

**Minutes of a Meeting of Ellisfield Parish Council
held in the Memorial Hall on Monday 25 November 2013**

Present

Tim Guinness (Chair), Caroline Cazenove, David Richards, Rose Taplin, (Councillors)

Apologies: Julian Wright (Vice-Chair), Gavin Park-Weir,

In Attendance

Jacqueline Matthews (Clerk)

PC Andy Reid. Local Beat Officer, Hampshire Constabulary)

2 members of the public

1. **Apologies for Absence:** Cllrs Park-Weir and Wright (abroad)
2. **To Receive Declarations of Interests on any matter on this Agenda:** None.

Clerk reminded meeting that last year, immediately prior to budget/precept meeting on 10 December 2012 signed Councillors Special Dispensation under the Localism Act 2011 to all members of Ellisfield Parish Council to enable discussions to agree and set Precept. This dispensation stays in force until 2016.

3. **Minutes of the Meeting held on Monday 14 October 2013:** minor adjustment made to decision not recorded about Neighbourhood Plan, otherwise agreed and signed as a true record.
4. Matters Arising from the Minutes (for which no relevant Agenda Item is listed below). The question of whether Cllr Park-Weir had written to Veolia was raised and in his absence, discussions deferred to next meeting.
5. **OPEN FORUM** – *PC Andy Reid reported that unfortunately a number of incidents had been investigated since the last parish council meeting comprising an attempted burglary in Green Lane, a dwelling burglary in College Lane, theft of a quad-bike from a garage in College Lane, report of a suspicious vehicle seen in Green Lane and a man retained in custody in the Metropolitan Police area with a stolen camera containing photographs of a car from Ellisfield. However, crime in Ellisfield remains lower than the same period in 2012.*
6. **To receive an update on current Planning Applications and to consider any new Planning Applications:**

Application number/Address	Details
13/00688/HSE 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. Still pending decision
13/00619/HSE Blencathra, The Green	Erection of side extension with front and rear dormer windows and roof lights, pitched roof to existing flat roofed dormer window and erection of a rear porch. Granted
13/01466/HSE 3 Park View, Green Lane	Erection of single storey front and side and first floor rear extensions. Erection of store to front. Alterations to rear roof line and installation of new windows to south east and north east elevations. Refused parish councillors recommended applicants engage in discussions with BDBC Planning Dept Case Officer
13/01052/LBC Widmoor Farm College Lane	Replacement of existing crittall windows with timber units. Refused
13/01130/LBC Hill Farm Cottage Green Lane	Reconstruction of chimney stack (retrospective). Approved

T/00711/13/TCA Mulberry House College Lane	Intent to reduce Height/Canopy by approx. 7m one Lime tree in back garden. Granted
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Additional application received since agenda published

13/02191/HSE Mulberry House College Lane	Conversion of garage to living accommodation and erection of new garage and store. Enclosure of front porch. No Objections
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7. To receive a report and approve any action needed on:

i. **Localism/HALC/Local business liaison** (Cllrs Guinness/Wright/Park-Weir)

Anaerobic Digester: Clerk confirmed letter of thanks had been sent on 05 November to Julian Marks, Managing Director of Barfoots accepting their offer of £1,000.

Also email report from Cllr Wright in his absence; *Barfoot Energy – awaiting further feedback on the traffic incident and trying to fix up a meeting to discuss the landscaping plans. The site construction appears to be proceeding at a fair pace.* Cllr Richards commented that a STOP sign similar to the one at the exit from Veolia site was needed.

Solar Farm: Clerk reported letter sent to Ben Pollock, Portfolio Manager, Renewable Energy at J Laing; *You will recall we met when you kindly took us around your solar farm in Ellisfield some months ago when we discussed how we were keen to establish a constructive relationship with you. I wanted to mention to you an offer that we have recently received from Barfoots who are developing an anaerobic digester on the site behind yours, of a contribution to Parish funds. They have offered us £1,000 per annum. And they are in Herriard not Ellisfield! You may recall you indicated in February the possibility you might gift the parish £5,000. It would be good to tie you down! I think £2000 pa!* No response as yet.

Telecoms mast: Nothing new to report.

