

Stockbridge Parish Council



MINUTES OF THE PARISH COUNCIL MEETING

held on Thursday 19th April 2018 at Stockbridge Town Hall

Duration of meeting : 7.30 pm – 9.22 pm

Present:

In the Chair	Parish Councillor Richard Foord
Parish Councillors	Councillors Alyson Lownie (Vice Chairman), Frances Candler, Sally Smith, James Leslie and Iain Bell
County & Borough Councillor	No County or Borough Councillors were in attendance
Members of the public	3 members of the public were in attendance
The Clerk	Michael Mortimer

Minute No

1. Agenda Item No 1 – Apologies for Absence

Apologies were received from Parish Councillor Russell Jackson

2. Agenda Item No 2 - Declarations of Interest

Parish Cllr James Leslie declared a non pecuniary interest in respect of the planning application for 6 Nelson Close as he knows the owners. Parish Cllr Iain Bell declared an interest in Item 11 as he is a member of the British Legion. The Chairman - Cllr Richard Foord declared a non pecuniary interest in item 10 (iii) – Land north of Colt House

3. Agenda Item No 3 - To approve minutes of the meeting held on 15th March 2018

RESOLVED: It was resolved unanimously that the minutes of the Parish Council meeting held on 15th March were an accurate record of the proceedings, the Chairman signed the minutes accordingly.

4. Agenda Item No 4 - Matters arising from the minutes of 15th March 2018

The Chairman suggested that any further actions would be discussed at the relevant items in the agenda.

5. Agenda Item No 5 - Public participation

- (a) The parking situation in the High St was raised by a resident. Cllr Alyson Lownie brought forward part of her report from item 16 (a) in response to this matter. Cllr Frances Chandler is currently assisting Cllr Alyson Lownie during Cllr Russel Jackson's absence. Cllrs Alyson Lownie and Frances Chandler had been in contact

with and had met with a number of people in respect of the parking issues affecting Stockbridge. Meetings had been had with the chairman of the Stockbridge Business Association. It had been suggested that Stockbridge PC should get in touch with Overton Parish Council to ascertain how they had sought to improve their situation. Cllr Alyson Lownie advised that although there were similar traffic, they are quite different to Stockbridge.

Cllr Alyson Lownie had been in contact with both Stuart Jarvis – Strategic Director Economy, Transport and Environment and Adrian Gray at Hampshire County Council Highways. Cllr Alyson Lownie considered that the following two abstracts from the correspondence that she had received from Hampshire County Council were key:

“Could I therefore suggest that for an initial update, you could advise that work is underway reviewing parking management arrangements across the County, and that once this work is completed, we will bring forward some options, probably in the summer.”

“We are currently developing a revised strategy for effective parking measures. This strategy will include charging for parking to meet the full costs of developing and managing parking controls and enforcement. Without charging for parking, there will be limited scope to enforce controls and correspondingly poor compliance would be anticipated. Ultimately the community will not be satisfied if parking controls prove ineffective, and the modest cost of paying for parking would be unlikely to deter visitors, while more expensive charges for long periods would be expected to discourage long stay parking.”

Cllr Alyson Lownie stated that the Highways group would continue to work with County Councillor Andrew Gibson, other interested parties and individuals in order to try and find a solution. She concluded by proposing that the Parish Council should write formally to each and every business in Stockbridge to ask that they work with us to improve the parking situation and to avoid the imposition of paid parking which would be to the detriment of businesses as well as to residents. The Chairman – Cllr Richard Foord also reiterated that all possible solutions were being looked at to include land being made available off the High Street.

- (b) Other residents raised the matter of vehicles being parked across entrances, in private car parking areas and in disabled bays. Cllr Alyson Lownie explained that cars parked illegally on private land had to be raised with the landowners or the relevant management companies, like Aster Property

6. Agenda Item No 6 - Borough Councillor Reports

No Borough Councillors were in attendance to give reports and no written reports had been received prior to the meeting.

7. Agenda Item No 7- County Councillor Reports

No County Councillor was in attendance to give a report and no written report had been received prior to the meeting.

8. Agenda Item No 8 – Police/PCSO Report

No Police representative was in attendance to give a report and no written report had been

received prior to the meeting.

