

**Minutes of a Meeting of Ellisfield Parish Council
held in the Memorial Hall on Monday 11 July 2011**

Present

Tim Guinness (Chairman)
Caroline Cazenove, David Richards, Andy Webb (Councillors)
Apologies: Rose Taplin (holiday)

In Attendance

Jacqueline Matthews (Clerk)
PC Andy Reid local beat officer
14 members of public

1. **Apologies for Absence.** Rose Taplin (holiday)
Chairman announced that Cllr Horgan had resigned and the vacancy would be advertised.
2. **Minutes of the Meeting held on 13 June 2011.** Agreed and signed as a true record
3. Matters Arising from the Minutes (for which no relevant Agenda Item is listed below). None

OPEN FORUM – *PC Andy Reid reported 2 incidents since the last Ellisfield Parish Council meeting both sightings of suspicious cars in Bell Lane on 14 June and 09 July. There had been no reported crime in the village although PC Reid warned there had been a recent spate of thefts in the area. PC Reid also commented that more residents attended Ellisfield Parish Council meetings than in any of the 14 parishes he looks after.*

Felicity Edwards, Managing Director, Destination Basingstoke Ltd and Neil Proctor, Race Director of Basingstoke Half-Marathon attended by invitation, in response to concerns raised at previous Ellisfield Parish Council about road closures between 11am and 2pm on Sunday 02 October

Ms Edwards and Mr Proctor gave an overview of the route of the race and arrangements that have been made regarding road closures; fairly accurate time estimations for first and last runners entering and leaving the village were given as 11.26am and 12.38pm and between these times any traffic movement along the length of the route would be restricted to emergencies only. A number of questions were raised and answered regarding access for residents and emergency vehicles, the road surface quality, spectators/supporters, advance notification/signage and diversions etc. Ms Edwards said Destination Basingstoke would continue to work with HCC Highways and Police and the AA would be positioning and removing warning and diversion signage and Kestrel radio would be giving regular updates for runners, spectators and traffic. Ms Edwards also said another letter would be sent to all residents along the route explaining access and diversion arrangements the letter would probably include a card to be displayed in the windscreen for residents to enable the route marshals to give access to residents on the race day outside the times above when it was considered safe to do so.

4. **To receive an update on current Planning Applications and to consider any new Planning Applications:** Clerk issued a written summary of current/recent planning applications as follows:

BDB/74313/74314 Coopers Farmhouse, Bell Lane, **REVISED PLANS** Listed Building consents (alter/extend). Erection of part first floor to existing single storey side extension. Not yet decided although owner says they are going to be refused again. Borough Cllr Mark Ruffell requested this application goes to Development Control Mtg 17 August. Clerk had requested (approved) that a representative of Ellisfield Parish Council can speak at that mtg. It was discussed and agreed that Cllr Guinness would represent Ellisfield Parish Council at the meeting and continue to support the application.

BDB/73851 Solar Farm application Land grid ref: 465093 146525, north of, Bushywarren Lane, Continued use as agricultural land with the erection of a new solar farm of up to 5 MW generating capacity, comprising installation of solar photovoltaic panels and associated infrastructure & landscape planting on land north of Bushywarren Lane. **APPROVED**

Councillors discussed response from BDBC to letter from EPC requesting confirmation of conditions of approval. It was noted that Ellisfield Parish Council to respond to email received from

BDBC and ask for further clarification of what would happen should the landowner or operating company change.
Action: Chairman & Clerk

5. To receive a report and approve any action needed on:

- i. **Highways:** Road closures associated with the Basingstoke Half Marathon were dealt with in Open Forum.

Clerk reported some more potholes had been filled on Axford road that morning 11 July 2011.

- ii. **Web Site:** It was noted that some sections remain out of date – village organisations to be encouraged to send current information to webmaster.

- iii. **Land and Property:**
Climbing frame/slide

Cllr Cazenove reported she had been tasked at the last meeting to meet with those who had proposed the climbing frame and those who were opposed; the meeting took place on Lower Common on Saturday 25 June. It was agreed that the initial climbing frame proposed was rather large and it was agreed to explore whether something smaller and more appropriate for the site could be found and for an agreement to be reached. Cllr Cazenove reported that residents in the vicinity of Lower Common were very concerned about position and size of proposed play equipment and the parish council had received 6 letters/emails objecting to proposals. Cllr Cazenove explained that the existing swings were showing signs of wear and would need to be replaced in time and whilst current H & S legislation does not allow for one adult and one baby swing to be attached to the same frame, it might be that new play equipment could be positioned on existing swing site, extending a little further forward than the current footprint, hopefully something not too huge but more adventurous for children than swings.. Cllr Cazenove assured the meeting that any equipment selected would be made of wood with natural rope fittings and thanked Alix Taylor of Lower Farm for her assistance; Mrs Taylor's previous experience in selecting play equipment for another village had been most helpful. Cllr Cazenove stated that the outlook of those living opposite Lower Common was a major concern and those proposing the equipment had plans to meet with other suppliers on 19 July and would ask for design options for Lower Common, the Gravel Pits and behind the Memorial Hall. Once designs have been selected, they would be made available for all village residents to look at.

