

Minutes of the Meeting of the Selborne Parish Council held at Blackmoor Village Hall, Honey Lane, Blackmoor, GU33 6BS, on Wednesday 19 July 2017 commencing at 7.30pm

PRESENT: Cllr Dr Ravenscroft in the Chair, Cllr Mrs Palmer (Vice-Chair), Cllrs Ashcroft, Mrs Bennett, Miss Clay, Earney, Rooke and Smith. Also present: two members of the public, Andrew Kettlewell HCC and Mrs Sue Hobbs Locum Clerk.

17/073 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Mrs Irwin-Brown and Masson, for personal reasons. A proposal was received, seconded and voted in favour of accepting the apologies for absence received.

RESOLVED: That the apologies for absence received be accepted.

(Power used: Local Government Act 1972 s85)

17/074 TO RECEIVE DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS ON ITEMS ON THE AGENDA

No declarations of Disclosable Pecuniary Interests were received, however Cllr Miss Clay advised she would not participate in the discussion at item 17/081(i) on the agenda, as she lives close to the property.

(Power used: Localism Act 2011 and the Relevant Authorities (Disclosable Pecuniary Interests) Regulation 2012)

17/075 TO APPROVE DISPENSATIONS FOR DISCLOSABLE PECUNIARY INTERESTS UNDER SECTION 33 OF THE LOCALISM ACT 2011

The Locum Clerk advised this item was not required for this meeting.

17/076 TO RECEIVE RESOLUTION TO SUSPEND STANDING ORDERS TO ALLOW MEMBERS OF THE PUBLIC PRESENT TO RAISE QUESTIONS ON ISSUES NOT INCLUDED IN THE AGENDA

A proposal was received, seconded and voted in favour of suspending Standing Orders to allow the members of the public present to speak.

RESOLVED: That Standing Orders be suspended to allow the members of the public present to speak.

PUBLIC QUESTION TIME

A member of the public wished to speak about traffic issues within Selborne, which the Chair commented could be covered at item 17/091 on the agenda.

17/077 TO RECEIVE RESOLUTION TO RESUME STANDING ORDERS

A proposal was received, seconded and voted in favour of resuming Standing Orders to allow the meeting to continue.

RESOLVED: That Standing Orders be resumed to allow the meeting to continue.

17/078 TO RECEIVE AND APPROVE MINUTES OF THE PREVIOUS MEETING HELD ON 21 JUNE 2017 (COPIES TO ALL COUNCILLORS 29 JUNE 2017)

A proposal was received, seconded and voted in favour of accepting the minutes of the meeting held on 21 June 2017, as a true record of the meeting.

RESOLVED: That the minutes of the meeting held on 21 June 2017 be accepted.

(Power used: Local Government Act 1972 Schedule 12 Para 41(1))

17/079 TO RECEIVE CLERK'S REPORT WITH UPDATED INFORMATION REGARDING ONGOING ISSUES (FOR INFORMATION ONLY)

The Locum Clerk introduced the new Report, which tracked the progress of issues since the start of her engagement with Selborne Parish Council in February 2017. The following items were clarified:

17/090 – Small Grants Scheme. Cllr Ashcroft queried the minute from the Council meeting held on 19 April 2017, which stated that he would investigate the sourcing of materials from the National Trust. Cllr Ashcroft stated that this should read the Wakes Museum instead and the importance of Councillors reading the minutes before they are resolved was stressed.

17/027 – Tree Survey. It was requested that this item should be referred to the next Council meeting for discussion.

17/058 – Victim Support. A letter of thanks had been received for the donation of £100.00 made at the Council meeting held on 21 June 2017.

17/080 TO RECEIVE AND APPROVE PAYMENT OF ACCOUNTS

HALC	Cllrs Finance Training	Chq 300116	£ 48.00
Cheque	Cancelled	Chq 300117	Nil
Mrs S L Hobbs	Locum Clerk June 17 Admin services = £1150.00 Mileage = £ 27.90 Postage = £ 1.54	Chq 300118	£1179.44
Selborne Village Hall	Hall hire 19 June 17	Chq 300119	£ 24.00
Cllr Mrs Palmer	Inkjets & postage to Locum Clerk	Chq 300120	£ 27.61
P J Grace	Grass cutting June 2017	Chq 300121	£ 319.20

A proposal was received, seconded and voted in favour of approving the payment of the accounts as presented.

