

Draft confirmed by Chair/Councillors awaiting approval next meeting only -18 May 2015

Minutes of a Meeting of the Ellisfield Parish Council in the Memorial Hall on Monday, 16 March 2015 from 7.30pm.

Present

Caroline Cazenove (CC), Gavin Park-Weir (GPW), David Richards (DR), Rose Taplin (RT),
Julian Wright (JW) in Chair, (Councillors).

Apologies: Councillor Tim Guinness

In Attendance

Christina A. Veasey (Parish Clerk),
PC Andy Reid; Local Beat Officer, Hampshire Constabulary.
5 members of public including Councillor Anna McNair-Scott

1. **Apologies for Absence:** Cllr Guinness
2. **Minutes of Meeting held on Monday, 26 January 2015;** agreed and signed as true record.
3. **Matters arising from the Minutes;** (for which no relevant Agenda item is listed below).
Matter arising was that Cllr McNair-Scott had attended this meeting at short notice. So Cllr Wright (Chair) rearranged the agenda to discuss the current Barfoots AD Planning application (items 4 & 5) and local concerns early.
 - I. Cllr Wright confirmed that the original Barfoots application, was counter to planning policy for greenfield sites.
 - II. Importantly though, Barfoots had not yet doubled their AD capacity; thus Barfoots site was still not enabled for full capacity having only built 2 of the 4 planned digesters.
 - III. What has changed and encouraged this application, is that the gate prices for food waste had decreased and so they needed to process more to compensate.

Cllr McNair-Scott echoed concerns having objected to the original planning permission and building on a greenfield site. She was speaking at Hampshire County Council Regulatory Committee meeting opposing Barfoots planning application (BDBC/76332) along with Cllr Kempgee on 18 March 2015 from 10am.

Clerk had already emailed a copy of EPC second objection letter dated 28 February 2015 sent to HCC. Clerk to also email Cllr Guinness photograph suggesting a new site hard-standing for Veolia vehicles and a different, safer entrance proposed for both sites (AD and Veolia) to enter further south on A339. This new entrance could eradicate many traffic problems especially if the current planning permission was granted.

Cllr McNair-Scott confirmed her Chairmanship of local Liaison Forum for two existing and operating local Hampshire Anaerobic Digesters i.e. Farleigh and Honey Grove? New problems regularly turned up suggesting this new commercial industry was not yet fully thought through. To help Ellisfield, Cllr McNair-Scott suggested Barfoots and the Veolia Composting Site should adopt a similar approach under the HCC umbrella; remembering Veolia Composting was service contracted to HCC. Cllr McNair-Scott further recommended that Ellisfield Parish Council and

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other residents should write reinforcing this Liaison Forum opportunity. Clerk to progress letter request as agreed.

In discussion, Ellisfield Councillors and attending residents, Cllr McNair-Scott expressed concern at resident's reports of Veolia parking/stacking HGV vehicles waiting for the site to open; and/or when having breaks and even overnight, on one occasion. Unfortunately Veolia's site entrance is in close proximity to the difficult A339 junction. Unsurprisingly residents, young and older, have reported a number of near-misses particularly near the junction of A339 and Bushywarren Lane.

Significantly this situation repeats previous concerns/complaints reported to Veolia management, discussed with them at an Ellisfield Parish Council meeting a while ago. Veolia management stated then they would eradicate these parking/waiting problems but this on-going situation has resurfaced.

PC Reid arrived reported visiting Veolia as requested last EPC meeting. However Hampshire Police authority was limited presuming no-one wanting double yellow lines on Bushywarren Lane? Generally agreed by Council and attendees. PC Reid asked what conditions applied to the site which Cllr McNair-Scott suggested checking through HCC Senior Contracts management, whom she would also contact on Ellisfield behalf.

PC Reid suggested Veolia vehicles should, if queuing/stacking to enter the composting site, should only park in the Winslade lay-by nearby. Clerk to contact HCC after the Regulatory Meeting regardless of planning decision obtaining further advice and named HCC Officers responsible for controlling the Veolia Composting site and its contract?

Cllr McNair-Scott left and the EPC meeting resumed its agenda.

