

**Minutes of a Meeting of Ellisfield Parish Council  
held in the Memorial Hall on Monday 18 June 2012**

**Present**

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

**In Attendance**

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

19 members of the public

1. **Apologies for Absence.** Caroline Cazenove, Rose Taplin, Zani Robinson
2. **To Receive Declarations of Interests on any matter on this Agenda:** None
3. **Minutes of the Meeting held on Monday 30 April;** Agreed and signed as a true record.
4. Matters Arising from the Minutes (for which no relevant Agenda Item is listed below).

Chairman, Tim Guinness opened the meeting by extending a vote of thanks to Bernard Cazenove for all he had done to organise a most successful weekend of celebrations to commemorate the Diamond Jubilee of Her Majesty Queen Elizabeth II. Supported by all present. Chairman then continued to thank all others who had been involved with organising individual activities;

- Wine walk Jane Evans/Christine Turner.
  - Hosts Jane and John Evans/ Gavin and Janie Weir/ Susie Deane and Michael Horsfield-Tanner
- Ellisfield Through Ages exhibition – Beverley Guinness, Edna Chilton, Hannah Houstin Lacey
- St Martin's Flowers – Caroline Cazenove
  - Children's Flower Flag – Nicki Palmer
- Tennis – Tim Guinness
- Croquet – Bernard Cazenove and Ted Dowson
- All those who participated in the Open Gardens
- Sunday morning 'Village drinks,' wines and other drinks at the party on Sunday kindly donated by Stephen Loftus.
- Big Picnic – Maggie Heath
  - Children's games, bouncy castle etc
- Raffle organised by Bernard Cazenove
- Tree Planting – Seumas Foster and Bernard's pop-up bar

Cllr Andy Webb extended thanks on behalf of all the children of the village for the commemorative mugs given by the parish council.

Clerk raised the issue of purchasing additional mugs, reporting that as the parish council had already purchased 100+ mugs a further purchase of 20 can be made with mugs costing £6.90 each inc post, so these can be sold for £7. *Action: Clerk*

5. **OPEN FORUM** – *PC Andy Reid reported that since the last Ellisfield Parish Council meeting, he had carried out speed enforcement checks along Axford Road and issued two warnings, a tree had fallen blocking Berrydown Lane, further oil thefts from a house in Berrydown Lane, a garage had been broken into in College Lane and a suspicious vehicle reported, also in College Lane which may be connected to break-in.*

*Chairman established that those in the audience were interested in planning issues and he announced that each planning issue would be discussed in turn during which time all present would be welcome to comment/ask questions, following this the council would go back into session, discuss and make any required decisions before moving on to the next planning issued.*

1. *Veolia; Cllr Wright explained that following meeting on 28 June 2012 organised by Herriard Estates and attended by Julian Wright, Dee Haas and Susie Deane, representing Ellisfield and Paul Stocker of Veolia and John Jervoise for Herriard Estates. The following was agreed.*

*The issue of Lorries queuing on Bushywarren Lane possibly due to current lack of Site Manager. Paul Stocker (Veolia Area Manager) confirmed Veolia had written to all the hauliers regarding the scheduling of lorry arrival times and this should prevent lorries queuing on the lane. Ellisfield residents asked to notify EPC who would contact Veolia if problem persists.*

*It was confirmed that Veolia had instigated regular litter sweeps and are planning to install nets to prevent items of litter blowing onto adjoining land. (Cllr Guinness asked if this was weekly/monthly)*

*All on-site vehicles have had "white-noise" reversing beacons installed. Veolia to confirm whether this has been applied to all on-site vehicles and if not when this would be complete.*

*Visibility of the Site had been discussed in particular the growth of some elements of the screening planting had been disappointing. Veolia are responsible for planting within the site and Herriard Estates are responsible for the screening planting outside the site boundary. Lack of screening to be further addressed by a combination of additional planting and active management.*

*Industrial Nature of the Gates/Entrance - Veolia are open to suggestions within the twin constraints of required security and weighbridge location; Ellisfield residents invited to pass any positive suggestions via EPC to Veolia. Changes to kerb layout to be considered but would require planning permission.*

