

**Minutes of Annual Meeting of Ellisfield Parish Council  
held in the Memorial Hall on Monday 13 May 2013 at 7.30pm**

**Present**

Tim Guinness (Chair) Caroline Cazenove (Vice-Chair), Gavin Park-Weir, David Richards, Julian Wright  
(Councillors)

Apologies: Rose Taplin

**In Attendance**

Jacqueline Matthews (Clerk)

2 members of the public

**1. Apologies for Absence** Cllr Rose Taplin

**2. To elect a Chairman**

Cllr Guinness indicated he would be prepared to allow his name to go forward to be elected chairman and asked if any other councillor wished to be elected (none) Cllr Cazenove nominated Cllr Guinness and Cllr Wright seconded the nomination; the vote in favour was unanimous.

**3. Chairman signed Declaration of Acceptance of Office** which was witnessed by the Clerk.

**4. To elect a vice-Chairman**

Chairman then asked Cllrs if they were willing to stand as vice-chair; noting that Cllr Wright was willing to take on this role; proposed by Cllr Guinness and seconded by Cllr Park-Weir. Chairman thanked Cllr Cazenove for her work in this role in previous years and Cllr Cazenove said that it was not her intention to reduce her commitment to the village.

**5. To appoint two delegates to Basingstoke District Association of Parish & Town Councils**

Cllr Richards was appointed with Cllr Cazenove attending when possible, other councillors would attend meetings in rotation.

**6. To appoint a Member to serve as Trustee on Ellisfield Memorial Hall Committee**

Cllr Taplin was re-appointed in her absence.

**7. To discuss and allocate Members' Special Interests**

After discussion, it was agreed the Special Interests for this year would be;

- Highways - Cllr Richards
- Web Site - Cllr Guinness/Wright
- Broadband – Cllr Wright/Guinness
- Land and Property - Cllr Park-Weir – watching brief on bus shelters, phone box, notice boards and other items of real estate
- Allotments – Cllr Taplin
- Rights of Way – Cllr Wright
- Hill Farm Pond – Cllr Cazenove
- Burial Ground - Cllr Cazenove
- Environment – Cllrs Taplin and Richards
- Neighbourhood Watch - Cllr Cazenove
- Memorial Hall - Cllr Taplin
- Basingstoke and Deane District Association of Parish & Town Councils - Cllr Richards
- Treasurer – vacancy
- Local business liaison;
  - Solar Farm/Telecoms Mast – Cllr Guinness
  - Anaerobic Digester – Cllr Wright
  - Veolia – Cllr Park Weir

**The meeting closed at 7.50pm**

**Minutes of a Meeting of Ellisfield Parish Council  
held in the Memorial Hall on Monday 13 May 2013  
immediately following Annual Meeting of EPC**

**Present**

Tim Guinness (Chair), Julian Wright (Vice-Chair), Caroline Cazenove Gavin Park-Weir, David Richards,  
(Councillors)

Apologies: Rose Taplin

**In Attendance**

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

2 members of the public

**1. Apologies for Absence** Cllr Rose Taplin

**2. To Receive Declarations of Interests on any matter on this Agenda:**

Councillor Gavin Park-Weir declared a pecuniary interest in planning application to be considered in point 6 below.

**3. Minutes of the Meeting held on Monday 08 April 2013;** 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 that since the last meeting there had been one crime; a theft from a motor vehicle in Axford Road.*

*Paul Turner asked to be allowed to say a few words at the Annual Parish Meeting re the following;*

- *Website*
- *Adopted telephone box – to recruit a team of volunteers to look after contents, also to repaint outside – PT to liaise with Portsmouth Estates re paint*

**6. 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/77459 Northgate Cottage, Northgate Lane - Demolition of existing garage/store, adjacent sheds and animal pens. Erection of new lofted outbuilding and garage to provide additional accommodation associated with the existing residential smallholding. Temporarily withdrawn by applicant – not discussed

\*13/00058/HSE Homestead Green Lane - Proposed single storey rear extension and works to rear retaining walls – no objections.

Cllr Park-Weir withdrew from meeting whilst this application discussed.

\*Please note new reference numbering system

**Update on any issues relating to**

**Anaerobic Digester** – Nothing new to report

**Solar Farm** - Nothing new to report

**Telecoms mast (planting)** - Nothing new to report

**Veolia site** - Nothing new to report.

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

- i. **Highways:** Clerk confirmed signs up on roads to be closed for 2 days at end of month (dates have already changed since notices first appeared) for surface dressing.

