

**Minutes of a Meeting of Ellisfield Parish Council
held in the Memorial Hall on Monday 24 October 2011**

Present

Tim Guinness (Chairman)
Caroline Cazenove, David Richards, Rose Taplin, Andy Webb (Councillors)
Apologies: None

In Attendance

Jacqueline Matthews (Clerk)
13 members of the public

1. **Apologies for Absence.** None
2. **Minutes of the Meeting held on 05 September 2011.** Agreed and signed as a true record
3. **Matters Arising from the Minutes** (for which no relevant Agenda Item is listed below). None.

It was suggested that councillors would register any interest in Agenda items at the beginning of future meetings, otherwise they must register them when the agenda item is reached.

OPEN FORUM 7.35 – 8.35

PC Andy Reid was not able to attend this meeting – see Agenda item 5ix Neighbourhood Watch.

Peter Hopwood asked if there was any progress with steps and rails for bus shelter at the bottom of Green Lane as winter is fast approaching. Cllr Andy Webb reported that at the last mtg he had been asked to contact more builders for quotes and had done this but none had come back. He had contacted 5 builders in total – this matter was discussed later – agenda item 5iii.

Ted Dowson commented that whilst the resurfacing of Axford Road was excellent in many ways, the road dipped steeply on either side of all drains. Also the drainage gully outside 'Woodpeckers' still blocked and causing floods. Clerk commented these matters had been reported but no response received. Follow-up *Action: Clerk*

Cllr Tim Guinness reported that on Thursday 20 October he had attended a splendid ceremony at The Civic Offices, Basingstoke when Peter Hopwood of Axford Road was a guest of honour at The Celebration of Volunteering Awards ceremony where he received recognition for his many years' service to the village from The Mayor of Basingstoke. The Parish Council had nominated Peter for this accolade in appreciation of his outstanding contribution to the village, as parish councillor, founder member of volunteer group and parish paths partnership. Cllr Caroline Cazenove commented that without Peter's enthusiasm and determination, Hill Farm Pond would not be looking as good as it does now.

Chairman then introduced the topic of proposals to install structures on Lower Common i) Children's Play Equipment, ii) Storage Container for Volunteer Group equipment. Chairman invited a representative of those for and then against the play equipment to present their case to the meeting; Cllr Cazenove commented that she had tried all summer through several meetings with both parties to get a compromise but groups had been unable to reach an agreement.

1. *Celia Lunn read out a statement on behalf of those proposing the installation of additional play equipment. (Appendix 2). A number of questions/comments followed, including;*

Cllr Tim Guinness asked if proposers intended to raise all funding needed for play equipment. Yes

Roger Colman asked if the illustration provided was accurate as the bench had been moved and swing although not part of the proposal had been moved. Also the picture had been changed and did not accurately represent the equipment being proposed. Cllr Caroline Cazenove responded maybe a new photo was needed.

Alix Taylor commented that removing the trees and placing the play equipment behind swings would also affect the view.

Cllr Tim Guinness commented that he thought play equipment could be placed behind swings and

trees left to screen it and had spoken to Dee Haas who had said it would be an interesting concept. Cllr Caroline Cazenove asked if Cllr Tim Guinness could ask Dee Haas to produce a plan.

Celia Lunn commented BDBC had asked if Furzen Lane was part of the Ellisfield Conservation area in which case hawthorn trees can't be cut down. Clerk responded that conservation area does not extend that far down Furzen Lane.

Paul Turner commented it seemed extraordinary that a company had gone to such lengths to produce an illustration that was not accurate – saying he had a scale drawing of Lower Common and was willing to indicate on the plan the position and size of items of play equipment.

Cllr Andy Webb stated it would be quite useful to have a good representation to scale and asserted that the wood was not much higher than a fence post and asked who would pay for landscaping.