*Site drainage to be enhanced following heavy rains.*

*Finally Cllr Wright briefly explained that Veolia are keen to put something back into the community and have an active Corporate Social Responsibility (CSR) programme, with sponsorship available for local projects, and applications welcome via Veolia website. A site tour to be arranged for a small group dates and times to be arranged.*

2. *Solar; Cllr Wright began by setting the scene and reminding all that whilst there had been historical concerns about planning conditions during the construction of the solar farm under the original approval, following the deferment by BDBC Development Control Committee of a decision relating to the retrospective application BDB/75822, EPC was now concerned with reaching an agreement on what can/will be done to reduce the impact of the built solar farm on the environment and neighbours.*

*Peter Walker (Aelectron) attended the meeting with Richard Wakeford from Stepnells to run through the stepped approach to the noise issue and resolution.*

*Cllr Wright continued to explain that there were 3 issues on which an agreement was to be reached at the meeting;*

- 1) *Cabins – temporary cabins to be removed together with temporary solar panels in front of the bund, leaving 5 inverter boxes and 1 HV container.*
- 2) *Cameras – the original approval allowed less but higher camera masts and the retrospective application included more but lower which didn't constitute a problem.*
- 3) *Planting – incomplete but not in dispute – commitment to recommence next planting season (Nov/Dec).*

*Following on from these (undisputed) issues Cllr Wright continued to raise the issues of fencing, the bund and noise;*

*Fencing – Aelectron/Stepnells had submitted a number of options which were discussed and there was consensus of opinion that the industrial fencing needed to be removed and replaced with 2 metre high stock fencing as designated in original application (similar in style to the stock fencing used on neighbouring Portsmouth Estates). Various combinations of fencing, hedging and bunds were explored.*

*Noise – it was confirmed that the original planning proposal stated that solar farm would not result in an increase in noise levels on current use of land... Comments and concerns were raised about*

*the noise levels in sunny conditions apparently caused by fans inside converter cabinets (speeds to be reduced and potentially baffles to be fitted on converters) it was agreed that both applicant and local residents would monitor sound levels and if unacceptable, next step would be to install sound-proofing if required.*

*All of the above to confirmed and agreed by councillors to be included in letter to BDBC.*

3. *College Lane mast; Cllr Wright confirmed that one of the planning conditions of the permission granted 14 years ago was that there would be a planting scheme. When challenged, Herriard Estates had stated that no planting scheme would grow in the shade. Dee Haas and Nicki Palmer had devised a soft and hard landscaping theme for North and West (roadside) sides the compound. Nicki Palmer confirmed the details;*

- *Total screening would attract the eye to the site.*
- *Future planting should be planted irregularly through the existing vegetation.*
- *Recommended mix is of holly and hazel.*
- *Kerbs leading in to the enclosure should be removed (they are inappropriate)*
- *The only cabin that stands out is the light grey one. This should be painted a dark grey/black colour (the one to match on Dulux dimensions is Farrow and Ball 'Nearly Black')*

**Detail**

*25 hazel should be planted staggered where there is sufficient room, all should be cut down to a height of 45cm and planted in tubes. Size 90cm whips Reason for cutting down: to promote bushy growth.*

*15 Ilex (holly) should be planted against the mesh fence adjacent to the entrance and again round the corner adjacent to the field entrance. Pot size 1litre - Reason for planting so small: smaller Ilex grow better.*

*Anaerobic Digester – Cllr Wright explained that the EPC response/objection to application BDB/76333 Land adjoining green waste composting facility, Bushywarren Lane - Construction of anaerobic digestion installation for rotational arable crops and local food waste together with landscaping and highway improvements had been completed, including opinion of Russell and Co Planning lawyers. Cllr Wright thanked all who had made a contribution to the document. Those present had read and supported the document (36 pages).*

5. **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/76263** College Farm House, College Lane Erection of a single storey front extension - councillors consulted via email between meeting; no objections raised and passed to BDBC.