Veolia site: Nothing new to report. In Cllr Park-Weir's absence – discussion deferred to next meeting.

ii. **Highways:** Nothing new to report

iii. **Web Site:** Paul Turner reported that Paul Tatum of BDBC is expecting the **ellisfield.gov.uk** domain to be discussed at this evening's meeting and will require a letter from EPC one month before August 2014 to be sent to JANET re ISP for Ellisfield.gov.uk which will result in a reply registering the parish council website address. Paul Turner explained that BDBC would like to get rid of parish council .gov.uk addresses from their server and they will go ahead and cancel unless asked to retain. Paul Turner confirmed that his ISP has quoted £70 plus VAT to renew a .gov.uk domain for two years. Action needed early 2014.

Cllr Guinness reported that since last EPC meeting there had been an ongoing email correspondence regarding the status of Ellisfield.Org website with several councillors raising concerns about the transition from .gov.uk to .org.uk website. Cllr Guinness explained he had taken advice from HALC who had explained that it was fairly common for problems to arise when changes to parish council websites were made under informal arrangements, he had been advised that it would be acceptable to conduct discussions in a closed session, without Paul Turner present due to the sensitivity of the issue, enabling councillors to discuss the matter quietly at the end of the meeting. Cllr Guinness as Chairman and Cllr responsible for the website proposed that there should be a confidential discussion at the end of the meeting to explore the issue and form a working party to explore the way forward and work towards drawing up a more formal agreement to form the basis of the terms of reference under which the website be operated. Cllr Cazenove seconded this suggestion which was unanimously agreed.

iv. **Broadband:** email report from Cllr Wright in his absence; next meeting with BT will be after they have completed their survey to discuss the art of the (BT) possible for Ellisfield. NB the Herriard cabinet is too far from Ellisfield to be able to provide a VDSL (BT Infinity) service. A meeting was held between EPC, HCC and BT to discuss the provision of superfast broadband in Ellisfield on the 23rd October 2013. The following clarification was agreed:

- BT will be providing superfast broadband (VDSL) via the Herriard cabinet (located near the Fur and Feathers). Regrettably the VDSL technology is currently short-range and will not support superfast broadband over long copper connections. In some cases lines in Ellisfield are up to 7 km long in the lower part of Ellisfield (some of the area marked in green). The existing ADSL broadband service will however remain in place.
 - The rest of Ellisfield is served by the cabinet at the junction of Church Lane and College Lane and is not currently included in the 2015 superfast programme
 - All of Ellisfield is eligible for some form of broadband upgrade by the end of 2015 owing to the slow, sub 2 Mb, download speeds
 - Ellisfield is also eligible for consideration as part of the 2017 superfast roll-out
- v. **Land and Property:** Clerk reported that latest report from BDBC Play Equipment Inspector identified that the bench near the swings is rotten (low risk) and that the trees in the vicinity of the swings needed cutting back (medium risk) – this has been done.

Cllr Park-Weir to report back at next meeting following research into options for replacing village noticeboards.

EVG – quote for land maintenance next year received £1,400. Chairman Andy Swanston explained that cost is unlikely to drop below £1,400 in future years since due to additional costs for ride-on mower insurance (£170) and garage rental (£200), remaining £50 plus fund some carry over from the £1,600 in 2013 means now in a position to replace the burial ground mower for 2014 (approx £360).

EVG AGM has been confirmed for Friday 24th January at 8pm. Refreshments to be served afterwards including wine, soft drinks, cheese etc as thank you for support in 2013.

- vi. **Allotments:** Clerk reported that Trevor Lucas had asked for permission to move his shed from allotment plot No 12 to plot No 8. It was discussed and agreed that as long as EAGA had no objection and he positioned the shed according to the allotment layout plan that identifies positions for sheds on site then approval would be given. Clerk to liaise with EAGA Chair, Jenni Krauklis-Gould.
- vii. **Rights of Way:** email report from Cllr Wright in his absence confirming discussions with landowner re kissing gates on zig-zag path to replace stiles have reached a positive conclusion, permission received in an email from Adrian de Ferranti, discussions ongoing to confirm details. Also Clerk reported application submitted to HCC for small grant award for partial funding towards cost of purchase and installation.

Chairman asked Andy Swanston, Chair of EVG (present) if volunteers would be able to undertake installation. It was suggested that perhaps a sub-committee of EVG might be the best way forward to explore if and how the installation might be achieved.

- viii. **Burial Ground:** Cllr Cazenove confirmed she would liaise with EVG to ensure burial ground leaves cleared ahead of Mrs Hilary de Ferranti's funeral on Saturday 30 November.