2. Hannah Houstin-Lacey then read out a statement on behalf of those opposing the installation of additional play equipment. (Appendix 3).
3. Steve Brown reported to the meeting that he had written/visited the ten properties closest to Lower Common, last weekend leaving an outline of storage container proposal for consideration asking for a response (questionnaire); the results were 6 – 4 supporting the proposal, but SB pointed out that this result had an error bar of one – if one person changes their mind – it totally changes the result.

SB outlined a number of negative comments received;

- didn't wish to see any development on Lower Common
- site selected not good
- didn't believe cover would be adequate
- container might become a plaything in its own right
- risk of vandalism
- impact on the area.

SB stated that the aim was to camouflage the container, not to install an eyesore and EVG would strive to address these comments and advice was being sought from Seumas Foster regarding Irish Ivy etc. The path to the container would be natural – mown through grass. Addressing concerns about vandalism SB stated that the container would be very robust with robust locks. A number of questions/comments followed, including;

Cllr Tim Guinness asked who was currently on the EVG committee and commented that it seemed the committee was not unanimous in their support of the proposal. SB responded currently more concerned with views of residents local to Lower Common.

Ted Dowson stated that the key point/reason for the proposal was that current storage is in poor condition and the situation needed to be resolved in some way. There was a potential alternative – to rent a garage in Cannon Close but this would necessitate driving the ride-on mower on the road and this option would have safety, insurance and tax implications.

Hannah Houstin-Lacey stated that the main issue was that without adequate storage, the volunteer group might fold resulting in an increase in precept.

Alix Taylor stated she had measured the amount of room the equipment occupied in her barn and it amounted to an area the size of one third of a single garage space, and commented that surely someone else close to Lower Common had that space to offer.

The question was asked if a container was going to cost £1,000 – why not pay for repairs to AT barn? AT responded not just the roof – adding that barn was a listed building and suggested EVG would need planning permission to site a container opposite.

Cllr Tim Guinness asked AT if roof/barn was repaired would they consider offering storage space? AT responded probably not as have provided storage for 5 – 10 years (someone else's turn).

Maggie Heath suggested the container could be placed behind the swings. Paul Turner/SB responded that suppliers were not happy to install container under powerlines.

Cllr Andy Webb asked why questionnaire was only given to 10 people. HHL/PT responded Parish Council had asked EVG to speak to neighbours, stating that the information can inform Ellisfield Parish Council what locals feel.

Cllr Andy Webb commented that none of the pictures showed the path.

Chairman thanked audience for their participation and explained that the Open Forum was over and councillors would discuss at appropriate points in the agenda when audience would not be free to comment unless invited so to do. 8.35pm

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. 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

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.

Clerk explained there had been some correspondence from village residents who had raised concerns over the lack of enforcement of conditions in planning approval for Solar Farm; it was discussed and agreed that Cllr Webb would review the log and package of evidence collated and at the next meeting the Parish Council would consider whether any further action needs to be taken to register concern.
Action: Clerk & Cllr Webb

T/01054/11/TCA Tree works application Kit Lane House - To fell 2 oaks in hedge between house and Kit Lane. It was discussed and agreed that as the neighbours (Ivy Cottage) had registered some concern, Clerk to contact BDBC Tree Officer and Mr & Mrs Courage to review and ask if the trees could be lopped, reducing crowns by 50% rather than felling.
Action: Clerk

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

i. **Highways:** Cllr Richards agreed to take responsibility for this aspect in future.

Councillors reviewed recent road refurbishment project on village roads and a number of concerns were raised about the quality of the work and that the contractors ignored the scheduled plan of works that had been published and appeared to be working through the programme in reverse, and that this may have caused problems for access/egress of emergency vehicles. It was discussed and agreed that Cllr Webb would draft a letter for Clerk to send to BDBC.
Action: Clerk & Cllr Webb

Clerk reported that despite several emails and phone calls, grips and gullies on village lanes had not been cleared and would cause problems and flooding in heavy winter rain.