Cllr Richards reported 'gullies' on Axford Road had been cleared but not those on lower College Lane and Green Lane. Cllr Richards to liaise with Hampshire Highways. Action: Cllr Richards

ii. **Web Site & Broadband:**

**Broadband:** Cllr Wright reported he had been conducting experiments in various parts of the village to establish if any alternative short-term solution to waiting for BT to provide faster broadband would work. Cllr Park-Weir to assist. Cllr Wright to report in detail at APM.

**Website:** Paul Turner reported that parish council minutes for last three years now on website and it was discussed and agreed that draft APM minutes would be posted within a couple of months of meeting. Paul Turner to report changes to parish website at APM.

iii. **Land and Property:**

Cllr Gavin Park-Weir presented a range of options for replacing all village noticeboards using a number of materials, real wood, man-made/manufactured wood (recycled plastic) or aluminium – approx. cost in excess of £5,000. Subsequent discussions explored; refurbishment of existing boards, (Paul Turner to remove and renovate one aluminium board as an example, after next meeting). Budgetary factors, £500 had been budgeted (but not spent) for last three years. Cllr Park-Weir to explore whether such a project might attract financial support from Veolia – Clerk to explore availability of grants.

- iv. **Allotments:** Nothing new to report
- v. **Rights of Way:** Nothing new to report
- vi. **Burial Ground:** Nothing new to report, Cllr Cazenove to chase stonemason
- vii. **Environment:** Nothing new to report
- viii. **Hill Farm Pond:** Cllr Cazenove reported EVG to trim roadside edge of pond area. Barley straw needed for Algae.
- ix. **Neighbourhood Watch:** Nothing new to report
- x. **Memorial Hall:** Nothing new to report
- xi. **Basingstoke District Association of Parish & Town Councils and Localism:** Date of next meeting, which is also AGM, 7.30pm on 20 at Basingstoke Civic Offices. Cllr Richards to attend
- xii. **New Residents:** Cllr Guinness expressed concern Welcome Packs had not been delivered to new residents at Rookery Cottage and Falconers.
- Xiii Affordable Housing:** Nothing new to report
- xiv. **Localism/HALC/Neighbourhood Plans...** Cllr Cazenove reported she and Clerk had attended CPRE Community-led planning seminar on Tuesday 07 May 2013 at the Holiday Inn, Winchester which included an update on Localism and planning tools available to local communities. Presentations included the experience of a small parish who decided to pursue a Village Plan in favour of a Neighbourhood Plan, the experience of a (larger) village that set up a Community Land Trust; some guidance on working with your Local Authority and how to conduct a Community Landscape Character Assessment.
- 8. To receive a report from the Clerk on Administration Matters.** Clerk reported CPRE membership pack received and available for Cllrs to read.

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

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

Also, Annual Audit documentation was reviewed and approved, including

- Annual Account figures for 2012/13 were,
- Risk Assessments to be reviewed and approved.
- Annual Governance Statement
- Annual Return for the year ended 31 March 2013 was confirmed and signed

**Cheques to be signed and payments approved**

13-May-13	S. Claessens (Litter Picking – April)	32.00
13-May-13	E. Rudd (Litter Picking - April)	32.00
13-May-13	S. Claessens (Litter Picking – Mary)	32.00
13-May-13	E. Rudd (Litter Picking - May)	32.00
13-May-13	S. Claessens (Litter Picking – June)	32.00
13-May-13	E. Rudd (Litter Picking - June)	32.00
13-May-13	Ellisfield Volunteer Group	1,600.00
13-May-13	Caroline Cazenove – repay cost of CPRE conference	24.00
13-May-13	Monthly direct debit payment for garage rental (May)	42.84
13-May-13	Monthly direct debit payment for garage rental (June)	42.84

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

**11. To decide upon the date of the next Meetings:**

Annual Parish Meeting – details confirmed;

Changes/additions to agenda - see speakers below  
 Setting out room chairs + LCD projector and screen – JM / DW / JW  
 Refreshments Food CC + RT  
 Drinks BG

Speakers:

Cllr Julian Wright and Sarah Galbraith – Broadband  
 Paul Turner - Website  
 Anna McNair Scott to answer questions only

EPC meetings through 2013

Monday 01 July 2013  
 Monday 02 September  
 Monday 14 October  
 Monday 02 December – budget and precept

*Open Forum.*

Paul Turner requested speakers' names to be added to APM agenda.

**The meeting closed at 9.55pm**

Chairman .....

Date .....