

**Minutes of Annual Meeting of Ellisfield Parish Council
held in the St Martin's Church, Ellisfield on Monday 12 May 2014 at 7.30pm**

Present

Tim Guinness (Chair) Julian Wright (Vice-Chair), Gavin Park-Weir, David Richards, Rose Taplin,
(Councillors)

Apologies: Caroline Cazenove

In Attendance

Jacqueline Matthews (Clerk)
PC Andy Reid
2 members of the public

1. Apologies for Absence Cllr Caroline Cazenove

2. To elect a Chairman

Cllr Guinness indicated he would be prepared to allow his name to go forward to be elected chairman and asked if any other councillor wished to be elected (none)

Cllr Park-Weir nominated Cllr Guinness and Cllr Wright seconded the nomination; the vote in favour was unanimous.

3.

Chairman signed Declaration of Acceptance of Office which was witnessed by the Clerk.

4. To elect a vice-Chairman

Chairman then asked Councillors if they were willing to stand as vice-chair; noting that Cllr Wright was willing to take on this role;

Cllr Wright was proposed by Cllr Guinness and seconded by Cllr Richards; the vote in favour was unanimous.

5. To appoint two delegates to Basingstoke District Association of Parish & Town Councils

Cllr Richards was appointed with Cllr Cazenove attending when possible, other councillors would attend meetings in rotation.

6. To appoint a Member to serve as Trustee on Ellisfield Memorial Hall Committee

Cllr Taplin was re-appointed.

7. To discuss and allocate Members' Special Interests

After discussion, it was agreed the Special Interests for this year would be;

- Local business liaison;
 - Solar Farm/Telecoms Mast Cllr Guinness
 - Anaerobic Digester Cllr Wright
 - Veolia Cllr Park Weir
- Highways Cllr Richards
- Web Site Cllr Guinness/Park-Weir
- Broadband Cllr Wright/Guinness
- Land and Property Cllr Park-Weir
- Allotments Cllr Taplin
- Rights of Way Cllr Wright
- Hill Farm Pond Cllr Cazenove
- Burial Ground Cllr Cazenove
- Environment Cllrs Taplin and Richards
- Neighbourhood Watch - Cllr Cazenove
- Memorial Hall Cllr Taplin
- BDAPTC Cllr Richards
- Treasurer – vacancy

It was discussed and agreed that Councillors Wright and Guinness would closely monitor the Belectric Solar Farm application.

The meeting closed at 7-45pm

**Minutes of a Meeting of Ellisfield Parish Council
held in St Martin's Church, Ellisfield on Monday 12 May 2014
immediately following Annual Meeting of Ellisfield Parish Council**

Present

Tim Guinness (Chair), Gavin Park-Weir, David Richards, Rose Taplin, Julian Wright (Vice-Chair),
(Councillors)

Apologies: Caroline Cazenove,

In Attendance

Jacqueline Matthews (Clerk)
PC Andy Reid. Local Beat Officer, Hampshire Constabulary)

2 members of the public

1. **Apologies for Absence.** Cllr Caroline Cazenove,
2. **To Receive Declarations of Interests on any matter on this Agenda:** None although it was noted that Cllr Wright, as a member of Lasham Gliding, had an interest in the TAG Farnborough Airspace application although not pecuniary as membership is a cost and no financial gain likely.
3. **Minutes of Meeting held on Monday 24 March 2014;** Agreed and signed as a true record
4. Matters Arising from the Minutes (for which no relevant Agenda Item is listed below). None
5. **OPEN FORUM:**
 - *Resident Paul Turner asked if councillors were going to discuss the removal of the second open forum session and stated that it was the only opportunity for residents to clarify, while councillors present what had been discussed and agreed during the meeting, removal would mean this would need to be done by email. Mr Turner also asked if parish council had analysed the number and nature of comments and questions asked during second open forum during recent meetings (no) Mr Turner provided an analysis of previous 22 meetings. Mr Turner continued to say that the main reason for the second open forum was to enable residents to clarify anything they had not heard or understood clearly during meeting.*
 - *PC Andy Reid was delayed at another PC meeting and open forum closed at 7-50pm and re-opened when he arrived when he reported; 2 crimes in Ellisfield since last EPC meeting, 1 assault which was being investigated and one car break-in at Preston Oak Hills during Bluebell season. Cllr Guinness asked PC Reid if he had any objections to EPC asking the Anaerobic Digester Management to remove unnecessary, unsightly road signs. PC Reid confirmed No Objection and offered to ask HCC Highways to remove signs.*
6. **To review opportunities for local residents to participate in parish council meetings in compliance with Local Government Act 1972 per open fora and consider how best to facilitate relevant and useful participation in these and discuss the proposition that the second open forum does not do that and should no longer be included.**