Cllr Guinness stated that he would be opposed to going ahead with something that causes a lot of ill feeling and recognised that whilst residents opposite Lower Common did not have a right to their view or control over it but they did have to look at Lower Common every day; commenting how beautiful the area currently looks. Cllr Cazenove replied that the wildflower strip had been originally planted to appease local residents opposing the swing.

Cllr Webb stated that the project needed to be progressed in a way that meets the needs of all parties and that every resident, young and old should be allowed their say.

Cllr Richards said he was happy to support Cllr Cazenove's approach.

Cllr Webb reported that at the last meeting he had been asked to liaise with EVG to explore what routine maintenance and odd jobs the group would be able to tackle and keep maintenance costs down; he reported that he had met with Ted Dowson (TD), EVG chair and the following estimates had been received.

Green Lane bottom bus shelter

- Re-felt (requires 2 rolls of felt @ £30 + adhesive £18 = £78)
- Complete the wood treatment – material cost approx £50 or donated
- Remove the existing slope and construct steps in accordance with Government guidelines (to be supplied by Andy Webb (TD) to speak to Steve Brabbin with a view to him constructing these at zero labour cost plus a charge for materials, probably £20).
- Provide handrails (this may necessitate moving the noticeboard). Perhaps using "kee clamp" system handrails which are totally weather-proof and very strong. Cost of a pair of these approx £100.

Green Lane Top bus shelter

- Clean off verdigris
- Wood treatment – cost as above

Lower Common

- replace defective plank in footbridge at southern end - approx £30
- secure loose post at northern end

It was discussed and agreed that Ellisfield Parish Council authorised Cllr Webb to spend <£100 on the above projects. The matter would be further discussed at the December meeting and repairs budget established if appropriate.

Phone Box Cllr Webb reported he had looked for proprietary shelves to fit the box as a cheap solution to make it suitable for book/cd exchange. If none available Cllr Webb to liaise with EVG.

- iv. **Allotments:** Nothing to report
- v. **Rights of Way:** Cllr Webb reported sign still missing from middle of zigzag path also stiles at top of zigzag path rickety. Cllr Guinness to speak to landowner. *Action Cllr Guinness*
- vi. **Burial Ground:** *Nothing to report*
- vii. **Environment:** *Nothing to report*
- viii. **Hill Farm Pond:** Cllr Cazenove reported she had received a list of suitable plants for the pond from Amanda Ingham (nee Bassett) also an invitation for representative from Parish Council to an evening on Friday 16th September at 6.45pm for all parishes in Basingstoke and Deane Borough to present and discuss the Parish Wildlife Map Toolkit. The evening will look at what a Parish Wildlife Map is, how a Parish can go about producing one and the support and guidance that is available through the Parish Wildlife Map Toolkit and organisations such as Hampshire and Isle of Wight Wildlife Trust. Ted Dowson and Seumas Foster to attend.

It was discussed and agreed that Clerk to arrange for spelling mistake to be corrected on memorial bench plaque. *Action Clerk*

- ix. **Neighbourhood Watch:** Clerk distributed copies of Hannah Houstin-Lacey NW report to all councillors
- x. **Memorial Hall:** Clerk confirmed AGM – 12 July 2011 Cllr Taplin to raise issue of Charity Commission return. *Action Cllr Taplin*
- xi. **Basingstoke District Association of Parish & Town Councils and Localism:** No one attended last meeting Thursday 16th June Civic Centre, Cllr Richards to take this as special interest following Cllr Horgan's resignation.
- xii. **New Residents:** Clerk reported 3 welcome packs to be delivered next evening...The Fox Inn, Benvenuto (name changed to Water Rose) also Firs Cottage, Green Lane. *Action Clerk*
- Xiii **Affordable Housing:** Cllr Guinness reported he had received a further email from Miranda O'Neill and a meeting to be arranged early autumn.

