

**Minutes of a Meeting of Ellisfield Parish Council
Held in the Memorial Hall on Monday 05 September 2011**

Present

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

In Attendance

Jacqueline Matthews (Clerk)
Mark Ruffell, Basingstoke & Deane Borough Councillor
PC Andy Reid, Local Beat Officer, Hampshire Constabulary
Keith Holdsworth, Assistant Highways Engineer, HCC Highways (Basingstoke)

09 members of the public

1. **Apologies for Absence.** None
2. **Minutes of the Meeting held on 11 July.** 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 there had been a number of incidents since the last Parish Council meeting; missing person from village – later found safe and well, suspicious van (man from Gloucestershire selling teak furniture), 3 youths sleeping rough on Lower Common – following checks one arrested for warrant, assault reported at house in village – man arrested, man charged with firearms offence, tree across College Lane.*

Cllr Mark Ruffell reported that he was aware of concerns in Ellisfield that Alectron were pursuing a high risk strategy in line with the Government review of Feed in Tariffs (FiTs) which would be lower by the time of completion. Cllr Ruffell confirmed that if the Solar Farm doesn't function it will go. He also reported Mrs S Paravicini had contacted him regarding a planning issue and he also reported there was a plan to install wind turbines in the Candover Valley.

Keith Holdsworth explained there would be roadworks (jet patching to repair road surface and fill potholes) in the village for the next 5 weeks, with road closures and diversions. He explained there would be gatemen controlling the traffic and in addition to signage, contractors would communicate with residents to facilitate access and egress. Clerk reported there had been flooding in Axford Road opposite Woodpeckers following recent rain due to blocked grips in Green, College and Furzen Lanes and blocked gullies in Axford Road; KH assured gangs would liaise with him if there were any problems with grips and gullies.

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, Listed Building consents (alter/extend)
Erection of part first floor to existing single storey side extension. Not yet decided BDBC viewing panel are coming to visit Cooper's Farmhouse on Friday 09 Sept @ 13.35 ahead of Dev Control meeting following week Cllr Tim Guinness to speak (as agreed last mtg).

BDB/74141 Grammarsham Dairy, Installation of Solar PV system on farm building roof. Approved

BDB/74413 Copper Beeches, Axford Road Erection of double garage/car port and associated excavation works (part retrospective) Approved

BDB/74925 Hill Farm Cottage, Green Lane Erection of side extension forming link and new garage with office above following demolition of existing link/garage. Erection of replacement porch, replacement windows and various internal alterations. Not yet decided This application was discussed and as there had been no objections from neighbours it was agreed to respond and support via BDBC website.

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.

Although this application had been approved with conditions, Ellisfield Parish Council has been asked by some residents to confirm whether Alectron's approach to installation meets these and Govt FiT rules. The letter was read and reviewed and it was agreed Clerk would send by email to Andrew Bower 06 Sept. *Action: Clerk*

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

- i. **Highways:** It was discussed and agreed to include the following in forthcoming Ellisfield Parish Council newsletter: *There is to be a major road refurbishment project on village roads prior to the Basingstoke Half Marathon. Advance warning signs are to be erected two weeks prior to works commencing and diversions will be clearly marked. Whilst the road is closed access will be maintained but that may require that when residents depart in the morning and works are ongoing to the left of the property they need to exit right when they return works could have progressed beyond the property and will need to return from the left.*
- ii. **Web Site:** Cllr Guinness reported that he and Clerk had spent some time with Mark Thomas, webmaster reviewing content of website. Mark Thomas has worked hard bringing the majority of pages up to date and any changes/additions to discussed and minuted. Cllr Guinness confirmed that it is possible to access the Village Design Statement via the Ellisfield.gov website and that 1989 Appraisal had been retyped and would be added shortly.
- iii. **Land and Property:** Cllr Webb reported that following discussions with Ted Dowson, Chair of Ellisfield Volunteer Group (EVG) about the need for alternative storage for ride-on and push along mowers for Lower Common grass cutting as the existing garage/barn is falling into disrepair, and may not last another winter.

EVG are considering siting an "industrial strength shed" as close to / or adjacent to the common, to minimise the distance of travel with the mowers. The size is estimated at approx 6'x8'x6' (wx dxh). Cllr Webb asserted it may be necessary to look into whether this is a temporary facility or whether it will require planning permission etc?

Clerk confirmed there is a garage available at Cannon Close Cost is £7.04 + vat per week making £8.45 – Could use garage for storing mowers and other PC stuff – archive documents etc if dry? The matter of road tax and insurance for ride-on mower was raised.