Chairman, Cllr Guinness explained that this item was being discussed following concerns being raised that comments being made during the second 'open forum' were not conducive to the best conduct of preceding sessions. Having researched how other parish councils conduct their 'public participation' sessions, it appears that no other parish councils locally have a second session and that advice from HALC confirmed that points should be raised at the beginning of the meeting, enabling councillors to debate fully without discomfort that contributions to discussions would be the subject of comment immediately after the meeting. Clerk confirmed that advice from HALC was

that parish council meetings are a meeting held in public, not a public meeting and that to comply with Local Government Act 1972, one opportunity for public participation at the beginning of the meeting was sufficient, members of the public could raise points then or prior to the meeting, in writing, no immediate response is necessary and responses may be in writing following the meeting, it may be advisable to have time-limits for public participation if this unduly extends the length of the meeting beyond 2 hours. Chairman confirmed that this change had been brought about by concerns of more than one councillor and proposed to make the change (seconded by Cllr Wright, confirmed by all councillors present) and to review after 6 meetings.

7. To receive an update on current Planning Applications and to consider any new Planning Applications:

Application number/Address	Details
14/00613/HSE Orchard House Church Lane	Two storey extension to provide a family room with a bedroom and ensuite over together with internal alterations. Status: Granted
14/00398/CMA Mr Rob Storey PLAN/WJA/BA103 Veolia Environmental Services Ltd Green Waste Composting Facility Bushywarren Lane	Erection of a fixed screener to replace 2 no. mobile screeners Status: Granted
14/00182/CMA Veolia Environmental Services Ltd Green Waste Composting Facility Bushywarren Lane	Variation of condition 4 of planning permission BDB/56369 (to allow a wider range of waste to be permitted) Status: Withdrawn by applicant
13/02794/HSE 3 Park View, Green Lane	Erection of two storey side and single storey side/front extensions Status: Granted
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. Status: Refused Pending Appeal
13/01052/LBC Widmoor Farm, College Lane	Replacement of existing crittle windows with timber units. Status: Refused Pending Appeal (Appeal date 28 May 2014)

Clerk reported response to TAG Farnborough consultation had been submitted and copied to CAA, discussions raised the point that it was the opinion of those involved with modern airspace practice that modern jets ascended and descended faster and use less airspace, not more. The outcome of CAA deliberations won't be known until the autumn after which there may be a judicial review.

Clerk reported BELECTRIC had held a Public Consultation Event on Wednesday 30 April between 3-00pm and 8-00pm, at Hatch Warren Community Centre (Youth Wing), Longcross Lane, RG22 4XF. Attended by Cllr Wright, Clerk, Dee Haas, Chairman EVA & Hampshire CPRE and several village residents. BELECTRIC plan to build a 19 MW Solar farm on a 52 hectare (128 acres) at Manor Farm, Farleigh Wallop. Plans are being prepared for the scheme and are due to be submitted to Basingstoke & Deane Borough Council in Summer 2014. Raoul Tufnell, Development and Planning Manager had been invited to attend APM but not available, it was agreed to invite him to next parish council meeting on 30 June 2014, village residents to be notified.

Discussion included the following points;

- the side/back of panels will be very visible from the road
- real risk that in 25 years land will be used for housing; question raised about strength of feeling to keep M3 as a barrier for development
- key that planning permission enforces absolute clause that land would return to agricultural/ greenfield after 25 use not become brownfield/development land proposing legal challenge in future if not
- Raoul Tufnell had already been made aware of planning condition contraventions
- construction traffic should not use Hatchwarren/Beggarwood; suggestion for short-term commissioning of M3 exit for construction only, to be decommissioned once construction complete
- keep Ellisfield residents fully briefed during planning/construction process
- need to work with Belectric during planning process in order to shape application; a full list of points for negotiation to be drawn up
- The Renewable Energy Foundation has apparently stated that Britain has already approved enough renewable energy projects to meet the EU targets and that all the planning applications now going through are surplus to those targets

BDBC Revised Pre-submission Local Plan Consultation – formal representations invited on the revised consultation document and accompanying documents, the plan is a revision of that which was published for consultation between August and October 2013. Therefore the council is only seeking responses on the changes made to the document. Changes suggested by EPC were not included so no further comments made.

