

**Minutes of a Meeting of Ellisfield Parish Council
held in the Memorial Hall on Monday 23 January 2012**

Present

Tim Guinness (Chairman)
Caroline Cazenove, David Richards, Rose Taplin, Andy Webb (Councillors)
Apologies: Julian Wright (co-opted at December meeting) + perhaps Rose

In Attendance

Jacqueline Matthews (Clerk)
PC Andy Reid. (Local Beat Officer, Hampshire Constabulary)
12 members of the public

1. **Apologies for Absence.**
2. **Minutes of the Meeting held on Monday 12 December 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 there had been no crime in the village so far in 2012 and that police had attended flood at Northgate Lane and called SE water.*

Theresa Webb asked if the council would come to a decision at the meeting about proposal to install 3 items of play equipment of Lower Common; stating it would be nice if a compromise could be reached that those in favour and those against would accept. Mrs Webb stated that those in favour of the proposal would accept whatever the council decided.

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/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. Approved with conditions: - All works thereafter are to be carried out in STRICT accordance with the approved Bat Method Statement.

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

- i. **Highways:** Clerk reported recent flooding due to burst water main leading directly from Northgate Reservoir of Friday 20 January. Clerk had reported this to South East Water at 2pm, 5pm and 8pm eventually someone came out but did not switch off supply. Clerk visited site at 11am Saturday and water was still flowing, engineers seemed to think it would need to be switched off at reservoir and didn't understand why that had not been done on Friday night. Work eventually finished 11pm Saturday evening.

Clerk reported emails sent to Keith Holdsworth (HCC Highways) re condition of village roads, main points: blocked gullies/silt traps at Hill Farm Pond, lay-by near phone box, Axford Road near Woodpeckers, drainage ditch between The Fox and Lower Common, Green and College Lanes. Also mentioned Parish Council concerns about the traffic coming towards Ellisfield in the middle of the road at the Kit Lane junction – would a white line help to keep vehicles on the correct side of the road?

Clerk reported that new Grit Bins requested following last meeting had been sited at: Top of White Hill (Dopers Copse), bottom of Fox Hill and top of Collage Lane. It was discussed and agreed to ask again for other bins previously requested for Cannon Close by the garages for use on footpaths near houses where elderly people live, Bottom of College and Green Lane near Gravel Pits open space/bus shelter and Bottom of White Hill (technically Cliddesden)

Cllr Richards reported some of the above points had been addressed since emails and his telephone conversations with KH.

Clerk reported that following several residents reporting near misses and accidents at corner near

Dairy heading for Bedlam bottom in Grammarsham Lane, Cllr Richards had investigated and found growth at field verge and roadside very high – possible obscuring driver's sight-lines. Chairman to speak to (farm manager) Chris Allen. *Action: Cllr Guinness*

- ii. **Web Site:** Clerk reported that Mark Thomas finding it increasingly difficult to keep website up to date because local organisations are not sending him information; Cllr Guinness agreed to take responsibility for regularly checking website and reminding people to send information to Mark Thomas. Clerk reported sending an email recently to Ladies Club asking them to send information. Cllr Cazenove agreed to ask Church Wardens (again) to bring their site up to date. *Action: Cllrs Cazenove and Guinness*

iii. **Land and Property:**

Lower Common: It was discussed and agreed that for the forthcoming year at least the best solution to the Ellisfield Volunteer Group Storage needs was to rent a garage in Cannon Close from Sovereign Kingfisher. Clerk confirmed the annual cost of renting garage as £8.45/week or £439.40pa based on costs of £7.04 + vat per week. it was agreed that EPC pay for garage (as budgeted in December) and EVG pay half (amount to be deducted from their annual invoice to EPC).

Play Equipment For Small Children:

Cllr Cazenove provided a recap of negotiations that had taken place over past year; original proposal was recognised by all as being too large, a meeting on Lower Common with close residents who said they would accept something if it was low level, proposers sourced several options, all of which Lower Common residents rejected, Paul Turner produced scale map, Lower Common residents suggested something on footprint of swing, proposals rejected for H & S reason, proposers put forward smaller, condensed low-level playtrail – rejected by residents. Parish Council asked Cllr Cazenove to look again and she has produced an even smaller proposal of two low level items of play equipment – again majority of Lower Common residents not happy, proposers said not what they want but they would accept the outcome of a village-wide consultation.

Caroline Cazenove proposed that Parish Council set up a small working party to draw up a consultation document carrying very brief (3-4 lines only) summarising opposing positions.