RESOLVED: That payment of the accounts as presented between 22 June 2017 and 19 July be approved.

(Power used: Local Government Act 1972 Schedule 12 Section 151)

17/081 Planning Applications

- (i) **SDNP/17/03265/TCA – Lythe House, Selborne Road, Selborne, GU34 3JA. White poplar – fell.** A proposal was received, seconded and voted in favour of raising no objection. **No objection.**
- (ii) **SDNP/17/02566/HOUS – Trimmings, Gracious Street, Selborne, GU34 3JE. Ancillary building after demolition of existing agricultural building.** In response to a query, Cllr Mrs Palmer noted that this was a different application, a planning application, the previous application having been for listed building consent. It was highlighted that, if approved, the application could set an important precedent. Cllr Mrs Palmer proposed that Selborne Parish Council objected to the application, notwithstanding the Listed Building Consent being granted. There is no policy provision in the Joint Core Strategy (JCS) to allow small chicken sheds to be converted to or replaced by residential accommodation buildings. Such a conversion would in this case harm the character of the site and its surroundings in landscape terms. Development in the National Park is restricted to that which meets the National Park's statutory purposes and its duty in pursuit of those purposes, and is focused on local needs. The proposal in the planning application does not meet these JCS criteria for development, as outlined in Policy CP2. Should the Local Planning Authority be minded to approve the application, Selborne Parish Council would request that (a) a Section 106 Legal Agreement should tie the use of the building as ancillary to the main house and (b) Permitted development Rights should be removed. The proposal was seconded and voted in favour of objecting to the application, as per Cllr Mrs Palmer's proposal. **Object as per Cllr Mrs Palmer's proposal.**
- (iii) **56577/005 – Heathfield House, Oakhanger Road, Shortheath Common, GU35 9JT. Two storey side and rear extension and new pitched roof to replace flat roof.** A proposal was received, seconded and voted in favour of raising no objection. **No objection.**

17/082 TO RECEIVE PLANNING DECISIONS REPORT

- (i) **SDNP/17/02207/HOUS – 5 Maltbys, Selborne, GU34 3LT.** Single storey extension to rear and conversion of loft to habitable accommodation (amended plans received 21 June 2017). **APPROVED.**

17/083 TO RECEIVE INFORMATION FROM ANDREW KETTLEWELL HCC RE: PROGRESS ON RELIEF ROAD

The Chair welcomed Mr Kettlewell to the meeting, who opened his report by advising that the current roadworks would be conducted until the end of August 2017. At the Traffic Working Group's meeting held on 5 June 2017, the Oakhanger Road closure was discussed, which was due to water main and gas works in the future, therefore the road would be closed again in autumn 2017. An option for a temporary bypass was not viable, as the cost would be in the region of £350,000.00. Strategic signage and the Selborne sign would be removed and the Oakhanger sign would be altered and traffic calming measures would be put in place at a later stage.

A query was received whether the sign for the Chocolate Frog should still refer to the tea rooms, which is not necessarily appropriate and whether there was merit in asking the owners still require this wording. Mr Kettlewell agreed to check with the owners, however the sign may remain as it is.

The inconsistency of speed limit signage on the A325 was also raised and whether it would be possible for the speed limit up to Oakhanger to be reduced. Mr Kettlewell responded that this stretch of road has a good safety record to date. It was suggested that this section of road was closely monitored after the roadworks were completed.

The Chair thanked Mr Kettlewell for his informative report and for attending the meeting.

17/084 TO DISCUSS LENGTHSMAN'S TASKS

The clearing of gullies in Selborne would be undertaken by HCC Engineers, therefore this item should be removed from the Lengthsman's list of duties. The flytipping at Goslings Croft was still a problem and the Locum Clerk was asked to refer this item to the HCC Minerals and Waste Officer for action.