8. To receive a report and approve any action needed on:

- i. **Localism/HALC/Local business liaison:** Nothing new to report

Anaerobic Digester: Cllr Wright continues to liaise with Chris Cooper, an Open Day to be arranged once plant fully commissioned.

Solar Farm: Nothing new to report, Cllr Guinness to research details of Laing renewables to become a quoted company – findings to be emailed to councillors.

Telecoms mast (planting) etc: Nothing new to report

Veolia site: Nothing new to report, Cllr Park-Weir to arrange a meeting with Veolia (and Dee Haas) regarding litter/water run-off and any community funding that may be accessed.

- ii. **Highways:** Cllr Wright reported the newly-dug ditch at Bell Lane dip was working well, also Bell Lane, outside Ivy Cottage, the road appears to dip, perhaps some subsidence following rain. Clerk to report to Keith Holdsworth, HCC highways

Church Lane, fallen tree which affected phone lines to several houses in Church Lane/The Green for several weeks following February storms. Eventually after much sterling work on the phone by Rev Stephen Maurant, Winchester Diocese accepted ownership of the tree and paid for the trunk and branches to be removed by Tree Surgeon Warwick Hawes; Clerk asked HCC Highways if they could assist with removal of the remaining stump which is protruding into the lane and has been assured this will be done as soon as possible, remaining stump hugely heavy JCB required.

- iii. **Web Site:** Cllr Park-Weir reported he had met with Paul Turner to explore how to move forward with the [parish council website; Cllr Guinness reported quotes had been requested from other providers including *e-mango* who had reduced their quote from £480 to £300/year with an initial 3 year contract for transitioning and hosting, Cllr Park-Weir commented that this seemed expensive when Paul Turner might be persuaded to continue to host, however HALC's advice had been for parish council website to be quite separate from Paul Turner's website. It was agreed to wait for second quote to be received and to see if there is any response to request in parish council newsletter for someone from the village to help. Clerk to find examples of other parish council websites hosted by *e-mango* and *tlc-online*.

- iv. **Broadband:** Cllr Wright confirmed he had written the latest update for the newsletter; Your council continues to work towards securing improved broadband speeds for the village. We remain eligible for some form of improvement to be offered by HCC to improve speeds beyond the 2 Mbit minimum by end Q4 2015. The next round of HCC procurement to increase coverage of Superfast broadband in the county from 90% to 95% is underway, with implementation scheduled for 2016/17. There is no guarantee that Ellisfield will be included in the 2016/17 project and so we have lodged a request for a direct quote from BT.

Cllr Guinness reported he had recently attended (at his own expense) a seminar in Lancaster on the remarkable B4RN project; Broadband 4 Rural North (B4RN, read as "BARN") is an innovative community-led project to bring high-speed broadband Internet connectivity to domestic and business properties in rural Lancashire, in the north of England. A company, Broadband for the Rural North Limited, was formed to raise funds from the sale of shares and own and operate the network. However, much of the labour to dig trenches was supplied by local volunteers, who were rewarded with the chance to get a connection to their families or businesses, and some work is also rewarded in shares. Farmers and other landowners allowed free access for buried cables to cross their land. The company is headquartered in Lancaster and its chief executive is Barry Forde. Cllr Guinness commented that this is not something we could do as Ellisfield but if 21 Hampshire rural villages got together.....!

- v. **Land and Property:**

Notice Boards: Agreed at last meeting that in line with EPC budget decision to replace one noticeboard each year (unless additional funding can be obtained) starting with noticeboard at junction of Bell Lane and College Lane being in most need of repair and to be replaced first.

Cllr Park-Weir reported that from the range of options he had researched, it appears the cost of replacing one notice-board is likely to be £750 + £50 delivery and it was assumed that enough volunteer labour could be arranged for installation, either on existing posts or preferable to move post to the other side of the post box, towards the junction of College/Bell Lanes, away from overhanging trees which may be contributing towards dampness problems. Cllr Park-Weir to approach Veolia to see if they can assist with funding or installation through their Environment Foundation. Cllr Wright agreed to have one more look for competitive local suppliers.

- vi. **Allotments:** Clerk reported Chris Smith had confirmed his intention to give up his allotment and will notify clerk when he has removed his shed/raised beds etc. Also believe Andy & Theresa Webb may be giving up their allotment. Annie Duncan on waiting list.
 - vii. **Rights of Way:** Cllr Wright to contact landowner to see if it Ferranti Estate issues have reached a stage where it is possible to plan installation of kissing gates on zig-zag path; Clerk to liaise with HCC re spending timescales for grant.
 - viii. **Burial Ground:** Clerk reported Sally Adams died last Friday and following a cremation in London, in time her Executors will be applying for her ashes to be interred in her parent's grave. Executors have spoken with Paul Turner who has advised them that EPC is Burial Board and that they should apply via funeral director for any additions, alterations to grave....also sent photograph of parent's headstone – difficult to read and no room for an inscription for Sally – perhaps new headstone.