Clerk reported that several residents had reported recent near misses and accidents at corner near the dairy in Grammarsham Lane heading for Bedlam Bottom questioning the need for a sign. It was discussed and agreed that Cllr Richards would visit the site and report back to the next meeting.
Action: Cllr Richards

ii. **Web Site:** Cllr Guinness reported that he was checking the website more regularly and that St Martins Church pages needed to be updated. Cllr Caroline Cazenove agreed to speak to Church Wardens.
Action: Cllr Cazenove

iii. **Land and Property:**

Following on from presentation/comments made during Open Forum, Chairman asked Parish Councillors for their views on the proposals;

Metal Container for storing grass mowing equipment

TG – clear there is some opposition, would be happy if it was unseen, not happy if it is visible, concern about camouflage.

DR – don't like idea of container opposite Alix Taylor's home

RT – wouldn't like to live with container on Common if living close by

CC – perhaps a garage could be rented in Cannon Close for one year to see if anyone else offers accommodation

It was confirmed by EVG that they would seek to obtain grants for the purchase of container, so no cost to the village. Also no approach had yet been made to BDBC.

Clerk confirmed there was a garage available at Cannon Close Cost is £7.04 + vat per week. Could use garage for storing other PC stuff – archive documents etc if dry.

Play Equipment For Small Children: Cllr Cazenove reported that she had spoken to both groups separately and together during the summer and was sorry to say that no agreement had been reached, continuing;

- those opposed to the play equipment had been asked to come up with an idea that they would be happy with but they had said No as they didn't want any more play equipment on Lower Common.
- those proposing additional equipment had pursued endless paths

Taking some objections Cllr Cazenove said she understood the issue was sensitive but tackling the objection that mothers and children were a minority group she felt that it was important to look at the broader picture.

The proposals are for mothers and prams not cars and suggested that perhaps the rest of the village should be involved in the decision. The Parish Council had initially been asked if they would agree in principle to additional equipment and had voted 'yes' subject to details and approval. Unfortunately the issue has polarised local opinion and as the two parties were unable to reach an agreement, then perhaps the whole village should be consulted, both groups had accepted the difficulty of reaching a decision and felt that it was better to have tried than not.

Chairman asked Parish Councillors for their views on the proposals;

AW – should push forward & if a referendum was the only way to reach a decision then so be it

RT – agree

DR – the only way forward

TG – stated it broke his heart that two sides can't agree – he instinctively liked the idea but not if it upsets those who live close.

CC – would like to achieve something – perhaps 2 items of play equipment in trail rather than 3.

Clerk and Cllr Cazenove to prepare a document to represent both views and obtain approval from both sides before bringing to next meeting to decide on how best to consult village.

Action: Cllr Cazenove & Clerk

Bus Shelter - Lower Green Lane; Cllr Webb reported he had received one quote only, despite requesting several others, and that the work needed to go ahead before winter conditions. It was discussed and agreed that Clerk should double check with Keith Holdsworth, HCC Highways Engineer that it was safe to do so as long as first step riser is 12 – 18 inches set back from road. Cllr Webb to then ask Mick Frankham to go ahead with the work as quoted.

Action: Cllr Webb & Clerk

Phone Box; It was discussed and agreed that signage should be positioned inside and out.

Action: Cllr Webb

- iv. **Allotments:** Clerk reported a request from Adam Gilvear to change the size of shed on allotment plots 7/9. Existing shed to be removed and new shed of wooden construction sized 8ft by 6ft to be positioned in same location as per the Ellisfield allotment garden allocation plan May 2010 and tenancy agreement item 9. Approved. *Action: Clerk*
- v. **Rights of Way:** Clerk reported that a replacement post had been positioned in the middle of zigzag path but there was no indication of route/direction. Clerk to contact HCC for signage. Also the fields

on the east side of Furzen Lane had been ploughed but the footpaths had not been reinstated. Cllr Taplin to give Ted Dowson phone number of the contractor. *Action: Cllr Taplin & Clerk*

- vi. **Burial Ground:** Clerk reported a request had been received for an additional inscription for Frederick Hopkins to be added to Molly Hopkins memorial stone. *Approved.*
- vii. **Environment:** It was reported that some old car seats had been dumped someway down Kit Lane. To be reported. *Action: Clerk*
- viii. **Hill Farm Pond:** Cllr Cazenove thanked those who brought their tools and enthusiasm to tidy up the surrounds of Hill Farm Pond on Saturday 02 October and to Seumas Foster who oversaw proceedings. Nearly twenty people gave up their Saturday morning and Cllr Cazenove thanked Sarah Buchanan for delicious refreshments.

