

**MINUTES OF THE MEETING OF CLANFIELD PARISH COUNCIL HELD IN ST JAMES CHURCH HALL**  
**ON TUESDAY 3<sup>RD</sup> NOVEMBER, 2009**  
**commencing at 7.30 p.m.**

Present: Cllr B. Ahern Chair; Cllr K. Crookshank; Cllr M. White; Cllr L. Barker;  
Cllr L. Lamacraft Cllr M. Nuttall; Cllr P. Turner; Cllr D. Newberry; Cllr P. Rodgers

In attendance: Parish Clerk Diane Duffy and Inspector Shipp – no members of the public

121/09 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr B. Foster

122/09 **TO RECEIVE DECLARATIONS OF INTEREST**

No declarations of interest were received.

123/09 **TO RECEIVE POLICE REPORT**

Inspector Shipp said that there are still regular patrols in Peel Park – a couple of incidences had been reported. The Chairman reported that the CCTV additions should be in by end of November/beginning of December it was a case of co-ordinating the contractors. Inspector Shipp said that he was to attend a meeting regarding noise at the Pure Wine Bar – although since the seats had been removed there appeared to be not too much trouble – the Wine Bar seems to be attracting customers from outside the village. He reported that the area had been very quiet on Halloween. The Chairman asked if the police could assist with personnel for the Remembrance Sunday organisations – the Chief inspector from Fareham would lay a wreath – hopefully there would be two officers available on the day – the Chairman and Inspector Shipp would liaise further

124/09 **TO AGREE MINUTES OF THE LAST MEETING**

The minutes of the last meeting were agreed and it was RESOLVED that they be duly signed as a correct record.

125/09 **TO RECEIVE CORRESPONDENCE LIST**

**Letter** from Mr Cross regarding re-convening the Community Facility Steering Group – it was agreed that a meeting would be arranged for January 2010 m- as two of the councilor who were on the original group are no longer members it was stated that new Council representatives would be required.

**Request** from Horndean Technology College to use the pavilion for computer Taster Sessions from Jan 2010 to Easter – members agreed

**The clerk** had received a copy of a letter sent by a parishioner to District Councillor Moon regarding a planning issue – all members AGREED that the Chairman would look into the matter raised and after obtaining more information would report back to the next meeting

**Request** for information on a person who used to live in the Parish – agreed that a “Where Are They Now” item could be included on website – time limited

**Information** regarding Christmas Trees

**Country Watch** Warnings

**Butser** News and crime statistics

**Inter Agency** Forum 2<sup>nd</sup> December

**EHDC** - Help with fly Tipping locations

Community Forum Bulletin

Community Forum agenda including papers on the Green Lane Development Brief

EHPC New Duty to Involve Conference held 19<sup>th</sup> October

Advance notice Core Strategy Consultation – doc available November 12<sup>th</sup>

Application for member to serve on Standards Committee

Freedom Of Information Course 2<sup>nd</sup> November

Correspondence list contd.....

**HCC** - Reply from Leader following letter written by resident on the possibility of extra signage at the A3/A3M exit – measures will be taken by the Highways Agency : “additional road markings and signs will be installed on Chalton Lane to clarify the road layout for motorists”

Blanket Road closure Notice

Annual meeting of Parish Transport Reps

Tytherley Woodproject – Woodfuel Seminar

Shipwright Way – Multi use Group consultation

Portsmouth Rail Users Group

Forthcoming Consultation on potential changes to the Hampshire minerals and Waste Core Strategy

Local councils questionnaire – completed by clerk

**HALC** - Dashboard information and users Guide - the clerk will set up so each member can gain access

Friday updates

Core Skills Training for Councillors

AGM follow up – highlighted 2 parish newsletters for awards

Revised Model Standing orders - delayed response

**Hants Playing** Fields Assoc AGM 10<sup>th</sup> November

**SLCC** - CPD course 23<sup>rd</sup> November – continuity and IT Management

**South Downs National** park news

**Rural Services** network; Rural Weekly news

**Community** Transport News;

**Butterworth’s** Webinars;

**Community First** News

South Downs Focus

**Docs:** The Network; EHDC News Bulletins (e-mails); The Playing Fields; Playing Fields Assoc Annual Report; Older Peoples Well Being Trigger Tool; Local Council News; Hants and IOW Crimestoppers Annual Report; Whats On (to be requested in electronic form and possibility of inclusion in website or link); CPRE The Voice

**OPEN FORUM** - No matters raised

## 126/09 **TO RECEIVE COUNTY AND DISTRICT COUNCILLORS MONTHLY REPORTS**

Councillor Payne sent her apologies – the clerk read her report: she has contacted Hants Fire and Rescue following the reports of fires at Peel Park – hopefully they will set up a community awareness session with the younger members of the community – clerk to be informed when confirmed; she has been following the situation regarding Oak Park hospital, although proposed for Havant, it would benefit the southern parishes, it was to have been a support facility for the QA – with the downturn in the economy, building works were suspended pending a financial review – now the project looks unlikely – there will be an update at the next Community Forum at which the Green lane DB will also be discussed and adopted; the highway HAT is scheduled for 3<sup>rd</sup> December at 10 a.m. in Winchester – all Parish Councillors are welcome to attend and feedback local highway priorities.

