

**Minutes of a Meeting of Ellisfield Parish Council  
held in the Memorial Hall on Monday 30 April 2012**

**Present**

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

**In Attendance**

Jacqueline Matthews (Clerk)  
PC Andy Reid. Local Beat Officer, Hampshire Constabulary)

4 members of the public

1. **Apologies for Absence.** Cllr Rose Taplin
2. **To Receive Declarations of Interests on any matter on this Agenda:** None
3. **Minutes of the Meeting held on Monday 19 March 2012:** Agreed and signed as a true record.
4. Matters Arising from the Minutes (for which no relevant Agenda Item is listed below). None
5. **OPEN FORUM – PC Andy Reid reported a resident of Cannon Close had reported sighting a suspicious male (to BDBC). Also several incidents of heating oil thefts.**

*Mrs Zani Robinson asked if a Neighbourhood Plan was to be started now or would this wait until BDBC were ready to proceed, Chairman replied it seemed logical to wait until BDBC ready to adopt Core Strategy (EPC had responded to consultation process).*

*Mrs Dee Haas asked if a Neighbourhood Plan was the same as a Village Plan. Chairman responded that it was not; a neighbourhood plan is concerned with planning and carries statutory weight and a parish plan focuses on all village aspirations but carries little statutory weight in planning terms.*

*Mrs Haas also asked if work on a Neighbourhood Plan could be started with reference to the draft BDBC Core Strategy. It was discussed and considered that it was better to wait for BDBC to complete their Core Strategy document as Ellisfield NP would need to be compatible within Local Development Framework. Points raised included; current BDBC Planning rules remain in place until new Core Strategy adopted (no change until 31 Dec 2012 - should not be necessary to produce NP in a rush to protect village from unwanted development) EPC had other unfinished work on-going and such a small council doesn't have capacity to take on more, particularly as once BDBC Core Strategy published some work may have to be re-done.*

5. **To receive an update on current Planning Applications and to consider any new Planning Applications:** Clerk reported no additional planning applications currently issued by BDBC/HCC for consultation but it was understood the plans received from Barfoot's architect were currently being processed by HCC and would be put forward for public consultation shortly. In preparation for this, Cllr Julian Wright presented a summary as follows.

**Anaerobic Digester:** Cllr Wright reported that 28 day consultation period would start once HCC had validated plans – it was discussed and agreed that an extension to this period would be requested if necessary. The need to obtain advice/support from a specialist planning solicitor was discussed; costs likely to be £300/400 which would include a covering letter saying that (EPC) research suggested the application may contravene a number of planning policies. Cllr Guinness stated that he had concerns about spending EPC money and concerns about setting a precedent for future planning applications, Cllrs Richards and Webb supported this view, Cllr Cazenove pointed out that the next application could be something even bigger or a smaller application that raises concerns. Cllr Guinness said it was important to draw a distinction between a small residential application and a monstrous industrial application, suggesting that EPC agree to underwrite this expenditure and seek to get individual contributions. It was discussed and agreed that Cllr Wright should draft a letter/instructions to solicitor which should be sent via the Clerk, councillors voted unanimously to approve this. Cllr Wright stated that the draft report should be completed by mid-May and would be circulated to councillors via email to amend and approve. The

point was made that both EPC and BDBC are consultees for this application and it was important for all local residents to object, WnW would draft an A4 page summarising points to facilitate this. It was reported that County Councillor Anna McNair Scott was against the AD development and would support Ellisfield opposition, BDBC not expected to speak in favour, MP James Arbuthnot, whilst impressed by number of letters/emails of complaint was not going to take up the points raised by local residents. It was further noted that Waste not Wanted were employing a Planning Consultant to put their objections into '*planning speak*' *other campaigns have said objections not likely to succeed without this*. (Cllr Guinness asked if WnW would pay 80% of EPC legal costs).

It was noted that there would be several 'layers' of objection; Individuals, Ellisfield Residents Association (EVA), Waste not Wanted and EPC.

**Veolia** (composting site): A number of residents had complained that lorries frequently blocked the entrance to Bushywarren Lane from A339 early in the morning while they waited for the site to open. This matter to be raised at a meeting with Veolia (scheduled for 28 May 2012) when lack of screening would also be raised and hopefully matters would be resolved amicably, if not they would be raised with BDBC through formal channels.)