17/085 TO RECEIVE UPDATED INFORMATION RE: ACCESS TO SELBORNE RECREATION GROUND VIA FOOTPATH 31 PROJECT

At the meeting held on 21 June 2017, Members resolved that the removal of the concrete slab would be co-ordinated with the installation of a bridge kit by a group of volunteers, supervised by the HCC Rights of Way Officer. Cllr Ashcroft had removed the slab at short notice instead of ensuring that the installation of the bridge kit happened at the same time. An enquiry was received as to why this course of action had occurred, which could have had detrimental Health & Safety implications for members of the public using the access. A site visit with the HCC Rights of Way Officer was scheduled to take place on 21 July 2017.

17/086 TO DISCUSS REPLACEMENT OF STILE AT THE EDGE OF SELBORNE RECREATION GROUND WITH A GATE AND CONSIDER APPLICATION FOR GRANT FUNDING

Whilst the HCC Rights of Way officer visited Selborne Recreation Ground in connection with item 17/085, he noted that the stile at the edge of the recreation ground would benefit from replacement with a gate. It was recalled that the field beyond the recreation ground was owned by the Blackmoor Estate. It was suggested that funding might be available for this project. A proposal was received, seconded and voted in favour of seeking the Estate's and the Recreation Ground Committee's views on this suggestion and for this issue to be referred to the next Council meeting for further discussion.

RESOLVED: That the Blackmoor Estate's and the Recreation Ground Committee's views are sought and that this issue is referred to the next Council meeting for further discussion.

17/087 TO RECEIVE QUOTATION RECEIVED FOR EXTERNAL POWER SUPPLY TO OAKHANGER VILLAGE HALL AND CONSIDER APPLICATION FOR GRANT FUNDING

As Cllr Mrs Irwin-Brown was not present at the meeting, a proposal was received, seconded and voted in favour of a grant funding application form being sent to the Oakhanger Village Hall Committee, for submission to a future Council meeting.

RESOLVED: That a grant funding application form is sent to the Oakhanger Village Hall Committee for submission to a future Council meeting.

17/088 TO RECEIVE QUOTATION FOR REFURBISHMENT OF OAKHANGER VILLAGE SIGN AND CONSIDER APPLICATION FOR GRANT FUNDING

In Cllr Mrs Irwin-Brown's absence, a proposal was received, seconded and voted in favour of sending a grant funding application form to the applicant for consideration at a future Council meeting.

RESOLVED: That a grant funding application form is sent to the applicant for consideration at a future Council meeting.

17/089 TO DISCUSS POTENTIAL PROVISION OF PLAY AREA EQUIPMENT WITHIN BLACKMOOR

Members recalled that there had previously been play equipment provided at the Blackmoor Estate apple shop, but that this had been vandalized and since removed. The Chair had spoken with the Blackmoor pre-school leader, who had welcomed the idea for play equipment to be provided in the vicinity of the village hall. It was suggested that the landowner be approached to identify a suitable site before any public consultation is undertaken. The play equipment due to be provided at Hogmoor was intended for use by older children, so a facility for the younger age group might be more suitable. A proposal was received, seconded and voted in favour of the Chair making enquiries with the landowner at Blackmoor as to feasibility of play equipment being provided in the village.

RESOLVED: That the Chair makes enquiries with the landowner at Blackmoor as to the feasibility of play equipment being provided in the village.

17/090 TO RECEIVE AND APPROVE RECOMMENDATIONS FROM THE FINANCE WORKING GROUP MEETING HELD ON 12 JULY 2017

Recommendation 1: That Cllr Mrs Palmer is elected as Chair of the Finance Committee for this meeting only. A proposal was received, seconded and voted in favour of accepting the recommendation.

RESOLVED: That Cllr Mrs Palmer is elected as Chair of the Finance Committee for this meeting only.

Recommendation 2: That Cllr Smith is elected as Vice-Chair of the Finance Committee. A proposal was received, seconded and voted in favour of accepting the recommendation.

RESOLVED: That Cllr Smith is elected as Vice-Chair of the Finance Committee.

Recommendation 3: That the amendments to Regulations 1.6, 5.2, 5.5(c), 6.22, 11.11(b), 11.11(c), 11.11(d), 11.11(g), 11.11(i), 11.11(l) and 15.2, plus the Notes to the Model document be accepted as presented. A proposal was received, seconded and voted in favour of accepting the recommendation.