It was discussed and agreed to review Burial Ground charges next year. (last review 2007).

Action: Cllr Cazenove & Clerk

- ix. **Environment:** Nothing new to report.
- x. **Hill Farm Pond:** Cllr Cazenove reported she had discussed possibility of clearing some of the undergrowth behind the pond to allow access to views etc. it was discussed and agreed to review this again in 2014.

Neighbourhood Watch: Nothing new to report in addition to monthly report issued by email

Cllr Cazenove confirmed that Hannah Houstin-Lacey had agreed to remain in post as Neighbourhood Watch Co-ordinator for another year to allow more time to find a replacement.

- xi. **Memorial Hall:** Cllr Taplin reported that at their last meeting, the committee had discussed a number of potential structural improvements; insulating walls and roof, improved heating, kitchen

and patio doors to back lawn. Next meeting scheduled for January where those tasked with investigations to report back.

Clerk reported Ray Reed, new Memorial Hall Committee Chairman had tracked down the original Memorial Hall documents at Lamb Brookes, solicitors in Basingstoke.

Chairman reported he had contacted Ray Reed regarding extending reduction in rent charges to EPC in line with reduction to all village regular users. Yes

Christmas Fayre - Saturday December 7 (2pm to 4pm): Entrance fee £1.00 (Children FREE). Price includes a glass of mulled wine and raffle ticket (to be drawn at the end of the Fayre at 4pm).

- xii. **Basingstoke District Association of Parish & Town Councils and Localism:** Nothing new to report.
- xiii. **New Residents:** Cllr Guinness reported that new residents due to move in to Kandahar (The Green), Oak View and No 1 Widmoor Cottages (College Lane) imminently. Clerk and Mrs Richards to deliver Welcome Packs early in New Year.
- xiv. **Affordable Housing:** Cllr Guinness reported that as Basingstoke Local Plan proceeds towards approval, the issue will become 'live' again.

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

Clerk confirmed that Florence de Jersey Lowney of Merritt's Farm is to undertake a project to refurbish the phone box as part of her 'Community Work' for her Duke of Edinburgh Award scheme working one hour per week from Jan – Mar 2014. Clerk to liaise with Florence once new school term starts, January 2014.

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

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

Cllrs discussed and agree the 2013/14 Budget and to set the Precept for 2014/15 at £5,521 with no increase for the third year running. Precept Demand and Basingstoke & Deane Borough Council's Application for Limited Grant signed. Clerk to return to BDBC by deadline

Cheques to be signed and payments approved

25-Nov-13	Monthly direct debit payment for garage rental (Nov)	42.84
25-Nov-13	Monthly direct debit payment for garage rental (Dec)	42.84
25-Nov-13	Monthly direct debit payment for garage rental (Jan)	42.84
25-Nov-13	S. Claessens (Litter Picking – Dec)	32.00
25-Nov-13	E. Rudd (Litter Picking - Dec)	32.00
25-Nov-13	S. Claessens (Litter Picking – Jan)	32.00
25-Nov-13	E. Rudd (Litter Picking - Jan)	32.00
25-Nov-13	Memorial Hall rent – meetings - £225	273.00
25-Nov-13	Memorial Hall rent – APM - £48	
25-Nov-13	J Matthews - Clerks salary and expenses	944.18
25-Nov-13	Information Commissioner (Data Protection registration)	35.00

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

11. To decide upon the date of the next Meetings: 03 February 2014

Other dates for 2014 were discussed; Clerk to circulate to all councillors, particularly those not present to agree dates before next meeting.

- Monday 17 March 2104?
- Monday 12 May 2014 (EPC AGM)
- Friday 16 May 2014 (APM)
- Monday 30 June 2104

Open Forum:

Paul Turner raised the following points:

1. *Requested that any village news is passed on to website administrator; he had not been informed of Mrs de Ferranti's death.*
2. *Was the cost of the Ellisfield.org.uk domain included in budget considerations?*
3. *Are two seats needed at Gravel Pits? Cllr Guinness to ask Margaret Evans what is needed.*
4. *What are councillors proposing to discuss in 'closed session.' Cllr Guinness replied that discussions were to be based on recent email exchange between himself and Mr Turner regarding the ownership and management of the Ellisfield.gov>Ellisfield.org website.*

The meeting closed at 9.30pm - after which discussions about website continued for a further 20 minutes.

Chairman

Date