1. Veolia. Outcomes of meeting as explained by Cllr Wright in Open Forum were discussed and all councillors in agreement.
2. Solar Farm retrospective planning application; following Open Forum discussions, parish councillors agreed that a letter was to be sent to BDBC planners (Robert Franks) outlining agreement reached between EPC and Alectron making the following points;
  - Cabins; redundant cabins to be removed, including blue cabins, leaving 6 in total.
  - Temporary panels; (in front of bund) to be removed.
  - Cameras; the substitution of more but lower camera masts.
  - Fence; all fencing to be replaced with stock fencing of a design to be approved by Dee Haas.
  - Bund; extend existing bund along southern boundary using existing material around the corner to merge with a new hedge to be planted along the western boundary of the solar park.
  - Planting; the balance of planting already agreed to be resumed mid-November and completed by end of December.
  - Noise; noise readings currently being taken to be shared and compared with subjective assessments being made by nearest local residents. Alectron have agreed and will

confirm in writing that their objective/subjective measurements will be shared and discussed prior to the Development Control meeting on 17 July and, jointly with the Parish Council, that they will establish the need for further measures that will ensure noise levels be reduced using baffles or other means. The objective is to ensure no noise disturbance at either Winslade Lane (the adjoining byway) or nearby residences, in line with the planning permission which stipulates no increase in noise beyond previous levels.

All the above works are to be completed by the end of this calendar year.

3. College Lane mast – councillors agreed details of landscaping recommendations as above in Open forum and Clerk to write to John Jervoise to confirm. *Action: Clerk*

4, Anaerobic Digester - BDB/76332 Land adjoining green waste composting facility, Bushywarren Lane Construction of anaerobic digestion installation for rotational arable crops and local food waste together with landscaping and highway improvements.

Cllr Caroline Cazenove had asked that EPC propose a vote of thanks to Cllr Julian Wright for the preparation and compilation of the EPC response to Planning Application BDB/76332 – construction of anaerobic digestion installation for rotational arable crops and local food waste together with landscaping and highway improvements.

It was discussed and agreed that objections represented the views of Ellisfield residents and Ellisfield Parish Council and Clerk should submit the document to the HCC Planning Department without delay and confirm that Cllr Guinness would attend and speak at the planning meeting on 19 July 2012. *Action: Clerk*

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

- i. **Highways:** Clerk reported that Nigel Wilson of Belamy, Axford Road had reported that last week a small tree was blocking the road outside his house and several guys got out of a van carrying the company name Kiwi Fencing, kindly used their chain saws to remove the tree and clear the road. Clerk has sent letter of thanks. Also a small fallen tree blocking Furzen Lane had been reported to landowner, Adrian de Ferranti and cleared.

Still no sign of grips being cleared by mechanical digger – more heavy rains recently have caused localised flooding.

Clerk sent another reminder email to Keith Holdsworth HCC Highways followed by a telephone conversation in which he explained that HCC Highways current priorities were roads which had been blocked and closed and houses flooded in recent heavy rain.

Cllr Taplin had spoken to Don Cleeve who had said he could dig grips for £250 +VAT, KH response was that we would need £xm public liability insurance to do job ourselves

Chris Allen had raised a query via Cllr Taplin regarding the cutting of roadside verges commenting verges had been cut earlier in the year when there was little or no growth and had been cut again w/c 04 June. Mr Allen's concern was that he understood verges were only cut twice a year and would not be cut again this summer when considerable growth was likely and there were growing concerns about the growth obscuring visibility for drivers, particularly at junctions and notably Hassocks Hill.

Clerk confirmed she had spoken to Seumas Foster & emailed Keith Holdsworth, response passed back to Chris Allen via Rose – special cutting regime in some areas to protect specific species; an early cut and again September. Other verges to be cut again through summer growing period as required. KH to forward cutting schedule.

- ii. **Web Site & Broadband:** Mark Thomas had reported unable to access BDBC server and post agenda for tonight's meeting. Ellisfield Ladies web pages still need updating - Cllr Guinness to follow up.

Cllr Guinness reported receipt of email from Martin Slatford, Chair BDAPTC relating to progress

towards a combined approach to solving the problem of BDBC withdrawing hosting of parish websites, minimising costs etc. All councillors have copy of email.

