

BURLEY PARISH COUNCIL

Draft Minutes to be approved on 9th May 2018

Present Cllr P Daubeney (Chairman), Cllr P Russell, Cllr R Clarke, Cllr N Martin, Cllr V Johnstone, Cllr J Kendall

In attendance S Gale (The Clerk), Cllr M Steele (NFDC)

Also present 4 members of the public,

Date Wednesday 11th April 2018

Opened at 6.30pm Closed at 8.50pm

Subject Burley Parish Council Monthly meeting

1 Public Participation None

2 Apologies None

3 Declarations of Interest A non-pecuniary interest was declared by Cllr Clarke as a direct neighbour of Rubbles Edge Cottage, regarding planning applications to be considered under Item 16.

4 Approval of Minutes of previous Meeting Resolved – that the Minutes of the last full Meeting held on 14th March 2018, together with the Clerk's report for that meeting, having been previously circulated, be signed by the Chairman as a correct record.

5 Matters Arising and Clerk's Report

As shown in the Clerk's report the balance of the current account on 29th March was £10,366.67. The payments detailed in the Clerk's report were approved and the cheques signed. The bank statements were checked and signed by Cllr Johnstone.

Cllr Russell spoke of his unhappiness over the NFNPA granting planning permission at Dawsons garage; he added that this was not personal animosity but related to noise and pollution. He asked what clarification was given over the site of the building in relation to the boundary – Cllr Clarke read excerpts from NFNPA report by Mr Pope who had noted the various points made by neighbours. The Chairman indicated that any breach of noise or pollution would be a matter for NFDC and it was agreed that they should be contacted to see what action could be taken to ensure that neighbours were protected against possible increased levels of noise, pollution and activity. Such potential nuisance issues need to be monitored. (NM)

It was noted that correspondence had been received from a neighbour of Dawsons garage, since the NFNPA decision, and that this will be replied to in due course by Cllr. Clarke. Cllr Russell also requested that the Clerk write to the garage to remind them of the arrangement for the use of 3 spaces opposite the Village Hall; this is for use during day time working hours at the discretion of BPC, by permission of the Forestry Commission, who can terminate this arrangement at very short notice. (SG)

PD will follow up figures relating to school places - to be obtained from Cllr Mans (HCC). (PD)

The ownership and responsibility of the trees behind Warnes Lane were discussed with Cllr Steele (NFDC). Cllr Martin said that on a map given to him by HCC, the land is shown to be privately owned. Cllr Steele confirmed that he has a letter from NFDC corporate tree officer stating that the lane is under HCC adoption. Cllrs Clarke and Martin said it was important to confirm who is responsible for the trees. (NM/RC)

Cllr Martin confirmed that the old Fairy Festival posters have been taken down by Lengthsman.

Cllr Russell said he had approached a solicitor regarding the Heritage Trust but did not have any further information. Circulation of the Trust documents was requested. (SG) Cllr Russell confirmed that he had applied for a Heritage Fund from HCC for £1950, this is to fund a BLH exhibition in March 2019 and requires a donation of £100 from BPC as additional funding – this was **agreed**. Cllr Russell is awaiting a response on the success of the application.

Cllr Russell has received a "Bournemouth airport noise action plan"; he requested agreement to set up a working party in relation to this and it was **agreed** that the cost of hall hire would be paid for by BPC.

It was confirmed that Cllr Kendall now holds the updated village Welcome Packs; she is in touch with Spencers estate agents every two weeks. Cllr Martin said that village magazine distributors will also let Cllr Kendall know of anybody that may need a welcome pack.