9. Agenda Item No 9 – Clerk’s Report

The Clerk reported on a number of items to include:

- (a) The receipt of a donation of £300 from Stockbridge Town Hall. **ACTION:** The Clerk is to prepare a letter of thanks, which the Chairman will sign
- (b) The Clerk enquired as to whether members wanted the Parish Council to support Hampshire Playing Fields Association. Members considered that they supported this organisation indirectly by supporting the football club and therefore they did want to directly support the Hampshire Playing Fields Association at this time.
- (c) The Emergency Plan requires updating **ACTION:** The Clerk is to add this to the “to do list”
- (d) The bins outside the Co-op store still appear to be regularly overflowing. **ACTION** The Clerk is to raise the matter with TVBC’s street manager
- (e) Weed cutting in the stream to the rear of the Lilies. Problems had been encountered with the operative tasked to undertake the work, cutting the wrong piece of stream and then appearing not to complete the task on the right piece of stream that well. **ACTION:** Cllr Alyson Lownie to investigate further

10. Agenda Item No 10 - Planning

10 (a) Planning Applications

Members considered the following planning applications which had been submitted to TVBC:

TVBC Ref:	18/00933/FULLN
Address:	Kingfishers Cottage 6 Nelson Close Stockbridge Hampshire SO20 6ES
Application Type	Full
Application for	Demolition of conservatory and construction of single storey extensio

Members considered the above application

Resolved: Unanimously that the Parish Council has no objections to this application..
ACTION: The Parish Clerk is to convey the Parish Council’s comments to TVBC Planning Department.

TVBC Ref:	18/00783/FULLN
Address:	1 Marsh Court Cottages Marsh Court Road Stockbridge Hampshire SO20 6JB
Application Type	Full
Application for	Erection of garage/store and installation of sewage treatment plant

Members considered this application and recalled that they had considered a similar application not that long ago. Although it is understood that a certificate of lawfulness was given to use this land for structure incidental to the main house, members considered that

the size and scale of the proposed structure could be described as planning creep and was a further intrusion into the countryside as it was outside the settlement boundary.

Resolved: Unanimously that the Parish Council objects to this application. **ACTION:** The Parish Clerk is to convey the Parish Council's objection to TVBC Planning Department.

TVBC Ref: 18/00770/AGNN
Address: Land North Of Colt House Somborne Park Road Little Somborne Hampshire
Application Type Full
Application for To provide improved access to existing agricultural barn

Members considered the above application

Resolved: Unanimously that the Parish Council has no objections to this application.. **ACTION:** The Parish Clerk is to convey the Parish Council's comments to TVBC Planning Department

TVBC Ref: 18/00681/FULLN
Address: Trout Cottage High Street Stockbridge SO20 6EX
Application Type Full
Application for Single storey extension to an existing garden outbuilding

Members considered the above application

Resolved: Unanimously that the Parish Council has no objections to this application.. **ACTION:** The Parish Clerk is to convey the Parish Council's comments to TVBC Planning Department

(b) Tree work applications

Members considered the following tree work applications

TVBC Ref: 18/00856/TREEN
Address: Seven Gables Winton Hill Stockbridge Hampshire SO20 6HL
Application Type Tree works in a Conservation Area
Application for Fell 5. Cupressus macrocarpa trees

TVBC Ref: 18/00733/TREEN
Address: Stables House Winton Hill Stockbridge Hampshire SO20 6HL
Application Type Tree works in a Conservation Area
Application for T1 - Yew - Remove 1 lower limb back to suitable growth point

TVBC Ref: 18/00740/TREEN
Address: Hill House Winton Hill Stockbridge Hampshire SO20 6HL
Application Type Tree works in a Conservation Area
Application for T1 Ash Stem - Reduce to ground level. T2 Holly - Reduce by 1/3 (30%

Resolved: That the Parish Council had no objections to any of the above tree work applications.

(c) Planning decision notifications

The following planning decisions have been made

Ref No: 18/00377/FULLN
Address: Staddlestones 12 Nelson Close Stockbridge SO20 6ES
Application for: Full
Decision: Single storey extension to provide wheelchair friendly bedroom and shower room
Decision date: PERMISSION subject to conditions & notes

Ref No: 18/00168/PDQN
Address: The Dutch Barn Off Somborne Park Road Stockbridge Hampshire SO20 6QT
Application for: Notification for Prior Approval under Class Q - Change of use of barn to dwelling
Decision: Withdrawn
Decision date: Tuesday 13 Mar 2018

(d) Tree work decisions

None reported

(e) Planning appeals

The Clerk reported that no new notifications had been received in respect of any planning appeals that had been lodged against a planning decision made in the Parish since the last meeting.

(f) Planning appeal outcome notifications

The Clerk reported that there had been no notifications of any planning appeal outcomes in respect of appeal cases in the Parish since the last meeting.