4. **Open Forum:**

I. *PC Andy Reid reported;*

Additionally, (see page 1032 para 3 (vi) above), further stated;

- Two incidents of trees across roads
- A dog found lost in College Lane
- Speed Enforcement Axford Road with 3 warnings issued.
- Concern for welfare; ambulance called for elderly village resident.
- Dangerous (car and pedal cycle) driving allegation, Church Lane, Ellisfield.
- Crime; Criminal damage to crops grown in Ellisfield investigated.

A Councillor asked if Council could assist with the 'welfare' case but PC Reid suggested it was under control using the Ambulance Service. The Council asked to be informed if any help was required, where and when?

II. *Open Forum continues with Highways grips maintenance question;*

Resident asked about outstanding grips maintenance? Clerk reported HCC Highways Eng. was reviewing current reports outstanding on Hantsweb reporting system as externally it's a process outside our control – reply awaited. Clerk considered reported grips maintenance was either completed or planned. Clerk to clarify and report again.

Chair agreed with resident that Bell Lane grips of deep concern; i.e. the ditch at the bottom of Bagmore Lane acts as gully for free running removal of excess rain/floods. Resident volunteers dug it out previously and when clear, flows rapidly providing essential flood prevention/protection. Green Lane also has potential flooding problems, hence the flood pits. All residents advised that Hantsweb reporting was available to anyone through <http://roadenquiries.hants.gov.uk/roadproblems/highwaydefect/otherdrainage.aspx> Clerk to progress through email, direct to HCC Eng., also who provided his mobile number for emergencies.

III. *Residents attending queried excess litter recently in Ellisfield;*

Mostly in roadside hedges particularly near St Martin's Church. Residents also reported to PC Reid that litter possibly associated with one car (limited details provided) that parks regularly near the Burial Ground. PC Reid to investigate as appropriate.

Discussions continued regarding Ellisfield two young litter pickers and how tasks were monitored? Chair asked if Ellisfield Parish Council's grant might provide a third litter picker but grants were generally being reduced. Usual employed payment is £32.00 per month from age 14.

Clerk yet to meet the litter pickers and Claessens (Draycott) were due to move out in the next few months so one new litter pickers would be needed. All residents asked to suggest teenagers names age 14 upwards; one resident suggested her 9 year when old enough. Another resident suggested litter pickers maintain a picking log to get paid. Clerk agreed this might be a good idea but would need parent's assistance. Potentially Clerk to consider a third litter picker being employed, if possible, and an individual picking log maintained.

IV. *Resident asked about more Affordable Housing?*

Resident commented that Herriard was building affordable housing so would Ellisfield? Chair confirmed that as this is Cllr Guinness's special interest. Today's Chair had limited knowledge except that building in Ellisfield relied on funding gained through other houses built alongside for commercial sale. Of course land was also needed though the last Ellisfield plan is regularly reviews but relies on consultation agreement of the new Basingstoke & Deane Local Plan. This was likely to be September 2015 earliest. Clerk suggested most villages were likely to have to build in groups of 5 houses. Clerk to ask Cllr Guinness to report at next meeting and/or individually before, if possible.

Resident continued, explaining Herriard undertaking a needs assessment and would Ellisfield do the same? This would be added by Clerk to agenda for the next EPC meeting.

V. *Resident offered 3 questions;*

- I. New Ellisfield Parish Council website (www.ellisfield.gov.uk) was great and webmaster was to be congratulated. All agreed. Clerk responding at item 8 too.
- II. Q: Decision whether to adopt only one Open Forum (currently completing its 6 meeting trial and usually as 4 on the agenda) or not, instead of previous two forums (one at the beginning and again at end of Parish Council Meetings) should be postponed until a new Parish Council was in situ following Election 2015 on Thursday, 7 May 2015. A: Chair responded that decisions were already

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being progressed by Ellisfield Parish Council following advice from HALC /NALC and others. Under item 8 more information being provided by Clerk later tonight.

- III. A: Resident repeated a question asking existing Councillors intentions to seek re-nomination? In 2003, when this resident was fully involved, insufficient Councillors nominations resulted in only 2 Councillors being elected. Thus Basingstoke and Deane Borough Council (BDBC) provided an Officer to ensure EPC achieved a quorum for meetings until other Councillors could be co-opted or voted in. A: Chair replied that EPC was bound by strict Electoral Commission regulations so this question could not be answered immediately but that Clerk would give more Election 2015 information at agenda item 8. Importantly EPC intended to manage appropriately to achieve a full Parish Council immediately following Election 2015.