Councillor Moon sent his apologies – the Chairman reported on his behalf: he had arranged for Building Control to visit the Memorial Hall to check and sign off the front of the hall as safe; The Green Lane DB – he has maintained close contact and interface with the planners; the EHDC Leader has resigned and a new leader will be elected it could be Cllr Parkinson from East Meon with Cllr Burrige as deputy – Cllr Moon remains the Finance/Asset portfolio holder

## 127/09 **FINANCE**

To receive financial statement The financial statement had been duly circulated to members – the balance to date stood at £ 262700.36.

To receive/agree list of payments Cheques totalling £1348.24 had been issued since the last meeting and cheques totalling £3193.28 were presented for payment – this included the payment to the electrician for the

pavilion lights – the clerk was expecting further invoices and would query the charges. Also included was the payment for the damaged wooden piece of play equipment – an insurance claim was pending It was RESOLVED that the payments be duly made – the list of payments are attached to the minutes for members

To discuss the 2009/10 Internal Audit arrangements – Letter from HALC A letter and draft contract had been received from HALC regarding the future internal audit arrangements – it was agreed that as the council have used and were totally satisfied with the services of their existing internal auditor that they would decline the invitation from HALC.

To consider the NALC recommended salary increase and increase in SCP from 29 to 30 The annual salary increase had been agreed – which would mean an increase of .127 per hour – the Chairman stated that as a progression the SCP increment should also be increased from 29 to 30 – it was RESOLVED that the annual increase and the SCP increase be duly agreed as of November 1st.

#### 128/09 **TO REVIEW THE CLERKS HOURS OF WORK**

The Chairman stated that he considered the clerk regularly carried out extra hours over and above the contracted 22 hours per week – it was considered that the clerks working hours should be extended to 25 hours per week – it was RESOLVED that this would be the case and the increase would commence from November 1<sup>st</sup>. Members offered a vote of thanks to the Parish Clerk for the additional work that she has been putting in.

#### 129/09 **TO CONSIDER EXPENDITURE/PROJECTS FOR THE 2010/11 PRECEPT AND SET WORKING PARTY MEETING DATE**

The Finance Working Party would meet to put together a draft precept for 2010/11 – members were asked to submit any expenditure/projects to be included by the end of the week. The FWP arranged to meet on Monday 9<sup>th</sup> at 10 a.m. – a draft precept would be submitted to members for approval at the December meeting.

#### 130/09 **TO CONSIDER THE REGISTRATION OF PARISH LAND AND PROGRESS WITH THE LAND REGISTRY**

There had been a statement included on a HALC update from a clerk who had recently registered the parish land and found it an easy task to do with the support off the Land Registry – the clerk had made initial enquiries and it was stated that to register land in this parish would cost approximately £300 – the clerk had drawn up a list of parish property and it was suggested that the pond be added. It was duly RESOLVED that this matter be pursued to protect the parish owned open spaces and property.

#### 131/09 **TO DISCUSS ISSUES REGARDING PEEL PARK**

Skate Ramp – Way Forward This item would tie in with the precept – it was agreed that work is required – it was suggested that the half pipe could be re-vamped by replacing the ply under the surface as the metal framework itself was sound. It was agreed that the council would retain the ramps and it was RESOLVED that the clerk would ask various contractors if they could offer suggestions and costings for the works to re- vamp the half pipe thus extending its life and giving the working groups time to consider the other parts of the skate course and look into funding to replace them

Play Equipment The recent play equipment report had stated that the steps on the multipurpose frame were slippery – it had been a wet day, but steps were textured, the next report to be checked

Pavilion There had been a light damaged at the pavilion – CCTV supplied to the police. The lights were now all working – but this had taken several visits by the electrician – the clerk would query whether the work was done properly in the first instance – when other electric works were required – it was considered that another contractor should be approached.

It had been reported that someone had been seen in the park with a dog.

Peel Park contd.....