Funeral Directors Evershed Brothers have been in touch to request permission for interment of ashes; Parish Councillors as Burial Board granted permission for interment.
 - ix. **Environment:** Nothing new to report
 - x. **Hill Farm Pond:** Nothing new to report

Neighbourhood Watch: Nothing new to report in addition to monthly report issued by email, also reminder still looking for a replacement as Area Coordinator for Mrs Houstin-Lacey.
 - xi. **Memorial Hall:** Cllr Taplin reported that Memorial Hall Committee to hold AGM tomorrow at 7-30pm. Also it appears planning permission is required for French Windows into back garden from annexe, Chairman Ray Reed to expedite.
 - xii. **Basingstoke District Association of Parish & Town Councils and Localism:** Clerk confirmed BDAPTC meetings in 2014 will be on the following dates: 19 June 2014 (AGM) & 25 September 2014, Cllr Richards to attend.
 - xiii. **New Residents:** No new residents since last meeting
 - xiv. **Affordable Housing:** Cllr Guinness reported that since he attended Rural Housing Conference 21 Feb 2104 organised by Rural Services Partnership and once Basingstoke Local Plan is in place, Jane Gallifent from Hastoe is to come to Ellisfield to view potential sites. Cllr Guinness also reported that Hastoe have become very Eco/Sustainable in their approach to building affordable homes and in the West country have undertaken projects with smaller numbers of house (3 or 4).
- 9. To receive a report from the Clerk on Administration Matters:** The production, content of a newsletter with date of APM and request for volunteer to take over parish council website were discussed and agreed, Councillors to distribute next weekend with Florence de Jersey Lowney's Phone Box Flyer, also PDF to be emailed to residents.

Clerk asked if any councillors able to attend CPRE AGM Saturday 17 May 2014 Itchen Abbas Village Hall 11-00 to 3-00pm. No one available

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

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

Insurance premium renewal from Aviva via Came & Co Parish Council Insurance brokers; 2014/15 renewal premium as £445.79, including 6% insurance premium tax. The Policy excess remains £250.00 for each and every claim. The Council's long-term agreement (LTA) is due to expire on the 31st May 2014. The renewal premium can be reduced by 5% to £423.50 if the Council wishes to sign a new LTA until the 31st May 2017.

Clerk reported she had contacted Zurich for alternative quote; £352.70, offering same cover and 3 year agreement. Discussed and agreed to change to Zurich who were EPC insurer previously before Aviva.

Belles of St Martin's (choir) have written to EPC to request contribution (via Community Grant in EPC budget (£50) - unused for many years) towards purchase of original sheet music required to participate in Basingstoke Festival of Choirs (Anvil 06 July) cost of music £295.60 – copy invoices received. Discussed and agreed to pay grant of £50.

Cheques to be signed and payments approved

12-May-14	Ellisfield Volunteer Group (less than last year £1,600)	1,450.00
12-May-14	S. Claessens (Litter Picking – April)	32.00
12-May-14	E. Rudd (Litter Picking - April)	32.00
12-May-14	S. Claessens (Litter Picking – Mary)	32.00
12-May-14	E. Rudd (Litter Picking - May)	32.00
12-May-14	Monthly direct debit payment for garage rental (April)	42.07
12-May-14	Monthly direct debit payment for garage rental (May)	42.03
12-May-14	Zurich (Insurance premium)	352.70
12-May-14	Theresa Webb (Belles of St Martins)	50.00

11. To discuss and consider how Ellisfield might commemorate the outbreak of World War One

Following discussions, it was agreed that Ellisfield Parish Council and residents might prefer to consider how to commemorate the end of the war in 2018. Meanwhile, The Belles of St Martins participation in BFOC serves to commemorate the beginning of the war.

12. To discuss any matters which the Chairman considers urgent:

Cllr Wright suggested that Ellisfield Parish Council might adopt a more pro-active approach going forward and should agree a number of specific and measureable objectives; to be discussed and agreed at next meeting.

13. To decide upon the date of the next Meetings: Mondays; 30 June 2014, 01 September 2014

The meeting closed at 9-40pm

Chairman

Date