**Solar Farm (retrospective)** Clerk reported formal EPC objection had been submitted online/email. Cllr Wright reported he would speak on behalf of EPC at BDBC Development Control meeting on Wednesday 16 May and that it was understood Borough Cllr Mark Ruffell would not be speaking at the meeting. Cllr Wright also reported that he and Cllr Guinness had a meeting with Mike Townsend (Planning Development Manager) to discuss some compromise/benefit to local residents.

**College Lane mast:** Cllr Wright reported that there were some moves to try and get compliance with planning conditions after 14 years; the site should have some landscaping, It was reported that Landowner (John Jervoise) did not complete landscaping because required plants would not grow in the shade. Cllr Wright reported it was proposed to ask for the landowner's agreement to complete landscaping scheme and remove kerbstones (inappropriate in a rural setting).

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

- i. **Highways:** Clerk reported another burst water main leading directly from Northgate Reservoir on Saturday 14 April. Mrs Freeman had reported to South East Water on Saturday evening and Clerk reported again on Sunday. SE Water engineers arrived at 9.30am Sunday. Another case of huge amounts of water lost during a hose-pipe ban.

Clerk reported still no sign of grips being cleared by mechanical digger – recent heavy rains had caused localised flooding, another reminder email sent to Keith Holdsworth HCC Highways. It was discussed and agreed to investigate how much it would cost to commission for the work to be done by a local contractor.

*Action: Clerk*

- ii. **Web Site & Broadband:**

**Broadband:** Cllr Wright reported although HCC had failed to turn up to BDBC Broadband meeting, they were obliged to do something to improve broadband speeds for those in rural areas with speeds less than 2/mbs. The procurement process had begun but the outcome won't be known until end of 2012.

Also improved rural broadband is part of the remit of 'Enterprise M3' (replaced Rural Development Agency) they are talking to potential suppliers and someone focusing on Herriard exchange, looking at a range of solutions which could include; BT & wireless (dongle). The BT solution might be ADSL 2+ (advanced copper solution) or picking up from fibre-optic connection at Cliddesden school.

Cllr Guinness reported following email sent to all residents on Parish Council database asking for Broadband speeds; majority of email addresses and broadband speeds collated.

**Website:** Clerk reported that following BDBC announcement that they would no longer support parish websites, BDAPTC Chair Martin Slatford had circulated several emails suggesting parishes and BDAPTC work together to tackle this issue, sharing knowledge and reducing costs. Clerk reported – St Martin's pages now up to date, Ellisfield Ladies pages still need updating.

- iii. **Land and Property:** Clerk reported Sovereign Kingfisher had mislaid Direct Debit form (redundancies) another to be signed today. Clerk checked with Lloyds TSB, original not lodged.

Play Equipment For Small Children: Clerk reported contact with BDBC re planning/H &S Cllr Webb reported conversation with Paul Johnston (BDBC) who had stated no planning permission required (confirmed by email to Cllr Webb)

Cllr Webb also confirmed a quotation had been received from BigWood Play for £1500 which included installation and requested the order be placed as soon as funds in EPC bank a/c.

- iv. **Allotments:** Clerk reported 2012/13 invoices had been circulated together with suggested dates for EAGA AGM Sunday 13 May or Sunday 27 May 2012 at 2.30pm, likely to be the latter.
- v. **Rights of Way:** it was discussed and agreed that Cllr Wright would replace/share this responsibility with Cllr Webb.
- vi. **Burial Ground:** Cllr Cazenove reported she and Clerk had visited Burial Ground and happy to confirm approval of Hope and Cripps memorials. It was discussed and agreed that no more black, shiny memorials to be approved.
- vii. **Environment:** Clerk reported telephone request from a Mrs Merry asking permission to scatter her mother's ashes in bluebell woods at Preston Oak Hills. Landowner Mark Andreae gave his permission.
- viii. **Hill Farm Pond:** Clerk reported plaque on Ron Woolford memorial bench replaced (misspelling).
- ix. **Neighbourhood Watch:** Clerk reported copies of Hannah Houstin-Lacey NW report for May Hill & Dale forwarded to all councillors by email.
- x. **Memorial Hall:** – The question was raised whether the vicar should be a trustee.
- xi. **Basingstoke District Association of Parish & Town Councils and Localism:** Cllr Richards to attend next meeting, 14 June 2012
- xii. **New Residents:** Cllr Richards reported Sarah & John Gibson had moved into September, College Lane.