Open Forum then closed.

5. To receive an update on current Planning Applications and to consider any new Planning Applications; Written summary of current/recent planning applications on agenda page 2.

- I. PLAN/RS/BA173 Land Adjoining Green Waste Composting Facility Bushywarren Lane. Application for amendment to condition 8 (vehicle movements) and condition 12 (annual throughput) to planning permission BDB/76332 – Application No 14/03351/CMA. Decision to be made by Hampshire County Council (HCC). **Status; Pending Consideration**

Clerk reported following further investigations and logged information, as requested by EVA, Chair at last EPC meeting on 26 January 2015, EPC sent a second and strengthened objection letter dated 28 February 2015. It was discussed beforehand with Hampshire County Council (HCC) Principal Development Control Officer. It suggested options for improving site entrances for both Barfoots and Veolia (aerial photograph provided). HCC Regulatory Committee sitting on 18 March 2015 would make the decision.

- II. 14/03419/HSE – Lower Farm, Green Lane. A detached garage/studio in the garden to the side of an increased/extended house. **Status: Refused**
- III. 14/03724/HSE – The Old Manor, Church Lane. Removal of existing oil tank, bund wall and wooden sheds to facilitate the erection of a new cart shed with bio-mass boiler room, pellet store, 3 no. parking bays and associated paved yard. Removal of outdoor swimming pool With reinstatement of grass. **Status: Granted**

Clerk reported no new planning applications had been received.

6. To receive a report and approve any action needed on;

- I. **Localism/HALC/Local business liaison** *Cllrs Guinness/Wright/Park-Weir.*

a. **Anaerobic Digester;**

See Open Forum and planning reports on pages 1033 and 1035.

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b. Solar Farm;

Nothing new to report.

c. Telecoms mast (planting);

Nothing new to report.

Veolia site; Cllr Park-Weir.

A planned visit to Veolia (Cllr Park-Weir and Chair Eva) regarding local litter and other issues was still to take place. Cllr suggested that this local business for services contracted to HCC had public commitments regarding better lorry and litter management. Veolia might also be breaching planning permission conditions due renewal in 2017/18(?).

II. Highways;

Clerk reported that Ellisfield grips and gulley's needed regular maintenance, as further requested at last meeting and Senior Engineer (HCC) responsible was checking Ellisfield reports on Hantsweb. Although Hantsweb was a report system for maintenance needs or concerns, there was no way to check conclusion other than seeing the work completed. Clerk awaiting HCC update and/or to report again on Hantsweb if maintenance is not completed.

Chair suggested major potholes in College Lane and Axford Road needs urgent repair although some work currently underway along these and nearby roads.

Cllr Richards reported 'historic broken signpost' opposite College Lane on Axford Road; had been repaired by HCC, replaced and looked really good. Also the grit bin opposite Church Lane, near the damaged College Lane road sign, had been damaged further. Both issues had been reported to Hantsweb again.

III. Website; Cllr Guinness – Cllr Wright/Clerk in absence of Chairman

- I. The updated official Ellisfield Parish Council website – www.ellisfield.gov.uk, has been redesigned and was gradually being populated by EPC business and information. Within current legislation and codes, Parish Councils were required legally to display their business and responsibilities ensuring residents had transparent, compliant and accurate information directly from its Parish Council.
- II. The new .gov.uk design was clean, modern and included photographs of Ellisfield flowers. It was much applauded and Ellisfield Parish Council were immensely grateful to their talented local web designer (Charlie Hellewell) who had prepared all this free of charge. Once the full design is complete, Clerk, and the Chairman, will oversee and update daily as required for everyone's assistance.
- III. Clerk also reported that many residents and other interested parties were still confused that Ellisfield had two websites often with similar or mirrored material. Chair asked Clerk to display details (.gov.uk) that this was the official Parish Council website.
- IV. Clerk also reported that Parish Council (EPC) processes were under review due to recent Localism Act; the transparency code and recent legislation which required compliance