Chairman invited comments from the audience; Paul Turner commented that it was a matter for EVG not EPC and that the site behind the swings had been discounted as the ground is higher and there maybe access problems related to electricity transformer and overhead power lines.

Cllr Webb also reported that members of EVG had completed the wood treatment on bus shelter bottom of Green Lane and ordered a plank to repair the bottom of the shelter. Moss and leaves had been removed from the roof and no signs of leaks visible – to be reviewed in autumn. Cllr Webb reported he had discussed the installation of steps to the entrance of the bus with Ted Dowson who had said that members of EVG felt the job was beyond their skills; Cllr Webb had contacted builders for quotations but was still waiting for some responses. (Only quotation received to date from Mick Frankham £675 to fit steps with brick risers and concrete paving slabs and 2 wooden handrails which would need to be set back 12 – 18" from the road to comply with British Standard – Keith Holdsworth had agreed to provide reflectors. EVG had replaced a defective plank in footbridge at southern end of Lower Common. The refurbishment of the bus shelter at The Green was still pending.

Cllr Webb reported the Phone Box had been fitted with shelves and was now a book/CD/DVD exchange. Chairman congratulated Cllr Webb on the transformation and thanked Roger Freeman who had made shelves. It was suggested that perhaps some guidelines for users might be helpful.

Climbing frame/slide

Cllr Cazenove reported through the summer there had been a number of meetings and discussions about the proposed playground equipment; objectors, mainly living near Lower Common were still not keen on any of the proposals and the proposers would continue to explore options including the

possibility of siting equipment behind the swings. The issue to be raised again at next EPC meeting.

- iv. **Allotments:** Clerk reported a request had been received from Andy and Theresa Webb for permission to erect a shed on allotment (#3). The shed to be smaller than regulated size and to be sited as per the map. Permission also requested to plant a plum tree in the orchard area of the allotments. Both requests approved, Clerk to email confirmation of approval and Jenni Krauklis-Gould to allocate the place to plant tree. *Action: Clerk*

Clerk also reported that Adam and Tracey Gilvear had won first prize in The Cliddesden, Dummer and Farleigh Wallop Horticultural Society Best Vegetable garden class and the coveted Banksian Medal (for the highest number of points in classes judging fruit and vegetables) in The Summer Show. Congratulations and well done for putting Ellisfield Allotments Gardeners on the map.

- v. **Rights of Way:** Action from previous meeting to speak to landowner re missing waymarker in the middle of zigzag path carried forward. *Action: Cllr Guinness*
- vi. **Burial Ground:** Cllr Cazenove reported mole invasion had been tackled; invoice to be paid.

Clerk reported that the area surrounding the cremated remains area had been disturbed; there appeared to be weedkiller surrounding Molly Hopwood's stone and a hole had been dug to reveal stone in reserved plot with moss etc dumped near fence. No councillors or anyone in the audience able to explain – Clerk to speak with Peter Hopwood.

- vii. **Environment:** Nothing to report
- viii. **Hill Farm Pond:** Cllr Cazenove confirmed Ted Dowson and Peter Hopwood to attend Parish Wildlife Map Toolkit Cheese and Wine Evening - Friday 16th September 2011.

Cllr Cazenove also reported that Seumas Foster had said it was a good time in the year to cut back summer growth in area surrounding pond, CC agreed to liaise with Pond Committee and arrange a working party. *Action: Cllr Cazenove*

Cllr Cazenove also reported Hannah Houstin-Lacey (EVC secretary) had forwarded information re small grants.

- ix. **Neighbourhood Watch:** Clerk confirmed Hannah Houstin-Lacey (Neighbourhood Watch Coordinator) had circulated NHW reports and a report from The Chief Constable of Hampshire to all councillors.
- x. **Memorial Hall:** – Cllr Taplin reported AGM had been held on 12 July 2011.

Clerk reported a request from Zani Robinson for EPC to suggest to the Memorial Hall Committee that a 'hearing loop' might be considered for the benefit of those wearing hearing aids to hear discussions at Ellisfield Parish Council meetings, Annual Parish Meeting and any other performances. *Action: Cllr Taplin*

Cllr Taplin also reported the Charity Commission return – due documentation for Ellisfield Memorial Hall had been recorded as received on Charity Commission website for years ending 31 Dec 2009 and 2010.

