sewage treatment

PC – Objection 13 August 08 with covering letter
TVBC - Pending consideration.

08/01893/FULLN River Cottage, Forton. Erection of first floor extension to rear and side to provide bedroom, dressing room and bathroom, together with....

PC – Objection 13 August 08 (to 3rd floor accommodation) with covering letter
TVBC - Pending consideration

08/01918/FULLN 1 Gladstone Terrace. Erection of 2 bay detached garage

PC – No objection 13 August 08
TVBC - Pending consideration

08/02091/TREEN Malthouse Cottage. Fell multi stemmed ash tree and multi stemmed sycamore

PC – No objection 2 September 08

08/117.2 CURRENT APPLICATIONS

08/02114/FULLN - 61 North Acre – Erection of two storey rear extension – Mr Simon Storey

The Chairman and Toby Cooper declared an interest and withdrew. This application was virtually the same as 08/01529/FULLN to which the Council made no objection at the last meeting and the new application clarified the situation over the gutters. The rest of the Council considered it again in the light of Mr Derrick's letter of objection, the TVBC Local Plan and the Village Design Statement and agreed not to object.

08/01782/LBWN – Newton Cottage – Re-thatching of roof under eyebrow window at rear (listed building application) – Mr T Sweet

The Council agreed by a majority of 6 to 1, on de minimis grounds, not to object to the use of water reed thatched in a combed wheat style on one small section under an eyebrow window at the rear of the cottage where the wear was excessive, owing to the force of water shedding on to this area from the roof expanses above.

08/02121/TREEN – The Willows – Re-pollard one willow and three ash trees – Mrs J Close

No objection

08/01926/FULLN Foxdale House, Andover Down - Conversion and alterations of first floor of garage to include raising the roof, construction of external staircase and provision of dormer window to provide ancillary residential accommodation. Mr J Trouw

This was a resubmission of an earlier application 05/00382/FLLN. The Council agreed again not to object and to say again that it would prefer the dormer window to have a pitched roof.

08/117.3 Megashed at Andover Airfield

Jeremy Barber and Christopher Duxbury attended the TVBC North Planning Meeting at The Lights in Andover on 1 September, which lasted over 4 hours. There was a narrow vote to refuse the application, which now will go to TVBC Planning Control Committee. They were impressed by the careful consideration of the issues by the Councillors.

08/117.4 Government modifications to South East Plan

The Council accepted Mr Duxbury's recommendation that the Council should not comment.

08/117.5 Pre-application advice by Planning Department

The Chairman and Mr Duxbury were concerned that the planners gave pre-application advice to planning applicants before submission of plans which was not available to the public if the application was made. The intention was to expedite the process, but it appeared to involve the planners rather closely with plans on which they then had to advise councillors. The Council agreed that The Chairman should raise the issue at Test Valley Association of Parish Councils on 18 September.

08/118 FINANCE

08/118.1 Monthly financial statement

The Chairman presented the spreadsheet -See Appendix 1

Three cheques, numbers 873-5, needed to be added since the spreadsheet was completed. Details are included in the financial report.

08/118.2 Internal Auditor's Report

The Council noted the report and referred it to the Finance Committee. See Appendix 3

ACTION – Finance committee

08/119 OPEN SPACES

08/119.1 Open Spaces meeting on 31 July

The minutes of this meeting were not yet available, so the Chairman summarised the outcome. Andy Smith had agreed to take responsibility for the Playground, and will pursue the quotation for mending the skate ramp. Jenny Jolliffe will organise the clear-up days. For the time being Jeremy Barber will undertake the administration.

08/119.2 Brushcutter course

There were now 5 takers, including Sid Thomas from Hurstbourne Priors. Toby Cooper expressed an interest if he were available. Ricky Bourne suggested a Saturday after mid-October, and said all should bring their brushcutters. The date to be arranged.

ACTION RB & JB

08/119.3 Clean Up Day - Saturday 22nd November 2008

Helpers had asked for more notice, so this day was decided.

08/119.4 Football field

Mr Bourne said that it had not been cut for 3 weeks. The Chairman has asked Councillor Jim Neal to sort it out.