**CCTV** A final price had been negotiated with the contractor and it only remained for all of the parts of the required works which were being carried out by two contractors to fall into place, the bases for the poles had to be installed and the trenches dug and cabling laid then the poles installed and the final connections made. Cllr Turner and the Chairman had re-measured the distance from the pavilion to the sites for the two poles so the correct amount of cabling could be ordered. The expenditure for the additional CCTV had been agreed at a cheaper price than was first estimated.

132/09 **TO CONSIDER CHANGES TO PEEL PARK BYELAWS - Update**

It was agreed that the Recreation Working party would be supplied with existing byelaws and the suggested changes and then report back to full Council at the February meeting

133/09 **TO RECEIVE UPDATE ON CLANFIELD MEMORIAL HALL**

The Chairman reported that the scaffolding had been put up in the hall and Building Control had signed it off as safe – the blue room, kitchen and toilet could be safely used. A substantial amount of fund raising would be required to carry out the necessary works to the roof as it would be expensive. The Chairman had, on behalf of the Memorial hall put together a flyer so as to inform the public what the situation is with regards to the hall. Cllr Barker had set up a website and this would be handed over to the Trustees to manage. It was considered that a bank account could be set up for donations or a request for people to sponsor a tile. There was concern over whether regular users, having found new premises, would return to the hall – would it be sustainable in the future in view of a proposed new facility at Green Lane. It was stated that every effort must be made to keep the hall as it was still needed, whilst people had found new premises many were outside of the village and wanted to come back, it was felt that following the Parish Plan there was a need to canvas villagers on the use of the villages halls. The Trustees, although only five in number, can legally operate although they should be seeking three new members – no PC member would be proposed until the Trust Deed is legally updated. The new Trustee was to attend a fund raising course and would hopefully put together a business plan.

134/09 **TO RECEIVE REPORTS ON PARISH OPEN SPACES:**

**STORRINGTON ROAD** The hedge would be cut back as soon as possible – the contract had been placed.

**SUNDERTON MEADOW** The area had received the annual grass cut

**SOUTH LANE MEADOW** the clerk had met with a representative from the probation service and he considered that it would be possible for the offenders to carry out required work in South Lane Meadow – including tidying to the rear of Sword Close, general litter clearing now the headlands had been cut back and clearing the ditch of the cut foliage. One part of the wooden play equipment had been damaged by fire, duly reported to the police, this had now been repaired and an insurance claim made.

**POND** The area had been tidied – the duckweed should soon sink although would be back in the spring. The contractor had quoted a considerable increase to clear the filters so the Chairman and clerk had met with the HCC rep – who was arranging for the Sunderton Lane drainage – and he had agreed to include the pond with the other HCC ponds and soakaways for emptying – they were just awaiting an Environmental Waste license..

135/09 **TO RECEIVE WORKING PARTY / COMMITTEE REPORTS**

**To receive planning committee minutes** The Chairman asked if the minutes of the meeting held on 27<sup>th</sup> October clearly reflected the meeting – it was agreed by all present that they did – it was RESOLVED that the minutes be accepted.

Working Party/Committee reports contd....

Community Forum The agenda had been received for the next meeting and it included the revised Green lane Development Brief which was due for acceptance at the meeting on 10<sup>th</sup> November. Members had been e.mailed a copy and there were several points raised in particular the Code Level for Sustainable Housing – not proposed for Level 4. The Chairman had attended a meeting, as an observer, at Penns Place with planning reps and the agents A public consultation of the proposals for Green Lane will be held by the agents on 28<sup>th</sup>/29<sup>th</sup> November at Petersgate School an item on this meeting was included in the newsletter and members agreed to put up notices for the event, it was stated that the event itself was nothing to do with the Parish Council but villagers would be encouraged to attend and see what was being proposed.

Newsletter the latest issue should be at the printers by the end of the week.

Any Other Reports the clerk reported that the Clanfield sign in Chalton Lane had been damaged by red paint – EHDC were trying to remove it.

The Chairman thanked Cllr Barker for the work he has done on the two websites

136/09 **TO RECEIVE UPDATE ON THE CAROL SERVICE.**

On schedule for the 18<sup>th</sup> December 6.45 p.m. for 7.00 p.m. – the vicar was carrying out the blessing, the two schools had been asked if they wished to be involved. There was a question raised as to whether the Father Christmas should be CRB checked it was considered that the children attending would be in the care of their parents so checks should not be necessary. Councillors would be assigned tasks at the December meeting.

The meeting closed at 9. 30 p.m.

THESE ARE A TRUE ACCOUNT OF THE MINUTES OF THE MEETING

Signed.....

Dated.....