- xi. **Basingstoke District Association of Parish & Town Councils and Localism:**
Clerk reported next meeting on September 15th at Civic Offices. Also HALC AGM scheduled for Saturday 29 October – Chairman to attend if possible. HALC Annual Review had been emailed to all councillors.
- xii. **New Residents:** Clerk reported Welcome packs had been delivered on Wednesday 13 July... Jon and Malcome at The Fox, Janet and Dave Waters at Water Rose (previously Benvenuto) Julia and Tony Simmons at The Firs Cottage.
- xiii. **Affordable Housing:** Cllr Guinness reported he and Cllr Caroline Cazenove had attended Rural Housing Tour for Parish Councillors Mags Wylie, Senior Rural Housing Enabler, Hampshire, on Wednesday 13 July 2011. Cllr Guinness had circulated notes to all councillors following tour, noting

that Ellisfield rural housing had been discussed with Ian Smith (BDBC Housing Strategy & Enabling). Resident Mrs Meg Freeman confirmed she was awaiting a telephone conversation with Ian Smith and asked if the C-zero proposals were 'still in the pipeline' Cllr Guinness confirmed that BDBC had received pre-planning application from Simon Linford (C-zero) regarding proposed development in Church Lane the aim of which was to establish if C-zero submitted an application as previously discussed (2 commercial houses, 1 replacement rectory and 4 affordable housing units) would BDBC planners object. Cllr Guinness confirmed that the proposals had raised a number of concerns and as with any Affordable Housing Development, there would need to be an open village meeting if BDBC agreed in principle to above proposal before any specific plans were submitted. Cllr Guinness mooted that there were numerous aspects that BDBC might object to and added that an important concern of his was the architect and subsequent design and build quality of houses and confirmed that Portsmouth Estates had said recently that they would not give land for Ellisfield Affordable Housing without an offset for private housing.

Councillors discussed response to latest BDBC consultation re changes to local planning Local Development Framework (LDF) – Opportunities for Small-Scale Development in Rural Communities, which was seeking some confirmation (through questionnaire) as to whether some new homes would be needed for the villages so they can continue to meet the needs of local people. These figures to be used to see how many homes could be provided in our rural communities so that we do not over-provide for development around the main settlements. All councillors had responded individually and it was discussed and agreed that instead of collating responses, the submitted EPC response would illustrate the various responses from individual councillors.

Cllr Guinness reported he had recently been in email correspondence with Miranda O'Neill (College Lane landowner) to arrange a meeting to discuss potential sites for affordable housing development.

- 6. To review previous discussions re the need and process of developing a Parish Plan:** Cllr Guinness reported that following the last EPC meeting when councillors had agreed to delay any decision regarding the need and process for producing a parish plan for a couple of months, allowing time to absorb the significance and to await the Localism Bill becoming law, he had received an email from Paul Turner registering his disappointment that the Parish Council had been unable to make a decision at September Parish Council meeting. Cllr Guinness had responded confirming that he had felt there was no rush to progress. Cllr Guinness asked other councillors for their views and the matter was discussed and it was agreed not to pursue the matter further immediately and to review again after The Localism Bill becomes law and then to consider whether a Neighbourhood Plan would be more appropriate.
- 7. 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;

BDBC

- Invitation for EPC representative to speak at BDBC Development Control meeting on 14 Sept to support application BDB/74313/4 Coopers Farmhouse, Bell Lane; listed building consents to alter/extend - Erection of part first floor to existing single storey side extension. It had been agreed at previous meeting that Cllr Guinness would speak.
- Local Development Framework (LDF) – Opportunities For Small-Scale Development In Rural Communities 3 Potential Changes To Planning System.
 1. Rural Exception Sites
 2. Neighbourhood Development Orders
 3. Neighbourhood Development Plan

Questionnaire responses to be submitted as detailed in 5xiii above.

Environment Agency

Paper forms received for registering exempt water discharge (septic tanks). No longer urgent as review taking place.

HCC

Changes to Cango Bus Service from 2 vehicle service to one vehicle service between Basingstoke and Alresford only, once a day service connects with bus to Alton.

Basingstoke Voluntary Services – (email from Sarah Robinson, Volunteer Centre Coordinator) inviting nominations for “superstar” volunteers to be recognised at The Celebration of Volunteering Awards to take place on 20th October 2011 at a Reception hosted by the Mayor at the Civic Offices. It was discussed and agreed to nominate Peter Hopwood for his outstanding contribution to the village, as parish councillor, founder member of volunteer group and parish paths partnership. Cllr Guinness to respond with nomination. *Action: Cllr Guinness*

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

Clerk provided a written report to all councillors; Monthly financial report (appendix 1)

Clerk reported following Steven Lugg’s email sent 06 August on Participatory Budgeting, 2 places booked for the free seminar on Participatory Budgeting on 11th November.