- Xiii Affordable Housing:** Cllr Guinness reported on a recent meeting with Mike Townsend (MT), BDBC Planning Development Manager regarding Neighbourhood Planning. MT had pointed out that to be legal; any EPC Neighbourhood Plan must be broadly in line with BDBC Core Strategy and to be approved by 75% of Ellisfield residents in a referendum. MT had said he had a colleague who could help and recommended Bray as a pathfinder in the process. Cllr Guinness also stated that he had received an email from Simon Linford asking if EPC had made any progress with Affordable Housing Plans.

Cllr Webb recommended the CPRE booklet on Planning which included a clear explanation of Neighbourhood Planning process. Clerk to obtain copies for all councillors. *Action: Clerk*

- xiv. **Localism/HALC:** Clerk reported BDBC had requested details of parish councillors for website. Also BDBC to issue new model Code of Conduct, EPC to discuss at next meeting whether to adopt model codes or EPC specific. *Action: Clerk*

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

**Schedule of Incoming Mail:** Copies of schedule circulated to councillors: The following items were discussed; only notable large bundle of Plans for proposed Anaerobic Digester in Bushywarren Lane from Doulas Briggs (architect) discussed in Section 5 above.

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

Clerk provided a written report to all councillors including notification of £730.10 deposited in EPC bank a/c for cost of Lower Common Play Equipment. Monthly financial report (appendix 1)

Clerk reported all HMRC PAYE return completed for 2011/12 – All records up to date and tax paid.

Clerk reported response from HALC re advice for assisting with costs associated with AD (Katie Spraggs printing). Not a reasonable expense.

It was discussed and agreed to continue to pay for Cloud licenses for another month until 19 June as it was a useful tool for those preparing the draft response to AD response. Going forward, the number of licenses required may be reduced.

ANNUAL RETURN: All documentation and accounts were reviewed and approved. The council reviewed and approved the Annual Parish Return to be submitted to the Audit Commission. Chairman and Responsible Financial Officer (Clerk) signed the forms which to be submitted by 11 June 2012.

Clerk confirmed Ted Dowson had agreed to be Internal Auditor again this year.

The need for a Treasurer was discussed; Mrs Dee Haas said she would ask if her husband Richard would be able to help.

### Cheques to be signed and payments approved

30-Apr-12	HALC Affiliation Fee for 2012/13	131.00	
30-Apr-12	NALC Levy for 2012/13	13.00	144.00
30-Apr-12	Broxap (replacement nets Lower Common Goal posts)	63.00	63.00
30-Apr-12	Best Regulatory Consulting (Microsoft SharePoint licences x 8 30/3/12 to 19/5/12)	67.20	67.20
30-Apr-12	Sovereign Kingfisher Direct Debit to be signed for Cannon Close Garage	8.43 per week – including VAT	
	Insurance quotation £402.92 > £393.35		
30-Apr-12	Approval to pay for migration of data/emails to Clerks new laptop following old PC destruction by virus. £200 Approved.		
	Also approved to charge £25 for allotment insurance.		

### 9. To discuss any matters which the Chairman considers urgent:

**Jubilee arrangements:** It was discussed and agreed to present all village children aged 18 and under with a commemorative Mug. It was agreed to approve £500 for this. Also approved for EPC to underwrite the cost of flowers etc to be repaid by raffle proceeds.

Payment Section 137 allows a local authority to spend a limited amount on activities for which it has no specific statutory power to spend that money under other legislation but which the authority considers 'will bring direct benefit to the area, or any part of it or all or some of its inhabitants'. The benefit obtained should be commensurate with the expenditure incurred. A council calculates its section 137 limit by multiplying £6.44p x the no. of electors (i.e. the number of people on the electoral roll for the parish). Approx. 250 x £6.44 = £1,610.

### 10. To decide upon the date of the next Meetings. Next EPC meeting 18 June 2012.

APM 11 May – it was agreed to ask PC Reid's Sergeant to speak. Clerk reported invitations had been sent out to representatives of village organisations, PC Reid, Borough and County Councillors.

*Open Forum. No one present.*

**The meeting closed at 10.37pm.**

Chairman ..... Date .....