RESOLVED: That the amendments to Regulations 1.6, 5.2, 5.5(c), 6.22, 11.11(b), 11.11(c), 11.11(d), 11.11(g), 11.11(i), 11.11(l) and 15.2, plus the Notes to the Model document be accepted as presented.

Recommendation 4: That the suggested amendment to Regulation 5.1, for credit checks to be conducted for future Clerk/Responsible Financial Officers (RFO), is not accepted. A query was raised as to how this recommendation had been reached and the Locum Clerk advised that concern had been raised at the meeting that making such credit checks could have an adverse effect on a future employee's ability to raise a mortgage or loan. It was suggested that a letter of enquiry could be sent to a future Responsible Financial Officer's (RFO) bank, with the RFO being asked to give permission. It was noted that some insurance companies often require this information. A proposal was received, seconded and voted in favour of seeking more information from HALC as to how this issue should be approached.

RESOLVED: That more information is sought from HALC as to whether and how credit checks for future Clerks/Responsible Financial Officers can be conducted.

Recommendation 5: That reference to the finance committee in Regulation 6.4 is deleted and the suggested amendment to reinstate the Clerk as a signatory to the cheque book is not accepted. A proposal was received, seconded and voted in favour of accepting the recommendation.

RESOLVED: That reference to the finance committee in Regulation 6.4 is deleted and the suggested amendment to reinstate the Clerk as a signatory to the cheque book is not accepted.

Recommendation 6: That the Asset Register is updated to reflect the inclusion of the traversing wall, zipwire, Basketball court and table tennis table and that the financial values of these items are confirmed by the Recreation Ground Committee. A proposal was received, seconded and voted in favour of accepting the recommendation.

RESOLVED: That the Asset Register is updated to reflect the inclusion of the traversing wall, zipwire, Basketball court and table tennis table and that the financial values of these items are confirmed by the Recreation Ground Committee.

Recommendation 7: That the Risk Assessment and Financial Management Document be amended and described as at item 6 on the agenda. A proposal was received, seconded and voted in favour of accepting the recommendation.

RESOLVED: That the Risk Assessment and Financial Management Document be amended and described as at item 6 on the agenda.

Recommendation 8: That further enquiries are made with Rialtas Business Solutions to seek a quotation for the Alpha accounts package. A proposal was received, seconded and voted in favour of amending the recommendation to read 'that further enquiries are made with Rialtas Business Solutions to seek a quotation for the Alpha accounts package, in addition to other suitable accounts software providers, for presentation to a future Council meeting'.

RESOLVED: That further enquiries are made with Rialtas Business Solutions to seek a quotation for the Alpha accounts package, in addition to other suitable accounts software providers, for presentation to a future Council meeting.

17/091 TO RECEIVE PROPOSED ACTIONS FOR SELBORNE PARISH COUNCIL FOLLOWING THE SELBORNE 'WALK TO SCHOOL' EVENT HELD ON 30 JUNE 2017

Cllr Earney spoke about the event, which had attracted sympathetic publicity. Cllr Earney had met with HCC Traffic Engineers and although the Police were deliberately requested not to attend, news of the event had clearly been relayed and a Police car was present beside the School entrance. Information was also received that the Police would not enforce the 20mph speed limit currently being displayed. However the situation would be monitored and data collected, although there is little recorded data currently available for the Police to work on. It was suggested that a regular piece could be placed in the parish magazines to encourage the public to report incidents to the Police by calling the 101 number.

The Transport Working Group (TWG) had met with Cllr Kemp-Gee HCC and Damian Hinds MP when the lack of funds, progress and HCC response to the TWG's requests were discussed. Cllr Kemp-Gee and Mr Hinds would be meeting with the HCC Leader in the future to put political pressure on him to give priority to the installation of HCC's agreed plans for traffic calming in Selborne. It was noted that the agreed scheme had been through public consultation and had received significant support from Selborne residents. Additional options could also be considered.