08/119.5 East Aston Common group

The Chairman understood that Mr Tacchi was lodging a new application about the East Aston Common, so the group would need to meet to discuss it

08/119.6 Flooding group

Following the prolonged wet weather over the summer the group would be meeting shortly to consider flood plain management issues. They will also consider the new flood warning map (see correspondence).

08/120 ROADS & BRIDGES

Christian Dryden reported as Parish Lengthsman.

08/120.1 Southside Hill

Southside Hill was very narrow and more large cars and buses were using it and what passing places exist were badly surfaced with the result that car owners were reluctant to use them. She had raised these issues with Mr Clarke of HCC Highways, and he had said that he could only help with temporary repairs to the passing places. It was agreed that she and Mr Duxbury, who had brought up the issue, would meet Mr Clarke and ask for advice on further measures, including the encroaching hedges.

ACTION C. Dryden and C. Duxbury

08/120.2 Mr Pullen's letter on road problems

Mr Pullen had written to say that too many lorries were going through the village, that the 30MPH limit should be extended and that the A303 should have a quieter surface. The Chairman had replied explaining the Council's role. Mrs Dryden agreed to forward Mr Pullen's letter to the Highways Department.

ACTION C. Dryden

08/120.3 Tree roots in the Avenue

Mrs Dryden reported that a road user was suing HCC for damage caused by these, and said she had also mentioned the one in Mill Lane to Mr Clarke.

08/120.4 Footway from the School to the village car park.

The Chairman reported that work on this had started late and might not finish for another 2 weeks because of unexpected problems. The contractors had promised to make good any damage they caused to either the car park or the area by the cemetery used for storage. Mr Woodcock had asked that the kerb should extend along his garden where there was currently a gap. Rob Nicholls, the engineer, told Mrs Darrah that he would ask the contractor to do this if possible. Ricky Bourne reported flooding on

the corner opposite the village hall during the weekend rain. Mrs Darrah agreed to discuss it with Rob Nicholls.
ACTION M.J.Darrah

08/120.5 Damaged pavement outside North Acre bungalows

This has been marked up for repair.

08/120.6 Drain by Meadowsweet

This appeared to have silted up again, causing flooding in the road. Mrs Dryden will raise it when she sees Mr Clarke.
ACTION C.Dryden

08/121 FOOTPATHS

08/121.1 Minutes of Footpaths Committee Meeting on 24 July 2008

The minutes were approved by those present and signed by the Chairman, who noted that Phil Wood of the Ramblers Association had said that our paths were better maintained than most. The work programme outlined in the minutes is in hand.

08/121.2 Kissing gate by Upper Mill

Paul Knipe had mended the kissing gate by Upper Mill, and an article thanking him had appeared in Hill & Valley.

08/121.3 Path 19

A new disabled kissing gate by the school is being negotiated with Middleton Estate and HCC. Meanwhile the Chairman was consulting the PCC about the possibility of removing the iron kissing gate by the Forton lychgate, so that wheelchairs and pushchairs could get through.

08/121.4 Expenses for regular volunteers

Ricky Bourne wondered whether it would be possible to give petrol money to Alan Clear who regularly mows the back path. The issue was referred to the Footpaths Committee.
ACTION Footpaths

08/121.5 Path 21 part of the Test Way

This has been ploughed. The rule is that it must be reinstated within three weeks, but the Chairman had run along it and thought that it was usable.

08/122 TRANSPORT

Phil Harris reported that the bus service had been erratic during the road closure, taking different routes. He had had assurances that buses would use Southside Hill and stop opposite Stream House instead of the Plough until the road was open again.

08/123 COMMUNICATIONS

08/123.1 Village Correspondent

Anna Fowles had had to resign. Mrs Darrah is sounding out someone else who might be interested.

ACTION MJD

08/124 SCHOOL AND PLAYGROUP

Toby Cooper reported that he was unable to attend meetings which were held in working hours.

08/124.1 Community Hall

The Committee has been relaunched under Julian Curl, with some new members.