Paul Turner, having been seconded to explore options for continuing Ellisfield Parish Council website without BDBC support reported he too had explored a number of options and attended BDAPTC meeting where assurances had been made by BDBC that they would not withdraw support for another year and would continue to hold parish council.gov.uk domains on their website and redirect emails etc to parishes new websites.

PT explained options including parish setting up its own websites or working with ParishCouncil.net. PT to attend next BDAPTC meeting to continue exploration, need to establish precisely what is wanted. Chairman thanked Paul Turner for his work.

Broadband: -nothing to report

- iii. **Land and Property:** Sovereign Kingfisher Direct Debit now set up for payment of garage (to be shared with EVG). Chairman reported conversation with Roger Colman (1 Cannon Close) to establish understanding of sale/purchase of land behind Cannon Close houses which had been given to BDBC by Ellisfield Parish Council when need for village school was no longer and housing more pressing.

Play Equipment For Small Children:

Clerk reported email received from Glen Horgan (Greystones) asking why EPC had reneged on agreement to pay half the cost. Having explored minutes of meetings since suggestion of additional play equipment first raised, there was no record of any such commitment having been made and it was discussed and agreed that as the project had evolved so had funding arrangements and for Clerk to send response stating this to Mr Horgan.

Clerk reported concern that no reply had been received from BigWood Play following letter confirming *verbal agreement made with Parish Councillor Andy Webb for installation work to commence on Monday 02 July, to supply and fit two A frame climbers linked by a balance bar and three balance beams in Z formation on Lower Common subject to the following:*

- *Fully inclusive cost not exceeding £1,500, inclusive of reinstatement of the site and removal of any packaging, waste materials etc.*
- *Risk assessment and method statements for all works to be submitted to me and approved by Ellisfield Parish Council prior to any work commencing. As you are aware;*
  - *the site is in close proximity to overhead cables and electricity substation, there are also some underground power cables in the Lower Common area, please ensure your risk assessment and method statement reflect awareness of this within the above cost.*
  - *The site of additional play equipment is adjacent to existing swing, goal posts and seating area and the green is used by children and walkers, please include your plans for securing the work area during installation, we are happy for you to restrict access to the green for the duration of works.*

It was discussed and agreed that without above work could not proceed and Cllr Webb was to ensure the precise location for the equipment to be marked out on the grass prior to the work starting and for the work to be supervised by a parish councillor. Cllrs Webb and Richards agreed to liaise with Cllr Cazenove to ensure this.

- iv. **Allotments:** Clerk reported most 2012/13 invoices have been paid. AGM cancelled due to illness – hope to reschedule June/July – not aware of any issues.. Annual Subscription to NSALG paid and reclaimed by clerk.
- v. **Rights of Way:** Cllr Wright

It was confirmed that a long-term aim is to encourage John Jervoise to open the old railway line as a permissive path linking with other paths.

- vi. **Burial Ground:** Clerk reported headstone of Albert and Blanche Frankham had fallen in Burial Ground reported by EVG – not yet investigated – Cllr Cazenove to speak to family.

- vii. **Environment:** *Verge cutting issues - see Highways*
- viii. **Hill Farm Pond:** Nothing to report
- ix. **Neighbourhood Watch:** NW report for July H & D – copies forwarded to all councillors by email
- x. **Memorial Hall:** – Cllr Guinness raised and will follow up the issue of membership (new vicar) and chair of committee.
- xi. **Basingstoke District Association of Parish & Town Councils and Localism:** Cllr Richards  
Last meeting 14 June 2012- will circulate minutes when received.  
Next meeting 20 September 2012 – DR/PT to attend

xii. **New Residents:** None since last meeting.

**Xiii Affordable Housing:**

Cllr Cazenove attending CPRE Workshop Neighbourhood Plans – getting started, Easton Village Hall, Thursday 21<sup>st</sup> June 9.30- 4.30pm

It was discussed and agreed to follow BDBC advice and not to proceed with a Neighbourhood Plan until BDBC LDF completed. Chairman confirmed a working party should be set up to enable work to start as soon as possible.

**xiv. Localism/HALC** *adoption of revised Model Code of Conduct in line with Localism Act*

Cllrs were given a copy of Localism Act 2011 Section 29 Register of interests and BDBC Code of Conduct for Parish Councils.