Cllr Earney had walked the length of Selborne and noted that the gullies require clearing. A considerable quantity of detritus had also washed on to footways, due to poor maintenance by EHDC, especially in the vicinity of the Wakes Museum, where overgrown ivy was also present. The Locum Clerk was asked to check if the Lengthsman could undertake these tasks.

It was noted that some properties had allowed vegetation to grow over pavements and after some discussion, Cllr Earney agreed to identify the locations where this was occurring. It was noted that it is not the responsibility of the parish council to write to residents to ask them to attend to the overgrowth, but that it is possible to report these incidents anonymously to HCC online. A comment was received that highway safety requirements enable landowners to cut back hedges out of season and that some hedges only require trimming every few years.

There were numerous areas where cars had been parked on or had mounted the footway, where it was suggested bollards could be installed. The cost of the bollards would be provided by HCC and Selborne Parish Council may be approached to meet some or all of the cost.

The crossing point near to Selborne primary school was discussed and it was suggested that the flashing lights could be reinstated. It was highlighted that the school has not provided road safety information for pupils in the past and that a travel plan would be produced jointly by the school and HCC. Discussion followed regarding the provision of a school crossing patrol person and that HCC had asked for enhanced publicity for this role. It was suggested that this item could be referred to the TWG.

It was noted that any future traffic calming has to take into consideration the requirements of road gritting and emergency vehicles.

The subject of Speed Limit Reminder (SLR) signs was touched upon and it was noted that these can be installed at various locations in rotation. It was suggested that this item could be referred to the TWG to revisit.

Councillors asked for better communications between Members on the pertinent issues raised and asked for the TWG report to resume being a standing Council agenda item. The Locum Clerk asked for a written report to be submitted in good time for each Council meeting, to enable Members to be updated before Council meetings take place.

(Cllr Dr Ravenscroft temporarily left the meeting at 8.25pm and Cllr Mrs Palmer took the Chair in her absence).

17/092 TO APPROVE CO-OPTION OF JAMES SUNDERLAND TO THE TRAFFIC WORKING GROUP

A proposal was received, seconded and voted in favour of co-opting James Sunderland to the Traffic Working Group (TWG). The Locum Clerk was asked to write to Mr Sunderland to ask him to contact Cllr Miss Clay regarding the next TWG meeting.

RESOLVED: That James Sunderland is co-opted to the Traffic Working Group.

(Cllr Dr Ravenscroft re-joined the meeting at 8.35pm and took the Chair from Cllr Mrs Palmer)

17/093 TO DISCUSS PARTICIPATION IN MERCHANT NAVY DAY 3 SEPTEMBER 2017

A proposal was received, seconded and voted in favour of not participating in this event.

RESOLVED: That Selborne Parish Council does not participate in this event on 3 September 2017.

17/094 REPORTS AND ISSUES (FOR INFORMATION ONLY)

- (i) **To receive request from Hampshire Constabulary re: arrangements for Remembrance Sunday 2017.** It was noted that whilst Selborne Parish Council would not be organising a Remembrance Day service, the churches in the parish were likely to mark this event.
- (ii) **To receive survey from Rural Service Network re: Growing a Rural Community (copies to all Councillors 5 July 2017).** The survey was noted and Cllr Rooke offered to respond.

17/095 DATE OF NEXT MEETING

The next meeting as scheduled to take place on Wednesday 16 August 2017 at Selborne Village Hall, High Street, Selborne, GU34 3JR, commencing at 8.00pm.

17/096 TO RECEIVE RESOLUTION TO EXCLUDE MEMBERS OF THE PUBLIC AND PRESS FROM CONFIDENTIAL MATTERS TO BE DISCUSSED 'THAT IN VIEW OF THE CONFIDENTIAL/SPECIAL NATURE OF THE BUSINESS ABOUT TO BE TRANSACTED, IT IS IN THE PUBLIC INTEREST THAT THE PUBLIC AND PRESS BE TEMPORARILY EXCLUDED AND THEY ARE INSTRUCTED TO WITHDRAW'

A proposal was received, seconded and voted in favour of excluding the public and press from the meeting.

RESOLVED: That the public and press be excluded from the meeting.