Clerk requested reimbursement of cost of colour photocopies of proposals for Lower Common Play area, £25.20. – Approved

Cheques to be signed and payments approved

	Ellisfield Volunteer Group - cost of materials for property	
05-Sep-01	maintenance	30.96
05-Sep-11	Pest Control Services (Burial Ground moles)	80.00

9 To discuss the need to co-opt to fill parish councillor vacancy:

Clerk reported that in accordance with section 87(2) of the Local Government Act 1972: Vacancy for a parish councillor had been advertised and no request was made for an election within 14 working days of the date these vacancies were published, EPC now free to co-opt a new councillor. Vacancy to be advertised and to be included in September 2011 newsletter.

10 To discuss any matters which the Chairman considers urgent:

It was agreed to chase-up new grit bins before the onset of winter. *Action: Cllr Webb*

11 To decide upon the date of the next Meeting. 24 October and 12 December 2011

The meeting closed at 10.10

Open Forum. Ted Dowson commented that a loop system for the hall may be expensive and that the local authority is only obliged to provide waymarkers for rights of way at highways. He also asked for the need for EVG to find alternative accommodation for Lower Common equipment to be noted. Cllr Guinness registered concern about the appearance of the proposed container and reported that both the Clerk and Secretary of EVG were exploring an alternative arrangement of renting a garage in Cannon Close from Kingfisher Sovereign.

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	
13-Jun-11 E. Rudd (Litter Picking June)	30.00	30.00	SO	24	
13-Jun-11 A. Claessens (Litter Picking – June)	30.00	30.00	SO	24	
13-Jun-11 Broker Network (Insurance)	377.92	377.92	619	23	
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	25	
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	25	
11-Jul-11 Hampshire Playing Fields Association annual subscription	20.00	20.00	623	25	
11-Jul-11 J Matthews Clerks salary and expenses	830.96	830.96	624	25	
11-Jul-11 Transfer of funds to Allotments Bank Account	1,322.97	1,322.97	625	24	
11-Jul-11 Broker Network (Insurance)	25.00	25.00	626	24	
11-Jul-11 E. Rudd (Litter Picking July)	30.00	30.00	SO	25	
11-Jul-11 A. Claessens (Litter Picking – July)	30.00	30.00	SO	25	
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		

240.83

4,664.89	4,664.89
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Receipts

			Paying In	Statement
17-Apr-11 Allotment rents	60.00	60.00	168	60
27-Apr-11 BDBC Parish Grant	1,550.00	1,550.00	BACS	22
27-Apr-11 BDBC Parish Precept first half	2,238.50	2,238.50	BACS	22
01-Jun-11 Spencer & Peyton (Castle interment of ashes)	60.00	60.00	169	23
13-Jul-11 Lloyds Customer Relations	30.00	30.00	direct	23

3,938.50	3,938.50
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Opening Bank Balance	3,231.74		
- Payments so far	4,664.89		
+ Receipts so far	3,938.50		difference
Treasurer's Account as of 08 March 2010		2,505.35	2,746.18
+ National Savings Account		9,875.52	240.83
+ Interest 01 January 2012			
Total Monies		12,380.87	

Notes: The last Bank Statement (25) was dated 26 August 2011. The closing balance on that statement was £2,746.18. The difference is £240.83 - payments to Ellie and Adam for Aug and Sept not yet taken also cheque to T Guinness for APM not yet banked

Cheques to be signed and payments approved

05-Sep-01 Ellisfield Volunteer Group - cost of materials for property maintenance	30.96	30.96
05-Sep-11 Pest Control Services (Burial Ground moles)	80.00	80.00

Allotments 2011 - 2012 FINANCE REPORT (as at 05 Sept 2011)**Payments****Receipts**

	0.00	
Transfer from Ellisfield Parish Council main account	1,322.97	1
Allotment Rents	64.00	2
	1,386.97	
Opening Bank Balance	0.00	
- Payments so far	0.00	
+ Receipts so far	1,386.97	
Treasurer's Account as of 08 March 2010		1,386.97

Notes: The last Bank Statement (01) was dated 29 July 2011. The closing balance on that statement was £1,386.97. There is no difference