(g) Enforcement action notifications

The Clerk reported that there had been no new notifications of any enforcement actions notifications within the Parish.

(h) Other planning matters

A planning update had been received by some members from Winchester City Council in respect of an application to vary some of the planning conditions relating to the planning permission that had been granted for the anaerobic digester at Sparsholt College. A debate took place between members in respect of this application whereby it was agreed that a letter of objection should be submitted from the Parish Council to Winchester City Council's Planning Department.

ACTION: Councillor Alyson Lownie in consultation with the Chairman – Cllr Richard Foord and others would formulate a letter of objection from the Parish Council.

Cllr Sally Smith raised the matter of potential enforcement action that might be being taken by TVBC in respect of an alleged business use being carried on from a residential property and many vehicles from a single owner being parked in Trafalgar Way. **ACTION:** Cllr Alyson Lownie to contact TVBC planning enforcement team to ascertain the current situation.

11. Agenda Item No 11 - The War Memorial

The Chairman – Cllr Richard Foord advised members that he had not been able to progress matters in respect of commissioning a structural engineers report. He reported that he was having difficulty in getting a response from the War Memorials Trust. The Chairman was to contact a TVBC a conservation officer to see if they could bring pressure to bear on the War Memorials Trust to move things forward.

A discussion also took place as to when to launch the appeal for restoration of the War Memorial and whether it should be commenced before the actual costs of the works were known. Members also discussed what should happen to any donated funds that were not spent i.e. donated funds exceeded expenditure. The majority of member s considered that any residual donated monies over and above actual restoration cost would be retained for future repairs and maintenance. It will be necessary to make potential donors aware of this from the outset of the appeal. All members eventually agreed to this proposal.

12. Agenda Item No 12 - Annual Parish Assembly – To finalise arrangements for The Annual Parish Assembly which is scheduled to take place on Wednesday 25th April 2018

Members finalised arrangements for the Annual Parish Assembly to include the provision of refreshments.

13. Agenda Item No 13 – Governance and policies – To consider and adopt a number of new and existing governance and policy documents that have been reviewed/updated.

The Clerk had provided members with the following documents prior to the meeting for consideration:

- (a) Code of Conduct – this had been updated and was approved
- (b) Internal Controls - this had been updated and was approved
- (c) Cemetery Fees and Charges – these had been reviewed and approved at the March 2018 meeting
- (d) Cemetery Regulations – these have been reviewed and approved
- (e) Cemetery Risk Assessment – this was reviewed by Cllr Alyson Lownie in March 2018 and considered to be up to date.
- (f) Grant awarding policy and application form – consideration was given as to whether a new policy should be formulated to include partnership working. Members considered that the existing policy with some minor updating should remain.
- (g) Guidance note on Election, Casual Vacancy and Co-option Process – the contents of this was noted.
- (h) Complaints Procedure – this is an entirely new document and was approved
- (i) Publication Policy and Freedom of Information - this is an entirely new policy document and was approved
- (j) Data Protection Policy – this was approved but will require modification after 25th May 2018 to take account of the new General Data Protection Regulations.

The Clerk advised members that although the Parish Council has in existence the following:

- (i) Financial Regulations
- (ii) Standing Orders

A new version of Standing Orders had just been published by NALC and would need to be adopted by the Parish Council in due course. The existing Financial Regulations also required updating. Work on the two aforementioned items together with the production of a summary of the Council's operational framework and a Protocol for reporting of meetings would be undertaken by the Clerk in due course.

14. Agenda Item No 14 – Grant Application

To consider an application for a grant of £300 from Stockbridge Christmas for continuing financial support or for a contribution payment of £300 to be approved by way of an ongoing partnership arrangement with Stockbridge Christmas.

Members resolved to make a grant of £300 to Stockbridge Christmas under its existing grant policy.

15. Agenda Item No 15 - Finance

Members were provided with a schedule of payments and a monthly financial statement that had been prepared by the Clerk/ Responsible Financial Officer (RFO). The payment schedule sets out details of payments that had been made since the last meeting and previously authorised together with details of payments that required authorisation, which were as follows:

Payee	Details	Amount £
Richard Wheeler	Lengthsman Work	1,548.75
Hampshire County Council	Street Light PFI	654.35
HALC	Subscription & affiliation fees	251.00
Fasthosts	Domain renewal	23.98
Stockbridge Christmas	Grant	300.00
Stockbridge Town Hall	Hall hire	22.00
Michael Mortimer	Clerks Salary & Expenses	380.98
Test Valley Borough Council	Dog bin emptying	173.16
Total		3,354.22

The above payments were authorised with the respective receipts being initialled by two members. The Chairman signed a copy of the summary schedule and financial statement.