Following advice from HALC (for parish councils to adopt a local Code, as adopted by their principal authority) and Chris Guy (CG), BDBC Monitoring Officer, Ellisfield Parish Councillors resolved to adopt such code of conduct as may from time to time be adopted by Basingstoke & Deane Borough Council (insofar as such code is relevant to Parish Councils). Also Ellisfield Parish Councillors to complete new Register of Interests forms within 28 days of the 1st July 2012. Clerk to obtain forms from BDBC and distribute to Cllrs then return to Chris Guy and BDBC will then publish them on their Website.

Clerk reported information from last Parish Liaison meeting:

- Register of member's interests for parish/town councillors will be available on line. Parishes to include this information on their own websites direct/link to BDBC (tbc)
- BDBC will continue to investigate breaches of conduct.
- Each Parish/Town Council must adopt code of conduct by 30 June to be compliant with the Localism Act.
- There will be a pool of 3 'Independent person's' (these will be consultants, cannot be existing lay members of standards committee).
- Financial interests are disclosable.
- Must declare any 'disclosable pecuniary interest' – failure to do so will be a criminal offence, remedies are a range of sanctions.
- Audit, Governance and Accounts Committee will take on standards role
- CG, as the monitoring officer, will work with Parish/Town Councils on any training/briefings.
- CG recommends that Parish and Town Councils adopt the BDBC Code of Conduct
- Criminal sanctions will apply to any criminal offences

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

Schedule of Mail; the following items were noted

Linda Russell. Solicitors & Planning Consultants

Terms of Business letter

Legal Opinion re AD application – copy also included in JW/EPC response

Audit Commission

Notification of BDO LLP to audit Ellisfield PC annual Return for 5 years from 2012/13

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

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

Bernard Cazenove had submitted summary accounts / income and expenditure for Jubilee Celebrations – request from Bernard Cazenove for any contribution the Parish Council towards the cost of the flowers or the medals given to the children. Also request from CC for greater EPC contribution...

It was discussed and agreed that whilst the parish council had agreed to underwrite the cost of flowers etc for Jubilee celebrations, as the raffle had raised sufficient funds to cover all costs, the parish council would not be making any further contribution, having spent £200+ on commemorative mugs for village children.

It was agreed to suspend the Cloud licences until further use required

Clerk to arrange for Cllr Wright to signatory on bank account

<b>Cheques to be signed and payments approved</b>		Amt	Chq no
08-May-12	Communicorp (Jubilee Mugs)	662.52	647
09-May-12	Linda S Russell (Planning Solicitor (AD opposition)	500.00	648
01-Jun-12	Broker Network (EPC Insurance)	393.35	649
18-Jun-12	Caroline Cazenove - invoice for food for Annual Parish Meeting	52.37	
18-Jun-12	Caroline Cazenove - invoice for Jubilee mug bags	89.44	650
18-Jun-12	Beverley Guinness - invoice for drinks for Annual Parish Meeting	119.94	652
18-Jun-12	Ellisfield Volunteer Group £1,050 less half annual garage rent see below	866.92	653
18-Jun-12	J Matthews - Clerks Salary & expenses	1,196.50	654
18-Jun-12	approval of direct debit payments for kingfisher garage to 01 July 2012	119.52	DD
18-Jun-12	approval of direct debit payments for kingfisher garage July 2012	38.82	DD
18-Jun-12	approval of direct debit payments for kingfisher garage August 2012	38.82	DD
19-Mar-12	S. Claessens (Litter Picking – April)	30.00	SO
19-Mar-12	E. Rudd (Litter Picking - April)	30.00	SO
19-Mar-12	S. Claessens (Litter Picking – May)	30.00	SO
19-Mar-12	E. Rudd (Litter Picking - May)	30.00	SO
19-Mar-12	S. Claessens (Litter Picking – June)	30.00	SO
19-Mar-12	E. Rudd (Litter Picking - June)	30.00	SO

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

**10. To decide upon the date of the next meeting.**

23 July to be chaired by Vice-Chair Cllr Caroline Cazenove (TG & JW away)

*Open Forum. No one present*

**The meeting closed at 10.25pm**

Chairman .....

Date .....