Chairman thanked Cllr Cazenove for all her work trying to achieve an agreement and proposed that Cllr Cazenove's suggestion was accepted, it was discussed and agreed to produce a village consultation document carrying pictures and dimensions, to be completed by next Ellisfield Parish Council meeting when Parish Council would make a decision based on the outcome of consultation. *Action Cllrs Cazenove, Webb and Clerk*

- iv. **Allotments:** Clerk reported she had responded to a request from BDBC who [are in the process of updating their information/database with regard to allotment sites in the borough.](#)
- [the number of plots Parish Council manages](#)
 - [the total provision in sq metres](#)
 - [the number of people on the waiting list.](#) none
- v. **Rights of Way:** Cllr Webb reported he had reviewed HCC Annual Vegetation Cutting Programme Request for Ellisfield Parish Council and spoken to Paul Turner (Parish Paths Partnership) and confirmed no extra works required. Clerk submitted response to HCC by 12 January deadline.
- Cllr Webb also reported footpath signs missing from zigzag path and behind church. Clerk to contact HCC to ascertain how these can be replaced. *Action: Clerk*
- vi. **Burial Ground:** Nothing to report
- vii. **Environment:** *Nothing to report apart from Northgate Lane Water Leak.*
- viii. **Hill Farm Pond:** Clerk reported cost of replacing plaque to Ron Woolford approx £35 – 50. It was discussed and agreed to order replacement. *Action: Clerk*

- ix. **Neighbourhood Watch:** Clerk circulated February Hill & Dale report from Hannah Houstin-Lacey Area Co-ordinator.
- x. **Memorial Hall:** Noting to report.
- xi. **Basingstoke District Association of Parish & Town Councils and Localism:** Cllr Richards to attend meeting on 23 February 2012

Dates of future meetings:

14 June 2012
20 September 2012

- xii. **New Residents:** Cllr Guinness
Clerk reported Welcome Packs had been delivered on 10 January to new residents at The Rectory and Mulberry House.
- Xiii **Affordable Housing:** Cllr Guinness reported Linford project now on-ice. Going forward, Affordable Housing best considered under Localism Act, best dealt with under a neighbourhood Plan, more likely to go ahead if cross-subsidy embraced.

6. Localism Act:

Clerk reported there may be a cap on future increases on parish precepts – does not apply to 2012/13

Clerk issued printed guidelines received from HALC - Localism Act 2011 Provisions Of Interest To Parish Councils - Produced by Ian Davison- Hedleys Solicitors LLP

Contents:

A	The statutory scheme
B	General power of competence
C	Predetermination
D	Standards
E	Non-domestic rate relief
F	Council tax referendums
G	Community right to challenge
H	Assets of community value
I	Planning
J	Help and assistance

It was discussed and agreed that a Working Party should be set up to explore what is involved in developing a Neighbourhood Plan. The difference between a neighbourhood and parish plan was established;

- Neighbourhood Plan – creates a documents which Planners have to take in to consideration
- Parish Plan – emphasis on village amenities, bus services etc.

It was agreed that the membership of the working party should include parish councillors, possibly Julian Wright and Caroline Cazenove and others in the village should be invited who have particular skills/local knowledge eg Seumas Foster, Dee Haas, Phil Self.

At the first meeting of the working party, terms of reference, modus operandi to be established. other statutory bodies to be consulted BDBC, HALC other small parishes etc.

Affordable Housing to be considered in the preparation of Neighbourhood Plan.

7. To receive a report from the Clerk on Administration Matters:

Clerk reported date of 2012 Basingstoke Half Marathon had been announced - Sunday 07 October 2012, taking the same route as 2011. It was discussed and agreed to write and ask for a £500 contribution towards litter-picking as many residents had collected fairly large amounts of litter, water bottles and gel sachets following 2011 race. Mrs Arabella Turner's photograph of carrier bag of bottles collected to be sent with letter to Destination Basingstoke. *Action: Clerk*

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

BDBC

Invitation to mayor's Charity Dinner Dance Hampshire Court Hotel 09 March 2012
 Tickets £45 - Advert on noticeboard

Hampshire Association of Local Councils HALC

2012 Service Brochure copies for each councillor summarising HALC services intro to website, training etc. Also Website login details circulated to councillors

HCC

Information about planting Jubilee Wood to commemorate Queens Jubilee – free trees available from Woodland Trust - Copy sent to Bernard Cazenove

Information Commissioner's Office

Confirmation of Ellisfield Parish Council entry in register (Data Protection)

National Society of Allotment & Leisure gardeners LTD

Details of AGM and Conference Sat 09 June Coventry

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 confirmed HMRC PAYE system now up and running. All records up to date and tax paid.