08/124.2 Meeting with School on Monday 15th September

Mrs Dryden, Mr Duxbury, Mr Bourne and Mr Barber expect to be able to attend. It was agreed that issues which should be raised are:

- parking
- admissions and appeals
- use of the Community Hall
- rabbits

08/125 VILLAGE HALL

The Chairman said that the committee is anxious to be told what users want from the village hall, and urged everyone to respond.

Ricky Bourne said that Liz Bourne was well-informed about possible sources of grants for halls.

08/126 CORRESPONDENCE

See list attached (Appendix 2').

08/126.1 Upper Mill ford

Proof of evidence must be sent by 4th November before the hearing on Tuesday 2nd December and it was agreed that the Chairman and Mrs Darrah should do what was necessary. **ACTION JB & MJD**

08/126.2 Allianz Insurance

Allianz had confirmed that the Council would not be liable for an accident in the village car park. A disclaimer notice might be useful but they would not advise on wording.

08/126.3 Purbeck lorries

Purbeck has now been taken over by Raymond Brown, who had written to say that lorries would not use Southside Hill unless delivering within the village.

08.126.4 Flood warning map

This new map differed little from the last. The flooding group will consider it.

08/126.5 Village Community Grants

Mrs Darrah was asked to give a leaflet about these to Mr & Mrs Burke.

08/127 FUTURE MEETINGS

Next Parish Council meeting - Monday 13 October (Toby Cooper gave apologies)

Meeting with Head Teacher and Governors at School - Monday 15 September

TVAPC – Thursday 18 September

Footpaths Committee – Thursday 16 October

Village Clean Up Day – Saturday 22 November

08/128 CLOSURE

There being no further business the chairman closed the meeting at 22.15.

Appendix 1

Longparish Parish Council

Financial Report

Period from 14-Jul-08 to 8-Sep-08

Income	Previous years		Year to 31 March 09		
	Year to 31/3/07	Year to 31/3/08	Budget	Total so far	Total for period
Precept	15,000	15,000	15,000	7500.00	0.00
Bank Interest	0	0	0	0.00	0.00
Cemetery fees	641	472	350	205.00	36.00
Handbook sales	30	0	50	0.00	0.00
Grant Ashburn Rest	3,355	0		0.00	0.00
Spare line	0	0		0.00	0.00
Grant Equipment	0	0	500	0.00	0.00
Donations	0	1,266		0.00	0.00
Allotment rents received	36	30	36	36.00	0.00
Parish Paths Partnership	0	526		0.00	0.00
VAT refund	0	604	1,067	0.00	0.00
Other	431	450	100	0.00	0.00
TOTAL	19,493	18,348	17,103	7741.00	36.00

Expenditure

Clerks Pay/Expenses	1,935	1,376	2,100	0.00	0.00
General Admin	1,708	2,195	2,400	1616.59	1355.69
Elections	0	28	0	0.00	0.00
Open spaces	6,573	4,420	10,166	1511.60	856.98
Communications	747	691	1,830	317.50	0.00
Paths	0	976	100	34.02	34.02
Capital Expenditure	0	0	1,400	228.92	0.00
Village Hall	788	2,766	500	0.00	0.00
Community Association	0	1,440	1,440	300.00	300.00
Spare line	0	0	0	0.00	0.00
Village Plan (implementation)	83	2,046	3,500	1642.34	1283.43
Transfer to HCC investment	0	0	1,000	6000.00	0.00
Spare line	0	0	0	0.00	0.00
Ashburn Rest	5,129	0	0	0.00	0.00
Other	0	0	500	0.00	0.00
VAT	589	1,067		400.87	302.97
TOTAL	17,553	17,005	24,936	12051.84	4133.09

Transfer from HCC investment			0	
Closing Bank Balance	6950.93	8293.57	461	3982.73

Invested with HCC

At start	42,403	44,377	46,824	46824.26	
Add Interest	1,975	2,447	2,600	0.00	0.00
Transfers from (- to) bank	0	0	1,000	6000.00	0.00
At finish	44,377	46,824	49,788	52824.26	