Cllrs Cazenove and Guinness to attend [Rural Housing Tour for Parish Councillors on 13 July 2011.](#)

- 6 To discuss the need and process of establish a maintenance budget allowing for small amounts of expenditure for odd jobs around the village by volunteer group etc.
This matter was discussed in point 5 iii above
- 7 To discuss how the village might like to celebrate the Queen's Diamond Jubilee_

Clerk reported that this had been an item on the agenda of the District Church Council (DCC) meeting and the committee had been asked to think about what the village should be doing over the weekend 2nd/3rd/4th/5th June 2012. The following ideas were mentioned:

- a. Display of Village History Photographs
- b. Where were you? 6th Feb 1952; June 1953; June 1977; June 2002 etc.
- c. Village Talents and Crafts.
- d. Peal of Bells
- e. Special Church Service
- f. Flower Festival

Other suggestions from parish councillors included something to happen on each day/perhaps combining with wine walk, also some activity on Lower Common, perhaps a children's pageant – through the years.

It was discussed and agreed that perhaps an open letter could be written to village residents asking if they would like some kind of village celebration and asking if individuals would come forward to be involved with the organising committee; including someone to champion the events and chair organising committee. Clerk to communicate this to DCC and further discussion next meeting.

Action Clerk

8 To discuss the need and process of developing a Parish Plan:

Chairman outlined that he had met with Paul Turner prior to him sending a second open letter to Tim Guinness and copying representatives of Ellisfield's community organisations and businesses and raised a number of points;

- Does Parish Council think a Parish Plan is a good idea – Cllr Guinness said he had some reservations but would be influenced by support and interest from a diverse range of parties within the village.

Chairman stated that Cllrs Horgan and Richards had spent a considerable amount of time researching the process and reviewing other parish plans and had concluded it could be a time-consuming process lasting up to two years with meetings every two/three weeks and it was important there was sufficient justification to proceed – they had raised a number of issues;

1. *Do we want the PC to be involved in a Parish Plan?*
 - Chairman suggested 'yes' if we (the village) decide to proceed
2. *Do we believe the Parish Council should organise a 'kick-off' event to gauge interest and select a Steering Group?(selection of steering group only relevant if Parish Plan proceed)*
 - Cllr Guinness stated that personally he didn't think this was a problem – given support from Paul Turner – but T G's view is that proceeding with a plan now not particularly persuasive yet (better to take decision after Localism Act) other considerations
 1. Do plans add any value v in depth consideration of issues as they arise
 2. Production of plan may be divisive if main protagonist don't include chair/vice of Parish Council
 3. Even if it adds value – it's a lot of work for a very small community
3. *Who should join the Steering Group from Parish Council? (not time to make this decision yet)*
4. *How should the Parish Council respond to Paul Turner?* Chairman outlined the importance of making sure the Parish Plan becomes guidance of what the village wants and where it wants to go, citing that there was a danger it could be divisive and over prescriptive, essential that approach and content of Parish Plan is constructive.

Chairman suggested three options for response to Paul Turner;

1. Politely turn down Paul Turner's invitation.
2. Delay decision and meeting for a couple of months, allowing time to absorb the significance and to await the Localism Bill becoming law, also Ellisfield Parish Council to host meeting after October with invitation coming from Ellisfield Parish Council precluding the impression that Paul Turner was working in opposition to Ellisfield Parish Council.
3. Go ahead immediately – all discussion healthy.

It was discussed and agreed to take option 2 and discuss the matter further at next Ellisfield Parish Council meetings (Sept/Oct) also Cllrs were concerned that the make-up of the group was vital and that it seemed usual to have 1/2 councillors on steering group committee with A N Other as Chair. It was also agreed that this would allow Ellisfield Parish Council to veto progress if interest base was too narrow, i.e. not representative of majority of village residents/organisations.

6. To receive a report from the Clerk on Administration Matters

Schedule of Incoming Mail: Copies of this schedule circulated to councillors: The following items were discussed;

Hampshire & Isle of Wight Wildlife Trust/BDBC

Invitation to Parish Wildlife Map Toolkit Cheese and Wine Evening - Friday 16th September, Ted Dowson and Seumas Foster to attend

BDBC

Customer Satisfaction Questionnaires – Protected Tree Team and Conservation Team, Clerk to respond if possible

Digitaluk

Outreach pack for those who need help with Switch over to digital TV (scheduled to take place in two stages on 08 Feb 2012 and 22 Feb 2012) – information to be included in next EPC newsletter

Clerk reported APM minutes nearly finished – it was discussed and agreed that they should be reviewed and approved by Ellisfield Parish Council at the next meeting and then draft minutes to be displayed on website.

Clerk reported Glen Horgan and Paul Turner had reviewed Parish Online, both had reported it was no better than Google maps which is free.

7. To receive a report from the Clerk on Financial Matters.

Clerk provided a written report to all councillors

Monthly financial report (appendix 1)

Clerk also reported increased the sum insured for Gates and Fences with effect from 7th July by £3,600 to a new total of £5,498.33 within the Property Damage – All Risks and Theft Sections of your Aviva Policy. This brings the Total Risk Sum Insured to £20,392.56. The pro-rata additional premium due until 31st May 2012 is £25.00 including 6% Insurance Premium Tax.

