

# HURSLEY PARISH COUNCIL

## Minutes of the Annual Meeting of Hursley Parish Council held in the Parish Hall on Monday 8<sup>th</sup> May 2017, at 7.30 p.m.

Present: Cllr Mrs E Bell in the Chair  
Mrs A Apps  
Mr M Arthur  
The Viscount Lifford  
Mr M. Waldron

In attendance: Mr J. L. Brooks, Clerk to the Council,

Mrs Bell opened the meeting, and congratulated Mrs Warwick on her election to the County Council, and noted with regret her consequent resignation from the Parish Council.

**040/17**            **APOLOGIES**  
Dr J O’Sullivan, Mr G Rees, Mr J Winchester

**041/17**            **ELECTION OF CHAIR**  
Mrs Bell was elected and signed a Declaration of Acceptance of Office.

**042/17**            **ELECTION OF VICE-CHAIRMAN**  
This was deferred to the next meeting

**043/17**            **MINUTES**  
The minutes of the meeting held on 13<sup>th</sup> March 2017, which had been circulated, were agreed and signed by the Chair.

**044/17**            **APPOINTMENT OF COMMITTEES AND COUNCIL REPRESENTATIVES**

1. Planning Committee  
**RESOLVED** that all Parish Councillors be appointed to the Planning Committee to serve until the next Annual meeting.

2. Allotments and Cemetery Committee  
**RESOLVED** that Messrs Rees, Winchester and Waldron be appointed to the Allotments and Cemetery Committee to serve until the next Annual meeting except that another Councillor would replace Mr Waldron as regards any matter which might cause a conflict of interest with his status as an allotment holder.

3. Recreation Ground and Environment Committee  
**RESOLVED** that Messrs Rees, Waldron and Winchester be appointed to the Recreation Ground and Environment Committee to serve until the next Annual meeting.

044/17 (Cont.)

4. Parish Hall Joint Committee

**RESOLVED** that members be appointed to the committee as and when a meeting was called.

5. Traffic Committee

**RESOLVED** that Mrs Bell, Mr Arthur and Mr Winchester be appointed to the Traffic Committee to serve until the next Annual meeting, with power to co-opt further (non-voting) members from parishioners.

6. Finance, Audit and Risk Assessment Committee

**RESOLVED** that Mrs Apps, Dr O'Sullivan and Lord Lifford be appointed to the Finance, Audit and Risk Assessment Committee to serve until the next Annual meeting.

7. Flood Action Group

**RESOLVED** that Mr Waldron, Mr Winchester and Mr Arthur be appointed to the Flood Action Group with power to co-opt further members from parishioners. Mrs L Pratt and Mr R Baker are currently co-optees.

### **Council Representatives**

8. Parish Plan Core Group

Mr Arthur, Mrs Bell and Mr Winchester

9. Winchester District Association of Parish Councils

Mrs Bell was appointed.

10. Hursley Parish Hall Management Committee

Mrs Apps was appointed.

### **Councillors or nominated parishioners with Specific Responsibilities**

11. Footpaths – Mr Pratt did not wish to continue but Mrs Bell had a candidate in mind and would approach him.

12. Tree Warden - Mr Alan Beusmans was appointed assisted by Mr Richard Baker as necessary.

13. Outlying Areas – Mrs Bell, Lord Lifford, Mr Rees and Mr Winchester were appointed.

14. Highways Liaison – Mr Waldron was appointed. Mrs Bell noted that the Highways Engineer for the area was Gina Chandler (01962 794702), and her superior was Peter Barty.

15. Parish Transport Representative – Mrs Bell was appointed.

16. Winchester Air Group – An appointment would be made as necessary.

045/17

### **REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS**

The [standing orders](#) and [financial regulations](#) as adopted in May 2015, and as attached to the minutes of that meeting, had been circulated. Lord Lifford had had reviewed these and considered that no amendments were necessary. The Council agreed that no amendments be made.

- 046/17**                    **REVIEW AND CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS.**  
The renewal schedule from Hiscox had been circulated and was approved.  
  
The Council agreed that the premium of £898.17 be paid.
- 047/17**                    **REVIEW OF THE COUNCIL'S MEMBERSHIPS OF OTHER BODIES.**  
It was agreed that membership of Hampshire Association of Local Councils, Winchester District Association of Parish Councils, CPRE, and the Hampshire Playing Fields Association be continued and subscriptions paid when due.
- 048/17**                    **COMPLAINTS PROCEDURE**  
The Clerk had circulated the NALC legal topic note [LTN9E](#) and it was agreed that the procedures set out therein were still appropriate.
- 049/17**                    **PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 1998.**  
The adopted [Publication Scheme](#) had been circulated and it was agreed that no alterations were necessary.
- 050/17**                    **MEETINGS OF THE FULL COUNCIL FOR THE YEAR AHEAD**  
It was agreed that meetings be held on 2<sup>nd</sup> Monday of July, September, November, January and March in the Archie Heath Room of the Parish Hall at 7.30 p.m.
- 051/17**                    **MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 1<sup>th</sup> MARCH 2017**  
Minute 024/17a - Winchester Half Marathon 2017.  
No revised documents had been received and the clerk agreed to remind Mr Rees of the deadline of 15<sup>th</sup> May for the June Parish Magazine.  
  