Cheques at and since last meeting

14-Jul-08	Playsafety Ltd	Inspection of playground	855	84.60
14-Jul-08	J Barber	Strimmer spares	856	26.30
14-Jul-08	AA Wolfenden	Grass Cutting	857	58.75
14-Jul-08	CPRE	Membership fee	858	28.00
14-Jul-08	Southern Electric	Lighting	859	13.20
14-Jul-08	B Biggs	Playground bench repair	860	30.00
14-Jul-08	R Bourne	Sprays for weed control	861	30.00
14-Jul-08	Longparish Community Assn	Grant re Midsummer event	862	300.00
14-Jul-08	Clive Kent	Cemetery maintenance	863	180.00
31-Jul-08	Allianz Insurance Ltd	Insurance renewal premium	864	1077.69
31-Jul-08	Paul Knipe	Post for kissing gate repair	865	34.02
31-Jul-08	YKW Consultants	Internal Audit fee	866	293.75
13-Aug-08	Clive Kent	Cemetery maintenance	867	180.00
13-Aug-08	AA Wolfenden	Grass Cutting	868	58.75
13-Aug-08	BDOR	Facilitation re affordable housing	869	1482.38
2-Sep-08	TVBC	Photocopying	870	25.65
2-Sep-08	Middleton Estate	Football field rent	871	50.00
8-Sep-08	Clive Kent	Cemetery maintenance	872	180.00
8-Sep-08	D Haggar	Mole control	873	94.50
8-Sep-08	Hill & Valley	Magazine	874	93.75
8-Sep-08	AA Wolfenden	Playground maintenance	875	58.75

Appendix 2 Correspondence**Correspondence received**

	Date	Who from	Subject
1.	29 Aug	Planning Inspectorate	Upper Mill Ford Inquiry
2.	5 Aug	Allianz	Receipt and insurance schedule
3.	8 Aug	Allianz	Village hall car park
4.	5 Aug	Mr Pullen	Various Highway matters
5.	22 Aug	Maggie Barber	Vitacress lorries (copy correspondence)
6.	28 Jul	Raymond Brown	Purbeck lorries and Southside Hill
7.	16 Jul	TVBC	Standards – new local filter
8.	14 Aug	Environment Agency	Revised flood warning areas map
9.	Aug	HALC	Invitation to AGM Sat 27 Sept 10am Winchester
10.		CAH	Village community shop grants – give to shop
11.	18 Aug	TVAPC	Agenda for meeting 18 Sept
12.	28 Aug	HALC	AGM papers
13.		HCC	Community Transport newsletter
14.		EnterpriseMouchel	New managing Agent for Trunk roads [passed to Mrs Dryden]
15.		Magazine	Clerks & Councils Direct
16.	Sept	CAH	Parish Plan News
17.		CAH	Trustees Forum
18.	Sept	CAH	Newsletter
19.		Keith Sutcliffe TVBC	Briefing note on affordable housing schemes
20.	Sept	CPRE	Magazine
21.		Hants Playing Fields Assn	Magazine
22.	7 Aug	TVBC	Megashed meeting
23.		Andover CAB	AGM invitation Weds 22 October 11am
24.		Glasdon	Catalogue of waste bins

Unapproved draft V2

25.	21 Aug	Cath Hart HCC	Invitation to Paths Partnership conference
26.	Aug	HCC	Minerals newsletter
27.	4 Aug	Audit Commission	Change of address
28.		County Supplies	Newsletter
29.	July	Hants Fire & Rescue	Stakeholder consultation
30.		FWAG	Request for donation
31.		SLCCC	Conference information
32.	31 July	Mr R Derrick	Comments to TVBC on PC covering letter to No Objection to extension at 61 North Acre
33.	21 July	The Western Traffic Area	Position on Goods Vehicle Licence application by Purbeck Bins Ltd
34.	28 July	Raymond Brown Minerals and Recycling Ltd	Replying to PC letter to Western Traffic Area (satisfying concerns)
35.	13 Aug	TVBC to HCC Planning	Objection to safety and noise screening bunds at Owls Lodge Shooting ground
36.	8 Sep	Mr R Derrick	Objection to new application re 61 North Acre extension