(Power used: Public Bodies (Admission to Meetings) Act 1960 s2)

17/097 TO RECEIVE UPDATED INFORMATION RE: RECRUITMENT OF NEW PARISH CLERK

The Chair briefed Councillors present regarding the progress since the previous meeting and advised that a new Parish Clerk had not been recruited.

A proposal was received, seconded and voted in favour of suspending Standing Orders to enable the remaining business on the agenda to be transacted.

RESOLVED: That Standing Orders be suspended to enable the remaining business on the agenda to be transacted.

17/098 TO RECEIVE AND APPROVE RECOMMENDATIONS FROM HUMAN RESOURCES COMMITTEE MEETING HELD ON 11 JULY 2017

The Chair guided Members through the recommendations made at the meeting held on 11 July 2017.

Recommendation 1: That Cllr Dr Ravenscroft be elected as Chair of the Human Resources Committee. A proposal was received, seconded and voted in favour of accepting the recommendation.

RESOLVED: That Cllr Dr Ravenscroft be elected as Chair of the Human Resources Committee.

Recommendation 2: That Cllr Mrs Palmer be elected as Vice-Chair of the Human Resources Committee. A proposal was received, seconded and voted in favour of accepting the recommendation.

RESOLVED: That Cllr Mrs Palmer be elected as Vice-Chair of the Human Resources Committee.

Recommendation 3: That Cllr Rooke becomes a Member of the Human Resources Committee. A proposal was received, seconded and voted in favour of accepting the recommendation.

RESOLVED: That Cllr Rooke becomes a Member of the Human Resources Committee.

Recommendation 4: That the information received be investigated further. The Chair and Locum Clerk briefed the Members present regarding advice received from HALC. A proposal was received, seconded and voted in favour of accepting the advice received from HALC and that subject to Recommendation 5 being accepted, that re-advertisement commences in September 2017.

RESOLVED: That the advice from HALC is accepted and that subject to Recommendation 5 being accepted, that re-advertisement commences in September 2017.

Recommendation 5: That the quotation received for HALC to undertake a job evaluation exercise for the Clerk's role, at a cost of £60.00, be accepted. A proposal was received, seconded and voted in favour of accepting the recommendation.

RESOLVED: That the quotation received for HALC to undertake a job evaluation exercise for the Clerk's role, at a cost of £60.00, be accepted.

Recommendation 6: That future interview panels should consist of the Chair, Vice-Chair and one other Member of the Human Resources Committee, with a mix of gender being preferred. A proposal was received, seconded and voted in favour of amending the recommendation to include 'a mix of gender and diversity being preferred.'

RESOLVED: That future interview panels should consist of the Chair, Vice-Chair and one other Member of the Human Resources Committee, with a mix of gender and diversity being preferred.

17/099 TO RECEIVE AND APPROVE DRAFT LOCAL GOVERNMENT PENSION SCHEME DISCRETIONS POLICY (REFERRED FROM COUNCIL 21 JUNE 2017, COPIES TO ALL COUNCILLORS 8 JUNE 2017)

The Locum Clerk advised that the draft Discretions Policy had been produced using the template document from HCC, which would affect future employees of the Council, who choose to contribute to the Local Government Pension Scheme. A proposal was received, seconded and voted in favour of adopting the draft Policy for submission to HCC.

RESOLVED: That the draft Local Government Pension Scheme Discretions Policy be adopted and submitted to HCC.

17/100 TO CONSIDER COMPLAINT REGARDING SELBORNE PARISH COUNCILLOR FOR REFERRAL TO THE EHDC MONITORING OFFICER

The Chair informed Members present of the sequence of events. The Councillor was given the opportunity to speak and other Members subsequently raised questions. The Councillor was given the opportunity to apologise for not complying with the resolution made at the Council meeting held on 21 June 2017, which was declined. The Councillor was subsequently asked to leave the meeting at 10.20pm and the remaining Members discussed the issues raised. A proposal was received, seconded and voted six votes in favour, with one against, of making a complaint under the Code of Conduct to the EHDC Monitoring Officer.

RESOLVED: That a complaint under the Code of Conduct is made to the EHDC Monitoring Officer.

(Power used: Localism Act 2011 s 27)

The meeting closed at 10.45pm.