Minute 024/17c – Pavement Parking  
The Clerk had circulated a draft notice and after discussion it was agreed that the text should be inserted in the Parish Magazine and a copy should be delivered to all houses in parts of the village where pavement parking is a problem and the results monitored.  
  
On a related issue Mrs Bell mentioned recent problems caused by inconsiderate parking in Heathcote Place and Collins Lane which had obstructed the refuse collection lorry on two consecutive occasions.  
  
Minute 025/17 – Naming of path  
Mr Waldron had been unable to find anything relevant in the old maps. Suggestions were Vicarage Path or Cooper Path. Informal soundings would be taken.
- 052/17**                    **PUBLIC PARTICIPATION**  
None

053/17

**POLICE REPORT**

The Clerk circulated a report of information obtained from the Police.co.uk website ([attached](#)). He also noted from the Winchester Rural North Neighbourhood Watch that between 01/04 and 05/05, lead has been stolen from the window sills of 5/6 church windows around St John's Farley Chamberlayne.

054/17

**COUNTY COUNCILLOR'S REPORT**

Mr Bailey had not sent a report for this meeting, but had sent a final report for APM.

055/17

**DISTRICT COUNCILLOR'S REPORT**

Mrs Warwick had not prepared a report because of the elections, but would produce a summary of the past year for the APM. She and Mrs Bell would liaise to produce future reports.

056/17

**CORRESPONDENCE**

*Manager – Parish Hall Management Committee*

*Request for payment of Dining Club Grant Financial Year 2015*

RESOLVED that the Council in accordance with its powers under section 137 of the Local Government Act 1972 authorises the following expenditure which, in the opinion of the Council, is in the interests of the area or its inhabitants:

Dining club grant	£120.00
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*Laura (née Bradshaw)*

*Request to place a bench in the Recreation Ground in memory of her father, Paul Bradshaw.*

It was agreed that no objection be raised to the proposal, siting to be agreed with the family by the Chair and Clerk.

057/17

**REVIEW OF SYSTEM OF INTERNAL CONTROL**

The Clerk reminded members that the relevant regulations require that the system of internal control be reviewed at least once a year.

He confirmed that the system of internal control is in effect reviewed each year by the Internal Auditor who has expressed himself satisfied.

The present system is:-

- No cash whatsoever is handled.
- All cheques are written by the Clerk but have to be signed by two Parish Councillors.
- The Clerk is not a signatory to the accounts.
- Invoices are presented with the cheque book and are checked by the signing councillors.
- A list of all payments made is presented to each Parish Council meeting, at which the invoices are available for inspection, and the list is signed by the Chairman to confirm approval.
- The bank statements are checked by the Chairman and the balances reconciled with income and expenditure for the relevant period.

Lord Lifford had confirmed that the members of the Finance, Audit and Risk

**057/17 (Cont.)** Assessment Committee had reviewed the matter and considered that this system properly protects the Council and that nothing more elaborate is necessary.

It was agreed that it be minuted that the Council has reviewed the system of internal control and is satisfied with the result.

**058/17** **FINANCIAL STATEMENT**

The Council received a copy of the financial statement. See copy [attached](#) to these minutes. Authority was given for the payments listed.

**059/17** **REPORT OF INTERNAL AUDITOR**

Mr Murray's [report](#) had been circulated and it was noted that no issues arose.

**060/17** **FINANCIAL RISK ASSESSMENT**

The Clerk had circulated the [Risk Assessment](#) based on the template provided by BDO, the appointed contractor for the District Audit, which had been adopted in 2013. Lord Lifford had reviewed this and considered that no amendments were necessary. The Council agreed.

**061/17** **TO REVIEW OTHER RISK ASSESSMENTS**

The Risk assessments relating to the [Cemetery](#), [Recreation ground](#), and [Playground](#) had been circulated. Lord Lifford had reviewed these and found them suitable. The Council agreed that they be confirmed but agreed that the templates adopted should be reviewed in detail.

**062/17** **AUDIT COMMISSION STATEMENT OF ASSURANCE**

The Statement of Assurance set out in [Section 1](#) of the Annual Return was considered clause by clause. It was RESOLVED that all of the questions be answered in the affirmative (except Question 9 – not applicable) and the statement signed by Mrs Bell and the Clerk to confirm approval by the Council.