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including being published on a dedicated Ellisfield Parish Council (EPC) website. More work was required on the EPC website (.gov.uk) but is underway so keep reading www.ellisfield.gov.uk

- V. Clerk expressed concerned that Parish Council minutes were taking too many weeks to display to those outside the Council. So a trial was underway to prepare minutes for Councillors 'confirmation' ideally within a week of an EPC meeting depending on Clerk's workload; then giving Councillors a review week. Thus aiming to display on www.ellisfield.gov.uk only, within 3 weeks with a caveat that "confirmed minutes would be reviewed" only in readiness for approval at the following EPC meeting. Clerk to progress.
- IV. **Broadband; Cllr Wright reported;**
- I. Cllr Wright reported 50% of Ellisfield household had now pledged funding contributions if the faster Broadband programme could be confirmed and made available to all Ellisfield as early as possible, and ideally before 2018.
- II. Likely Broadband delivery speeds had been received for all cabinet 2 users (north Ellisfield) and would be emailed to all residents and published on .gov.uk as soon as possible. Not all houses had been identified but examples demonstrate likely Broadband speeds in adjacent locations and households.
- III. Cabinet 3 (south Ellisfield) information was not yet available and would therefore be estimated.
- IV. A cap on monies available to facilitate faster Broadband still existed. So local contributions continued essential although Government released some options for the final 5% funding in the recent budget. However there was still a major shortage of BT Engineers. Additionally HCC and BDBC suggested some potential funding, which often disappeared suddenly when you asked for it. In addition the Parish Council continued seeking local funding support from businesses like Barfoot.
- V. Cllr Wright ascertained HCC agreement to seek potential BT funding releases to assist Ellisfield with its contribution. No guarantee of whether this is possible nor had been suggested but worth trying. Cllr Wright would write letters.
- VI. Cllr Park-Weir was also seeking advice from HALC lawyer to consider whether a legal framework, charity and/or shareholder framework would bring tax reductions or any advantages. Cllr Park-Weir to progress HALC legal advice.
- VII. A final contingency was that north Ellisfield buys its slot in the faster Broadband programme for achievement well in advance of December 2018. EPC would then request that its slot in the programme be allocated to Ellisfield South. Clerk to publish any information once received from Cllr Wright on www.ellisfield.gov.uk and email to all residents as appropriate.
- V. **Land and Property: Cllr Park-Weir**
- I. Notice Boards; Cllr Park-Weir confirmed 2 extra keys, free of charge, had been obtained for new larger noticeboard at junction with Bell Lane. The existing key was held by string behind the actual board on top of the post. Cllr Park-Weir was exploring alternative closure mechanisms although not straight-forward. So 2 simple wingnut fittings had been purchased to see if those worked better? Cllr Park-Weir to confirm actions with Council and try out other methods for final decisions next meeting.

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- II. Also Council wanted to reposition the new noticeboard; two new posts were required and a quote was expected from fencing company to complete task. Dead holly still had to be removed. Cllr Park-Weir was working on getting this done very soon.
- III. Clerk reported concern about other 3 noticeboards owned by EPC (Memorial Hall belonged to that Trust); all being in poor condition. They leaked and the 3 bay on Lower Common looked tatty and Ellisfield's lovely map was getting damaged daily. The aluminium ones on the bus shelters was equally old, with broken locks; difficulty in opening and the internal cork squares fall off as notices are pinned up! Councillors confirmed that quality noticeboards were important to the village especially in a Conservation Area. Council aimed to speed replacement of all noticeboards quicker than 1 per year, if third party grant funding could be found. Alternatively Clerk to organise a Saturday morning volunteer repair session to fit replacement cork tiles securely.
- IV. Swings; Lower Common
Not discussed; deferred to next meeting.
- VI. **Allotments; Cllr Taplin**
 - I. Reported that the Upper Allotments were beginning to be tended for the new season.
 - II. Clerk reported that Lower Allotments post and wire fencing was totally down laying on the ground not providing any outline for the Parish Council land. Cllr Taplin review as she and her team had set the fences there before.
- VII. **Rights of Way; Cllr Wright**
 - I. Footpaths; Cllr Wright reported HCC spent spare funds from another project infilling/improving Duck Alley. However HCC promised to return to urgently maintain the Duck Alley/Kit Lane area. Cllr Wright to progress.
 - II. BOAT; See above.
 - III. Cllr Guinness not available to report on Kissing Gate saga but £750 grant from HCC long since banked so funding should be spent soon. Some work on stiles seemed underway. Refer to next EPC meeting for conclusions.
- VIII. **Burial Ground: Cllr Cazenove**
 - I. Burial Ground volunteer 'tidy up' was planned for end of March when weather likely to be better. Cllr Cazenove was organising.
 - II. Mr John Evans had contacted previous Clerk who replied immediately. Council policy subsequently reviewed was agreed to continue as before. In that no reservation requests had been granted since 1983. Clerk asked if Councillors agreed that an EPC headed letter should be written to Mr John Evans. Agreed Clerk to write soon confirming review constantly underway but unlikely there would be a shortage of places yet, especially for family members who have lived in Ellisfield village for so many years.