Following Glen Horgan's resignation a new Treasurer required, Cllr Webb agreed.

Cheques to be signed and payments approved

11-Jul-11	T. Guinness (Annual Parish Meeting wine)	120.83	120.83	620
11-Jul-11	C Cazenove (Annual Parish Meeting food)	38.21	38.21	621
11-Jul-11	Rent Ellisfield Memorial Hall for Ellisfield Parish Council meetings	225.00		
11-Jul-11	Rent Ellisfield Memorial Hall for APM	48.00	273.00	622
11-Jul-11	Hampshire Playing Fields Association annual subscription	20.00	20.00	623
11-Jul-11	J Matthews Clerks salary and expenses	830.96	830.96	624
11-Jul-11	Transfer of funds to Allotments Bank Account	1,322.67	1,322.67	625
11-Jul-11	Broker Network (Insurance)	25.00	25.00	626
11-Jul-11	E. Rudd (Litter Picking July)	30.00	30.00	SO
11-Jul-11	A. Claessens (Litter Picking – July)	30.00	30.00	SO
11-Jul-11	E. Rudd (Litter Picking Aug)	30.00	30.00	SO
11-Jul-11	A. Claessens (Litter Picking – Aug)	30.00	30.00	SO
11-Jul-11	E. Rudd (Litter Picking Sept)	30.00	30.00	SO
11-Jul-11	A. Claessens (Litter Picking – Sept)	30.00	30.00	SO

8. To discuss any matters which the Chairman considers urgent: confirmation of notification of vacancy for councillor.

9. To decide upon the date of the next Meeting. Monday 05 September 2011

The meeting closed at 10.20pm

Open Forum.

Paul Turner asked Chairman to clarify reasons for decision to delay decision about progressing Parish Plan until Sept/Oct. Chairman responded – the passage of time – see above

Mrs Beverley Guinness said that consideration might be given to ways on encouraging younger residents to respond to questionnaire e.g. a barbeque for those that did.

Chairman Date

Payments	Invoice	Cheque	Cheque No	Statement	Minute
22-Mar-11 Chic Teak for Hill Farm Pond bench delivery & fixing	50.00	50.00	614	21	
04-Apr-11 E. Rudd (Litter Picking Mar) forms for standing order in post	30.00	30.00	616	21	
04-Apr-11 S. Claessens (Litter Picking – Mar)	30.00	30.00	SO	21	
04-Apr-11 Hampshire Association of Local Councils Affiliation Fee	123.00				
04-Apr-11 Hampshire Association of Local Councils - NALC Levy	13.00	136.00	617	21	
04-Apr-11 Ellisfield Volunteer Group	1,050.00	1,050.00	618	22	
04-Apr-11 E. Rudd (Litter Picking Apr)	30.00	30.00	SO	22	
04-Apr-11 S. Claessens (Litter Picking – Apr)	30.00	30.00	SO	22	
04-Apr-11 E. Rudd (Litter Picking - May)	30.00	30.00	SO	23	
04-Apr-11 A. Claessens (Litter Picking – May)	30.00	30.00	SO	23	
04-Apr-11 S. Claessens (Litter Picking – May)	30.00	30.00	SO		
13-Jun-11 E. Rudd (Litter Picking June)	30.00	30.00	SO		
13-Jun-11 A. Claessens (Litter Picking – June)	30.00	30.00	SO		
13-Jun-11 Broker Network (Insurance)	377.92	377.92	619	23	
	1,883.92	1,883.92			

Receipts			Paying In	Statement
### Allotment rents	60.00	60.00	168	60
### BDBC Parish Grant	1,550.00	1,550.00	BACS	22
### BDBC Parish Precept first half	2,238.50	2,238.50	BACS	22
### Spencer & Peyton (Castle interment of ashes)	60.00	60.00	169	23
### Lloyds Customer Relations	30.00	30.00	direct	23

3,938.50 3,938.50

Opening Bank Balance	3,231.74		
- Payments so far	1,883.92		
+ Receipts so far	3,938.50		
Treasurer's Account as of 08 March 2010		5,286.32	5,376.32
+ National Savings Account		9,875.52	90.00
+ Interest 01 January 2012			
Total Monies		15,161.84	

Notes: The last Bank Statement (23) was dated 27 June 2011. The closing balance on that statement was £5,376.32. The difference is £90 - payments to Ellie and Adam for June not yet taken

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11-Jul-11 A. Claessens (Litter Picking – Aug)	30.00	30.00	SO	
11-Jul-11 E. Rudd (Litter Picking Sept)	30.00	30.00	SO	
11-Jul-11 A. Claessens (Litter Picking – Sept)	30.00	30.00	SO	