In addition to the monthly financial matters, the Clerk/RFO had also provided members with a financial year end summary that showed a closing balance of £50,096.97. This closing balance includes unspent Lengthsman funds from other parishes. The financial summary will form part of the forthcoming internal audit and financial report. Formal approval and sign off will be required at May's Parish Council meeting.

16. Agenda Item No 16 – Reports - to receive reports in respect of the following:

(a) Highways – Cllr Russell Jackson

Parish Cllr Frances Candler has been assisting Cllr Alyson Lownie during Cllr Russell Jackson's absence. Cllr Alyson Lownie had provided members with a comprehensive report on Highway related matters prior to the meeting. This report had already been referred to in the public participation session in relation to car

parking.

The report also brought members up to date with developments in respect of the village gateway project and the Primary School Safety Scheme,

In respect of the Village Gateway project, Cllr Alyson Lownie summarised the situation as follows:

“We await a final update from Hampshire Highways on changes that the Parish Council have suggested and when we have, and agree, that we have a copy of the updated terms and conditions which will require Parish Council signature before HCC proceed to detailed design stage and preparing works orders. HCC reminds us that as a Parish Council funded project the Parish Council is responsible for ensuring that sufficient local consultation has been carried out for the measures proposed. I think that we have provided regular reports at PC meetings and within the newsletter to meet that requirement.”

In respect of the Primary School Safety Scheme, Cllr Alyson Lownie summarised the situation as follows:

“The details of the proposed school safety scheme will be provided to the school for Comment once this next proposal plan has been developed taking account of Parish Council comments.”

(b) Flood Working Party – Cllr Richard Foord

The Chairman - Richard Foord advised members that he had nothing to report

(c) Community matters – Cllr James Leslie

Nothing significant to report

(d) Environmental matters

Cllr Alyson Lownie had provided a written report to members prior to the meeting. This report informed members about the necessity for a further weed cut to the steam to the rear of the Lilies and the proposed planting scheme for the flower bed and a call for volunteers to help plant out the flower bed.

(e) Governance – Cllr Alyson Lownie

Nothing further to report under this item as it has been dealt with under Agenda Item 13

(f) Rural Industry - Cllr Ian Bell

Nothing to report

(g) Lengthsman Scheme works in Stockbridge – Cllr Frances Candler

Nothing significant to report

(h) Lengthsman Scheme Administration – Cllr Alyson Lownie

Cllr Alyson Lownie had supplied members with a comprehensive report on her administration of the Lengthsman Scheme on behalf of Stockbridge and 14 other

parishes.

Cemeteries – Cllr Alyson Lownie

Cllr Alyson Lownie had supplied members with her monthly report prior to the meeting. In this report, Cllr Alyson Lownie reported that the dialogue with the War Graves Commission was still ongoing in respect of two airman's headstones. The process of obtaining quotes for the refurbishment of the gates and railings at both cemeteries was underway.

(i) Parish Council website – The Clerk

Nothing to report.

(j) Trout 'n About - Cllr Sally Smith

Parish Councillor Sally Smith re-stated that the 2018 event will be held on 5th August 2018 and that preparations were under way.

(k) Other items

- (i) It had been observed that the waste bins used by Beccy's shop were still being stored on the west side of the building i.e. Fire Station side. This arrangement was only meant to have been in existence while the works to the Vine were being carried out. Matter to be investigated further.
- (ii) A member of the Parish Council asked if anyone knew about the future of the public toilets on the High St as there were rumours that they were or had closed. Members were to make further enquiries.

17. Agenda Item No 17 - Correspondence – summary details in respect of correspondence received since the last meeting.

The Clerk advised members that there all relevant correspondence had been forwarded to members as it had been received

18. Agenda Item No 18 - Potential agenda items for the next Parish Council meeting

Councillors can use this item to put forward suggestions for items that they would like to see included on the agenda for the next Parish Council meeting, which will be on Thursday 17th May 2018

No items were suggested

MM/28/04/2018

These minutes were signed by the Chairman of the Parish Council at its meeting on Thursday 24th May 2018 as being a true record of the proceedings of the Parish Council's meeting of Thursday 19th April 2018. An original signed copy is kept in the Parish Council's Minute Book.