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III. Clerk asked through Chair if 'mole man had been? Cllr Cazenove to check.

IX. Environment: Cllrs Richards and Taplin

Nothing new to report.

X. Hill Farm Pond: Cllr Cazenove

Nothing new to report.

XI. Neighbourhood Watch: Cllr Cazenove

Reported that Hannah Houstin-Lacey still responsible after 8 years although understandably wanting release from Co-ordinator role by latest Sept 2015. Any volunteers to take over as Ellisfield Neighbourhood Co-ordinator would be much appreciated. Cllr Cazenove to work with Clerk and PC Reid to publicise again when possible.

XII. Memorial Hall: Cllr Taplin

Reported that planned refurbishments due completion so ready for the 4th May 2015 Walk and BBQ.

XIII. Basingstoke District Association of Parish & Town Councils and Localism: Cllr Richards

I. Clerk attended the recent BDAPTC meeting - 10 March 2015 at 1930, on behalf of EPC. Interesting meeting with Basingstoke and Deane overview given by Laura Taylor, Interim Chief Executive explaining a new Chief Executive has been appointed from Ealing. A second presentation by Hampshire Hospital Foundation Trust (HHFT) covered the proposed planning application for a new Critical Care Centre on south side of A30, just below junction 7 of the M3.

II. Clerk reported major concerns locally and many errors/increases in the daily staff numbers, vehicle and helicopter movements suggested another commercial development on another greenfield site, which would bring Basingstoke metropolis well into the rural countryside. Remembering 2000+ houses, with related infrastructure, planned for between Sainsbury's Hatchwarren branch and junction 7 on M3, within 10 years. All this still spending vital NHS funds when Basingstoke HHFT hospital is in major funding deficit with many shortages of staff! Minutes are at; <http://bdaptc.basingstoke.gov.uk/BDAOPT/Default.aspx>

XIV. New Residents:

The following are 'new residents' since last meeting;

- New tenants Kandahar, The Green; Welcome Pack and cake delivered by Clerk and Mrs Judith Richards– Sara and Steve Prior and family (1 son/3 daughters), quote 'likely to be there at least two years or longer; keen to join local events after some current travelling completed.'
- The Thatched Cottage, The Green – now owned by Gordon Bunse. Welcome Pack and cake delivered by Clerk and Mrs Judith Richards. Undergoing considerable internal and urgent refurbishment but already enjoying Ellisfield. Has two daughters living in nearby villages.
- Pump House, Church Lane – new tenants; Dinah and Christopher Phillips, Clerk and Mrs Judith Richards delivered Welcome Pack and cake. Occupants were thrilled with Pump

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House and getting to know the village although both work. Dinah went to school in Dummer!

- New owners at Church Cottage – to be welcomed soon.

XV. Affordable Housing: Cllr Guinness

See Open Forum question referred to Cllr Guinness to discuss with residents outside the EPC meeting.