**063/17** **TO APPROVE THE ACCOUNTS FOR 2016/2015**

The Clerk had circulated copies of the [accounts](#) and it was RESOLVED that they be approved. Mrs Bell signed the accounts together with [Section 2](#) of the Audit Commission Annual Return.

**064/17** **PLANNING MATTERS**

- a) To approve the representations made by the Clerk in respect of the Pitt Vale appeal. ([attached](#)) These had been consulted on before submission and were formally approved by the Council.
- b) The schedule of applications and decisions ([attached](#)) was noted. In respect of the application to demolish and rebuild 144 Ladwell it was noted that the Parish Council had not been notified of the application but it was considered that no comment was appropriate.

064/17 (Cont.) c) Applications to be considered

<b>Ref. No.</b>	<b>Proposal/Address</b>
17/00986/PNC OU	Proposed use of existing office (Class B1) as a dwelling house (Class C3) by virtue of Class O (offices to dwelling houses), Part 3, Schedule 2, of The Town and Country Planning (General Permitted Development) (England) Order 2015 & The Town and Country Planning (General Permitted Development) (England) (Amendment) Order 2016 Converge Recruitment Ltd Silkstead Stables Silkstead Lane Hursley Winchester Hampshire SO21 2LG
17/01044/FUL	Construction of a 30MW containerised battery storage unit (sui generis) to provide backup electricity services to the grid for a period of 25 years from the date of commissioning of the storage unit. Land At Down Farm Port Lane Hursley
17/00675/FUL	Construction of tennis court within an existing paddock to the east of Upper Silkstead Barn (In Compton and Shawford Parish) Land To The East Of Upper Silkstead Barn Silkstead Lane Hursley

After discussion the council decided to make no comment in respect of any of the applications.

065/17

**REPORTS OF COUNCIL REPRESENTATIVES**

a) Parish Hall.

Mrs Apps reported that a skip had been ordered for 4<sup>th</sup> June when the storage shed and other areas would be cleared of rubbish. One quote had been received for redecoration of the main hall which as considered excessive and another was awaited. Mr Waldron suggested that the contents of the store room off the hall could be thinned with advantage. Mrs Bell noted that the small hedge at the Church Lane/Main Road corner of the grounds when planted had been intended to be kept trimmed to the fence line and height.

b) Parish Plan.

Mr Arthur outlined actions since the last Parish Council meeting. A simple three question online survey had been carried out which had informed the steering groups planning for the launch meeting on 25<sup>th</sup> March. Five main topics had been identified – Traffic, Parking, Amenities, Built Environment and Community Organisations – on which comments had been invited, and the results had been circulated to all residencies in the Parish. Mr Waldron noted that some of the suggestions had caused alarm amongst some older residents, perhaps because of a misunderstanding of the nature of the circular.

The steering group was in the process of drawing up a detailed questionnaire and Mrs Bell agreed to chase up a promised position paper from Hampshire County Council in respect of traffic etc so that unrealistic expectations could be eliminated at an early stage.

c) Emergency/Flood Plan.

Mr Arthur explained that the plan was complete except for a section dealing

with what to check each year. Rather than try to produce his own list in conjunction with Mr Waldron he had decided that it would be best to first discover exactly what each authority actually did by way of maintenance.

d) Parish Communications.

It was agreed that the policy paper needed a rethink and it was hoped that a meeting of the group could be arranged before the APM.

**066/17**

**RECREATION GROUND AND ENVIRONMENT**

Lengthsman - To authorise the Clerk to sign an agreement between Owslebury (as lead parish) and Hursley Parish Council.

The agreement had been circulated and it was RESOLVED that the Clerk be authorised to sign the agreement.

Recreation ground mowing etc.

The Clerk reported that the new contractors had now attended on three occasions and appeared to be proving satisfactory. He had queried why the area under the trees on the south east corner appeared not to have been cut.

The fencing in Church Lane had been repaired and the contractor was returning to finish replacing a rail on the South East Corner (*Note: completed 9<sup>th</sup> May*)

**067/17**

**ALLOTMENTS AND CEMETERY**

The Clerk had nothing to report.

**068/17**

**TRAFFIC & HIGHWAY MATTERS.**

The hoped for position statement from Hampshire County Council would help to guide future action in respect of this subject.

It was noted that fingerpost at the Farley Church crossroads had been refurbished and the clerk was trying to find out by whom this had been done.

**071/17**

**ANNUAL PARISH MEETING**

Flyers had been prepared and Councillors shared these out for distribution.

It was agreed that refreshment should be provided from the Chair's Allowance.

**072/17**

**NEXT MEETING**

The next regular meeting of the Council will be held on 10<sup>th</sup> July 2017 at 7.30pm.

There being no further business the meeting closed at 9.40 p.m.