Correspondence sent

Date	Who to	Subject
4 Sep	Mr Pullen (JB)	Various highway matters
2 Aug	Allianz (JB)	Village Hall car park
26 Aug	Helen Mehaffey (JB)	Road closure – effect on school
28 Aug	TVBC (MJD)	BT Proposal to shut our phone boxes
15 July	Western Traffic Area (CD)	Re Goods Vehicle Licence application by Purbeck Bins Ltd
15 July	HCC Planning (CD)	'No Objection' to safety and noise screening bunds at Owls Lodge Shooting ground
25 July	TVBC (CD)	Covering letter to 'no objection' to 61 North Acre extension
21 Aug	TVBC (CD)	Covering letter to 'objection' River Cottage extensions
15 Aug	TVBC (CD)	Covering letter to 'objection' to application re The Bungalow, Mill Lane
Various	Bus operator (PH)	Disruption to service following road closure

Appendix 3

INTERNAL AUDITORS REPORT - JULY 2008

I consider the Council offers good value for money, is particularly effective in the range of activities it undertakes (e.g. this year's initiative re the footpaths leaflet), and takes a proactive approach to managing risk (e.g. this year in respect of the speeding sign and education).

Once again, as in previous years, the books and records are in good order. There are proper procedures for appointment of officers, minutes and standing orders.

There is evidence of some minor weakening in record keeping due to the long-term illness of the clerk; e.g. some invoices do not have a record of the cheque number and date when payment made; the list of cheques drawn attached to the minutes has been intermittent (this is a useful record in case the file of invoices is mislaid.).

I have paid particular attention to the records since January 2008, in the absence of the clerk on sick leave.

There is a clear audit trail.

I can approve the accounts as they stand.

You may wish to consider the following points:

1. There remains a large sum of money in the Village Hall account. This remains material in the context of the Council's assets and income. I note a further report has been produced on the Village Hall, and this may lead the Council to draw up a plan and timetable for the use of the Village Hall Fund. I understand the total expenditure identified may be greater than the HCC fund.
2. Despite the high level of reserves, and that the Council undertakes good budgeting and good financial control, and thus does not need to hold significant reserves for unanticipated items of expenditure, I note that the Finance Cttee consider it may be necessary to increase the precept next year. This will depend on the outcome on the village hall. If this expenditure is further delayed, or if other sources of funds become available, the Council may in fact wish to consider reducing the precept in future years.
3. I note the Finance Cttee felt that the skate ramp was underused relative to its cost, and recommends that its use be promoted. This demonstrates good consideration of VFM issues.
4. The VAT claim is made at most once a year. It may be worth claiming more than once a year, as the sums involved make this worthwhile. This would also ensure the council is on top of VAT refunds. I note also there was a penalty for late submission on the PAYE claim.
5. Risk Assessment: I consider that financial, IT and other administrative risks are properly managed. There has been a further insurance adjustment of the Council's assets. I note the Chair is checking with TVAPC about the arrangements councils usually make to cover the risk of financial loss through the incompetence of members or officers.
6. On the other risks facing the Council, I consider the Council takes an appropriate proactive approach, including the annual inspection, and the annual ROSPA report, both of which identify action points. It is pursuing issues of road safety and traffic calming, as mentioned above. I note there remains a minor issue in respect of the bridge to the grindstone, and accidents on land used but not owned by the council.
7. The handwritten notes to the bank statements and to the cheque stubs still need to be more legible, as does the paying in book.
8. I understand the Council has now begun a rolling list of actions agreed at meetings, so that it is easier to review progress.
9. The clerk submits a handwritten claim for pay. I suggest he is asked to type this, as he does for his expenses. These should be countersigned for approval by Council Chair or Chair of Finance Cttee.
10. The Council may wish to consider some succession planning issues. I note the Chairman will have served six years in post, and it would be good practice to plan for succession. Similarly, the Council will need to take a view on the need for alternative provision of Clerking services at some point in the future. The Council may also wish to consider changing their internal auditor (and certainly securing an alternative quote for VFM purposes!).

Tim Sweet