8. To receive a report from the Clerk on Administrative Matters:

- I. Election 2015 with voting on Thursday, 7th May 2015. Residents were advised to check their postal votes, if they have one, as concerns were some had not been re-registered yet and vital before 20th April 2015. Various important Election 2015 notices would be displayed over the next weeks. Thus Councillors and residents advised to watch out for these notices and to look carefully at www.basingstoke.gov.uk electoral services web pages where full electoral commission documentation and other Councillor nomination advice can be found. There was new legislation (2014) so Councillors and others wishing to be nominated must use the Basingstoke and Deane Electoral services on telephone; 01256 845355 for particular queries, also being required to deliver completed nomination packs in person by 4pm, Friday, 9th April 2015.
- II. A calendar of important dates and timings for nominations is available on; <http://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-and-community-council-elections-in-england-and-wales>
- III. Various updated codes, like Councillors Code of Conduct, several Protocols and Standing Orders, are presently being upgraded. Thus Ellisfield, like other Parish Councils, will need to adopt relevant updated localised SO's. Work has been on-going, with NALC and HALC advice, over some Standing Orders/Protocols with more precedence than others. Thus a revised Councillors Code of Conduct and a new SO/Protocol on 'organising; attending and reporting meetings,' has been with Councillors for consultation. These three documents need adopting for approval and publication. Chair ask for Councillors vote – proposed Cllr Cazenove and seconded Cllr Park-Weir. Agreed by all. Chair asked Clerk to prepare these documents for signature approval and publish on www.ellisfield.gov.uk Clerk to progress for next EPC meeting.
- IV. The next Standing Order to be updated, approved and published being that for the Freedom of Information Act, 2000. Clerk to progress for next EPC meeting.

9. To receive a report from the Clerk on Financial Matters and to discuss budget requirements and precept calculation;

- I. Clerk provided a spreadsheet report to all Councillors; confirming that EPC had two bank accounts, 1 current and 1 allotment account plus a savings account. In the current account the EPC balance was £3101.28 with some payments still being processed. 6 cheques need signature at this meeting totally @£1800.00 leaving a current balance of about £637.00. Some repayment VAT (<£500) was also due refund so EPC could finance itself adequately until 31 March 2015; the end of FY14/15. As EPC has limited the precept yet again this year, your Parish Council continue mindful of being careful and prudent over its limited expenditure in future.

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- I. Website hosting costs since outsourcing required by BDBC from 02/02/15 were confirmed as;
- £190.00 per annum website hosting through Datacenta.net as ISP
 - £ 50.00 per annum for 'Clerk' email and <9 other pop-up accounts.
 - Additionally a domain name charge of £40.00, bi-annually, is due to Janet from August 2016. Datacenta currently proposing £125.00 to administer that charge i.e. plus £42.50 per year for writing/sending a one-off £40.00 cheque to Janet. Negotiations continue! Clerk progressing for report later.
- I. Councillors were reminded that any outstanding FY14/15 expenses should be submitted for payment ASAP and latest by 2300 on 30 March 2015 as accounts will be closed 31/03/15.
- I. Clerk handover continued; enabling signatures changed with Lloyds and NS&I accounts; on-going updating registering Clerk's details with interested parties; transferring files and emails electronically along with registered documents/binders and all records (finance & admin).

Cheques (inc SO & DD) for approval and signature;**£p**

16-Mar-15	SO	Harry Rumpus (Litter Picking - Mar)	32.00
16-Mar-15	SO	A. Claessens (Litter Picking - Mar)	32.00
16-Mar-15	DD	Monthly direct debit payment for garage rental (Mar)	42.03
16-Mar-15	#707	Mark Robinson (migration & data backup old Clerk/new Clerk)	40.00
16-Mar-15	#708	HALC (Clerk training 09/02/15 and HALC conf 04/03/15)	114.00
16-Mar-15	#709	Datacenta (.gov.uk hosting and clerk email from 02/02/15 - 01/02/16)	288.00
16-Mar-15	#710	Beverley Guinness (APM refreshments-replaced chq)	87.00
16-Mar-15	#711	Christina Veasey (Clerk salary and allowances 5 Jan 2015 to date, less travel)	1173.83

10. To discuss any matters which the Chairman considers urgent;

Nothing to report.

11. Next EPC meeting 2015/16 as discussed and published is;

- Monday, 18th May 2015 starting at 7.30pm in Ellisfield Memorial Hall.

The meeting closed at 2120 pm.

Chairman..... Date.....