Cllr Cazenove also reported that a previous Parish Clerk, Mrs Edna Chilton had recently made some very complementary comments about the restoration of the pond, remarking how gratifying it was that a project initially started 20 years ago had been finished.

- ix. **Neighbourhood Watch:** Clerk distributed copies of Area Coordinator, Hannah Houstin-Lacey's (HHL) monthly report to all councillors and reported that Hannah Houstin-Lacey would like to confirm that information supplied came directly from PC Reid/Countrywatch. There had been some negative feedback regarding the content of these reports recently - specifically postal/email scams and church security. The Parish Council confirmed that it was happy to continue to support Neighbourhood Watch in its role to inform/advise/warn/acting as a conduit for communication from police (Countrywatch & P C Reid) to villagers.

HHL had also informed councillors by email that Saturday the 1st October 2011 saw the launch of Hampshire Constabulary's Operation Nemesis. Operation Nemesis is a force-wide campaign targeting burglars operating within Hampshire and the Isle of Wight. Last year's Operation Nemesis had very good results, hopefully with help from residents we will have another good response this year and be able to put a few more nae'r do wells behind bars.

The whole force as one team will tackle burglary as a priority over the next three months, *ACC/TO Laura Nicholson said, "Operation Nemesis will enable a planned and coordinated approach across the force to tackling burglary and other acquisitive crime involving prolific offenders or where it is becoming a force wide problem.*

A strong presence in every neighbourhood across the two counties by all parts of the Constabulary will deliver prevention and enforcement activity We will work with partners to target prolific offenders and tackle the causes of their criminal behaviour reducing the likelihood of them reoffending. This operation is about coordination and working together as one force and fully utilising the resources we have available to us."

ANY SUSPICIOUS activity should be called in to the Police on the 101 or 0845 045 45 45 stating your neighbourhood water area i.e. Ellisfield. As always should anyone have information that they wish to impart anonymously then they can call Crimestoppers on 0800 555111.

- x. **Memorial Hall:** Cllr Taplin reported there had been no meeting of The Memorial Hall Committee since AGM – 12 July 2011. Harvest Festival Supper & Scottish Dancing scheduled for Saturday 29 October has been cancelled due to unforeseen circumstances. Christmas Fayre scheduled for Saturday 19 November 2011.
- xi. **Basingstoke District Association of Parish & Town Councils and Localism:** Clerk reported minutes of last meeting 15 Sept had been emailed to councillors notable inclusions';

Community SpeedWatch (CSW) is a scheme that has been successfully running across various parts of the country which Hampshire Constabulary are hoping to introduce into Hampshire.

Details of the vehicles will be collected at the time of the alleged offence and then entered onto a database. The registered owner of the vehicle will then be sent a letter telling them that their vehicle was seen exceeding the speed limit, how it affects the local community and asking them not to do so in the future.

If the same registration number is logged again within 12 months the owner will receive a warning

that if the vehicle is seen speeding a third time the details will be passed to an officer who may take further action

It is important to remember that SpeedWatch is not designed to “catch” speeders, it is designed to educate them and in doing so lower speeds.

If a serious issue with speed is identified by SpeedWatch, police officers will take over the site and conduct enforcement operations. This long term aspect of SpeedWatch is key to its success and provides the “teeth” of the scheme. BDAPTC negotiated a contract price of £1870.00 plus delivery.