9. To discuss any matters which the Chairman considers urgent: None

10. To decide upon the date of the next Meetings.

19 March

30 April

May APM – agreed for 11 May 2012

18 June

23 July

August – No meeting

17 September

29 October

10 December

Open Forum. No further points raised

The meeting closed at 9.23pm

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	27	
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	27	
11-Jul-11 A. Claessens (Litter Picking - Sept)	30.00	30.00	SO	27	
05-Sep-04 Ellisfield Volunteer Group - cost of materials for property maintenance cancelled	30.96	30.96	627	cxl	
	0.00	0.00	628	cxl	
05-Sep-11 Pest Control Services (Burial Ground moles)	84.00	84.00	629	27	
24-Oct-11 Theresa Webb - cost of photocopying play equipment illustration	25.20	25.20	630	cxl	
24-Oct-11 J Matthews Clerks salary and expenses	982.05	982.05	631	28	
24-Oct-11 Audit Commission (Annual Return Fee)	144.00	144.00	632	28	
24-Oct-11 E. Rudd (Litter Picking - Oct)	30.00	30.00	SO	29	
24-Oct-11 A. Claessens (Litter Picking - Oct)	30.00	30.00	SO	29	
18-Nov-11 Ellisfield Volunteer Group - cost of materials for property maintenance	30.96	30.96	633	28 replacement cheque	
12-Dec-11 Hampshire Association of Local Councils	30.00	30.00	634		
12-Dec-11 Hampshire Playing Fields Association (Clerks Legal Forum)	20.00	20.00	635		
12-Dec-11 J Matthews Clerks salary and expenses	758.20	758.20	636	29	
12-Dec-11 The Information Commissioner	35.00	35.00	637		
12-Dec-11 A. Claessens (Litter Picking - Nov)	30.00	30.00	SO	29	145.00
12-Dec-11 E. Rudd (Litter Picking - Nov)	30.00	30.00	SO	29	
12-Dec-11 A. Claessens (Litter Picking - Dec)	30.00	30.00	SO		
12-Dec-11 E. Rudd (Litter Picking - Dec)	30.00	30.00	SO		
	6,929.10	6,929.10			

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
12-Dec-11 Ellisfield Allotments for additional insurance premium	25.00	25.00	171	29
16-Dec-11 Spencer & Peyton (Hopkins additional inscription on memorial)	25.00	25.00	170	29
	6,227.00	6,227.00		

Opening Bank Balance	3,231.74			
- Payments so far	6,929.10			
+ Receipts so far	6,227.00			
Treasurer's Account as of 23 January 2012		2,529.64		difference
+ National Savings Account		9,875.52		2,674.64
+ Interest 01 January 2012				145.00
Total Monies		12,405.16		

Notes: The last Bank Statement (29) was dated 23 December 2011. The closing balance on that statement was £2,674.64. The difference is £145.00 - cheque No's 634/635 and 637 not yet cleared and Standing Order Payments to A. Claessens and E. Rudd for Dec not yet processed

Cheques to be signed and payments approved

21-Dec-11 H J Frankham & Sins, Builders (bus shelter steps - lower Green Lane)	675.00	675.00	638
23-Jan-12 Hampshire Association of Local Councils (Local Finance for Clerks)	48.00	48.00	639
23-Jan-12 S. Claessens (Litter Picking - Jan)	30.00	30.00	SO
23-Jan-12 E. Rudd (Litter Picking - Jan)	30.00	30.00	SO
23-Jan-12 S. Claessens (Litter Picking - Feb)	30.00	30.00	SO
23-Jan-12 E. Rudd (Litter Picking - Feb)	30.00	30.00	SO

ALLOTMENTS 2011 - 2012 FINANCE REPORT (as at 23 January 2012)

Payments			
24-Oct-11 Jenni Krauklis-Gould petrol for allotment mower	6.78	6.78	001
12-Dec-11 Ellisfield Parish Council (additional insurance cost allotment fencing)	25.00	25.00	002
	31.78		
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	31.78		
+ Receipts so far	1,386.97		
Treasurer's Account as of 23 January 2012		1,355.19	

Cheques to be signed and payments approved

Notes: The last Bank Statement (02) was dated 23 December 2011. The closing balance on that statement was £1,355.19. No difference