Parish Conference Plans – 28 November 2011; start 7.15pm and will finish by 9pm.

The topics for the workshops are:

- Neighbourhood plans.
- Core Strategy.
- Smarter procurement – K Brimacombe advised that she will be writing to Parish Clerks to find out what they will be procuring over the next few months, to see if savings can be made.
- Community engagement.

Space at the conference allows for two representatives from each Parish Council, but more could be allowed depending on take up of places. Chairman and Clerk to attend.

Dates of future meetings:

23 February 2012

14 June 2012

20 September 2012

xii. New Residents: None since last mtg

Xiii Affordable Housing: Cllr Guinness reported receipt of an email from Simon Linford (C-zero) received 19 October 2011 and read the email to the meeting. Simon Linford had received a response from B&D to his Pre-planning application for proposal to build 3 commercial and 4 affordable houses in Church Lane.

Essentially BDBC recognised that emerging policy, in the light of the Localism Bill and the new National Planning Policy Framework likely to support models such as this which use cross subsidy on exception sites; meeting a need with a model that works financially in the absence of grant. BDBC had broadly accepted the principle being proposed; recognising that Community Right to Build could enable such developments to be pushed through provided the community backed it.

BDBC hadn't like the proposed sites very much, and aren't particularly keen on splitting the affordable housing from the open market housing. They had a number of objections to the sites, asserting that the Rectory sites are remote (they miss the point about giving that area of the village more substance) suggesting another site be found for the development more in the heart of the village.

Simon Linford continued to say that the original concept of Discounted Market Sale as the form of low cost home ownership doesn't work any more. Lack of mortgageability has rendered it unviable. The only workable low cost home ownership now is via Registered Providers, and the response specifically says that the identified local need is currently for social rent not shared ownership.

Further progress depends on whether

- Any other Portsmouth sites being more acceptable to BDBC*
- If not, find a different site with another landowner*
- The Parish Council wants to support a scheme where the affordable housing is via a housing association*
- It is financially viable*

Alternatively Community Right to Build could be pursued with the current locations (this would present something of a test case for the legislation!)

Chairman suggested the Affordable Housing Working party should meet to try to understand the BDBC response, councillors had been forwarded a copy of the BDBC letter but many unable to open – Cllr Tim Guinness to re-send in different format. *Action: Cllr Guinness*

Cllr Guinness reported he continued to try to arrange a meeting with Miranda O'Neill

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

To review previous discussions re the need and process of developing a Parish Plan

Parish Council decided at last mtg not to pursue matter further immediately and to review again after Localism Bill becomes law and then to consider whether a Neighbourhood Plan would be more appropriate. Clerk reported that at a recent HALC Legal Update Training session this view was endorsed by HALC CEO Steven Lugg

Chairman explained that the Planning Landscape in England is changing with the Localism Bill likely to become law in November 2011 and that Neighbourhood Plans, (quite different to Parish Plans) will have a recognised standing in the planning process and that Ellisfield Parish Council might need to produce a Neighbourhood Plan to prevent undesirable development taking place. Clerk to circulate LAIS 1332 (Local Associations Information Service) Neighbourhood Planning Regulations October 2011 from HALC to all councillors for discussion at next Ellisfield Parish Council meeting.

Action: Clerk

BDBC Community Building / Sports facilities/ Open space / Play area Questionnaire

Clerk reported responses had been received from Cllrs Guinness and Webb, Cllr Cazenove had responded direct. A collated response was sent to BDBC.

Schedule of Incoming Mail: The following items were discussed;

BDBC

- Parish Council request form for copy of Register of Electors for Ellisfield; Clerk to complete and return request
- Changes to rubbish and recycling collections
- Confirmation of General Grant to Parishes £1,100
- Details of Community Heritage & Environment Fund (CHEF) replacing CEEF/POPPI

Bruno Peake, Pageantmaster, Queen's Diamond Jubilee

Guide/invitation to participate Jubilee Beacons this has been forwarded to Bernard Cazenove. Cllr Taplin reported Portsmouth Estates are having a beacon.

Destination Basingstoke

Thank you letter to people of Ellisfield for support and enthusiasm for Basingstoke Half Marathon

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 reported error in last salary and expenses claim

Clerk attended 2 HALC training sessions since last mtg Finance and Legal Update

- Ellisfield Parish Council now registered as an Employer for PAYE purposes – awaiting PAYE reference number and documentation. All payments through 2011/12 and onwards will be processed and Income Tax and National Insurance will be deducted rather than current system where Clerk declares income and is taxed through Self Assessment System Ellisfield Parish Council now liable for Employer's NIC which will increase costs approx 14%.
- Mileage claims now 45p per mile (new rate) to be approved by Parish Council – Approved.

Cheques to be signed and payments approved

24-Oct-11	Theresa Webb - cost of photocopying play equipment illustration	25.20
24-Oct-11	J Matthews Clerks salary and expenses	982.05
24-Oct-11	Audit Commission (Annual Return Fee)	144.00
24-Oct-11	E. Rudd (Litter Picking - Nov)	30.00
24-Oct-11	A. Claessens (Litter Picking – Nov)	30.00

8 To discuss any matters which the Chairman considers urgent: None

9 To decide upon the date of the next Meeting. Monday 12 December 2011

Chairman asked councillors to bring 2012 diary to next meeting so that Council could try to agree dates for EPC meetings for forthcoming year

Open Forum.

Andy Webb stated that there seemed to be an increase in dog fouling on Lower Common – it was agreed to monitor this and mention it in next Ellisfield Parish Council newsletter. Action: Clerk

Peter Hopwood asked if a Neighbourhood Plan replaced a Village (Parish) Plan and why the Parish Council had turned down Paul Turner's Village Plan proposal. Chairman responded that they were not the same thing; a Village (Parish) Plan aims to encompass the aspirations for the village including village schools, allotments etc, all aspects other than planning, whereas a Neighbourhood Plan is all about planning. PH asked if the PC was in favour of both. Chairman explained he thought Ellisfield was better without a Village (Parish) Plan than with one, citing that there were already a lot of people doing a lot of things for the village and who would have the extra time to produce plan? He continued to say that over past 6 years Village/Parish Council had achieved a lot; Traffic Calming, 30mph limit at the bottom of the village, Allotments, Hill Farm Pond restored, Phone Box and had dealt with numerous small items as they arose. Chairman questioned how much else could/would have been achieved if Ellisfield had a Parish Plan, suggesting that people don't think hard enough when answering questions which are not immediately relevant to them, questioning would a Parish Plan help with decisions about Lower Common, play equipment/ storage container etc? Chairman carried on to say that The Localism Bill was different, it was setting out to change the planning landscape and Neighbourhood Planning was something that would have to be addressed, whereas a Parish Plan was optional and doesn't cover planning. .

Paul Turner responded to Chairman's points saying that a Village/Parish Plan was all embracing; the people to produce the plan would be recruited at the exploratory meeting he had asked Parish Council to endorse. He stated that he thought the value of the plan to the village would be up to the Plan Committee and residents to ensure that it would be of use to the village and in response to the Chairman's comments that people don't think hard enough when answering questions which are not immediately relevant to them, he responded that the questions would require objective answers (by asking for yes/no answers and/or scaled (eg, 1 to 9) answers), not ask for subjective comments. Paul Turner also commented that the Parish Council did not turn down the creation of a Village Plan, the proposal put to councillors was that the parish council endorse (and chair) an exploratory residents' meeting only. That was what was refused.

Paul Turner also asked How much money is in the EPC Reserve Account, Clerk responded £9,800 as stated in Financial Report. He continued to ask if there were rules regarding the amount of money a parish council can hold at the end of the financial year, in relation to the precept amount. Response from Clerk that she had raised this question at a recent HALC Financial Training Session and was told that this was not the case for very small councils such as Ellisfield. Paul Turner then asked what Ellisfield's £9,800 Reserve Cash was reserved for; Clerk responded it was for emergencies such as legal costs to evict travellers, floodpits etc. Paul Turner also asked whether Parish Council's new status as an employer would be a problem in regards to the litter pickers, Clerk responded it was early days and this was not yet known.

PT then commented that EPC used to meet on the first Monday of the month, except for January

and August. Residents therefore knew when meetings were going to be held. The current council now only meets, on average, 7 times a year and although it's always on a Monday the actual dates vary from meeting to meeting. Could the parish council consider going back to the earlier arrangement? Chairman's response: we are in fact considering publishing a schedule of Parish Council meetings at the beginning of the year.

PT asked if the Affordable Housing Working Party was a parish council sub-committee; Clerk responded that it was.

Finally comment from Paul Turner; Mention was made that Neighbourhood Plans was one of the two chosen subjects (the other being Community Engagement) for the upcoming Parish Conference / Mayors' Reception. If the creation of a Neighbourhood Plan is something that residents can be involved in, why not combine it with Affordable Housing Working Party and open up both together for resident discussion? Chairman responded that: Neighbourhood Plans can only be created by Parish Councils, with due consultation with residents and affordable housing is a key component of Neighbourhood Planning.

10 To discuss progress (consider applicants) to co-opt to fill parish councillor vacancy.

To consider passing a resolution pursuant to Section 100 of the Local Government Act 1972 to exclude the public from the remainder of the meeting having regard to the confidential nature of the business to be discussed – chairman.

Clerk reported 3 people had registered an interest in being co-opted; it was discussed and agreed to invite written resume of interest/skills from each. *Action: Clerk*

The meeting closed at 10.35pm

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			25	
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	26	
11-Jul-11 A. Claessens (Litter Picking – Aug)	30.00	30.00	SO	26	
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		
05-Sep-01 Ellisfield Volunteer Group - cost of materials for property maintenance cancelled	30.96	30.96	627		
	0.00	0.00	628		
05-Sep-11 Pest Control Services (Burial Ground moles)	84.00	84.00	629		
	4,779.85	4,779.85			295.79

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	
30-Sep-11 BDBC Parish Precept second half	2,238.50	2,238.50	BACS	26	
	6,177.00	6,177.00			
- Payments so far	4,779.85				
+ Receipts so far	6,177.00				difference
Treasurer's Account as of 08 March 2010			#REF!		4,924.68
+ National Savings Account			9,875.52		#REF!
+ Interest 01 January 2012					
Total Monies			#REF!		

Notes: The last Bank Statement (26) was dated 27 September 2011. The closing balance on that statement was £4,924.68. The difference is £295.79 - payments to Ellie and Adam for Sept not yet taken also cheques to T Guinness for APM, EVG and Pest Control Services not yet banked.

Cheques to be signed and payments approved

24-Oct-11 Theresa Webb - cost of photocopying play equipment illustration	25.20	25.20	630
24-Oct-11 J Matthews Clerks salary and expenses	982.05	982.05	631
24-Oct-11 Audit Commission (Annual Return Fee)	144.00	144.00	632
24-Oct-11 E. Rudd (Litter Picking - Nov)	30.00	30.00	SO
24-Oct-11 A. Claessens (Litter Picking – Nov)	30.00	30.00	SO

ALLOTMENTS 2011 - 2012 FINANCE REPORT (as at 24 October 2011)

Payments

0.00

Receipts

Transfer from Ellisfield Parish Council main account	1,322.97		1
Allotment Rents - direct payment from tenants to bank a/c	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

Cheques to be signed and payments approved

24/10/2011 Jenni Krauklis-Gould petrol for allotment mower	6.78	6.78	001
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Notes: The last Bank Statement (01) was dated 29 July 2011. The closing balance on that statement was £1,386.97. No difference No bank statement received since then - have contacted Lloyds to ask for statement monthly rather than quarterly