It was agreed that the Play area/Jubilee bank account will be closed and the remaining monies deposited in the current account. (SG)

The Chairman confirmed that there will be a meeting to discuss WW1 commemoration on 1st May at 5.30pm. Cllr Martin has investigated the cost of adding 12 additional names to the Burley war memorial. 2 further quotes will be obtained but a quote from Excalibur Stone stated £4000+VAT for 12 names i.e. £10 per letter. As the BPC War Memorial account does not hold that much money other funding would have to be sought. Permission would also be needed as the war memorial is now listed. (NM)

6 General Data Protection Regulation (GDPR) update and formation of sub-committee Following attendance at a HALC GDPR training course, the Clerk has circulated information on the upcoming GDPR, due to come into force on 25th May 2018. The following points were discussed:

- It was noted that information can only be used for the purpose for which it is gathered and that consent forms giving permission will need to be used.
- It was agreed that a Data Audit is required and should be completed as soon as possible and before 25th May. (all Councillors and the Clerk)
- The following draft documents were previously circulated to Councillors: a consent form and two Privacy Notices (one for general public and another for staff, councillors and role holders). These were accepted and will be published on the BPC website. (SG)
- It was **agreed** that the Data Protection Officer (DPO) will be the Clerk and the Data Controller will be a sub-committee comprising Cllr Martin and Cllr Johnstone. (NM/VJ)
- Data Retention and Disposal Policies will need to be agreed.
- A draft Information Notice to add to councillor's email signatures will be circulated in due course, to include how long data will be held, what it will be used for and how to raise a complaint with the ICO. (SG)
- It was noted that if .gov.uk email addresses are not available for Councillors by 25th May 2018 then the Clerk will set up BPC gmail accounts for each Councillor. (SG)
- The purchase of BPC laptops/tablets was discussed.
- The Clerk will contact the Emergency Plan coordinator to discuss the impact of GDPR on the Emergency Plan and future updates. (SG)
- It was noted that individuals can make a "subject access request" and also have the right to complete erasure.
- It was noted that data breaches must be reported to the ICO within 72 hours by the DPO.

7 Legislation, licensing and law None

8 Correspondence A response letter from Trustees of the Village Hall dated 29th March 2018 has been received regarding Village Hall ownership; this was read out by the Chairman. It was noted that: BPC does not hold a copy of schedule 4 as stated in the letter; the Title deeds are not held by the Village Hall Trustees; the Charity Commission holds a vested title but does not hold the deeds. All Councillors recognised that the Village Hall Trustees do a good job however ownership is still unestablished; the deeds maybe held by a solicitor. Cllr Kendall has received complaints over A-boards outside local shops; however as the forecourts belong to these properties the A-boards can be displayed.

9 Update on Pound Lane Tree Planting Proposals Cllr Clarke confirmed that the Verderers have approved the planting of 6 trees in Pound Lane and 3 quotations have been received; quotes have been re-requested on a like-for-like basis. The FC is sourcing UK trees and will provide the saplings at no charge. Neighbours in Pound Lane will have to be consulted.

10 Report on Annual Assembly actions 2017; confirm 2018 date and speakers The Clerk confirmed that the NFNPA will be sending David Illsley from the Policy Team.

11 Young People in Burley Report Cllr Clarke said that it had been brought to his attention that Burley Primary School does not have the facility for after-hours care. (RC to speak to Governors)

12 Roads and Traffic Report inc. Cycling Events Cllr Martin reported that:

- A new footpath from the NFDC car park to Church Lane is being investigated by Hampshire Highways (HH)
- Coach Hill Lane drainage project: HCC have applied for a road closure to clear/replace the culvert pipe and prevent flooding of the road; consent from Natural England is also required. HH will clear a ditch near Forest Thatch as part of the above project.
- Forest Road drainage project: the drain will be cleared and hedging cut back when the ground is dry in the summer.
- Coach Hill Lane: a complaint was received about HGVs getting stuck in the lane. HH have provided a sign "not suitable for HGVs"; this has been installed by the Lengthsman however the sign will be moved to a more suitable position shortly. Dragon's teeth have been requested from FC to prevent parking on verges.
- Cllr Kendall confirmed that she is meeting two representatives from the FC on 19th April regarding dragon's teeth in Pound Lane and will also show them around the village.
- C10 by the fire station: the culvert was blocked by debris, this has been cleared by the Lengthsman; HH will also be requested to clear the ditch in the summer.
- An elector reported drainage issues by Burley Manor: Wessex Water have attended, a septic tank had also overflowed.
- Cattle grid at Warnes Lane: a letter has been written to the concerned elector to explain that no further action can be taken; the cattle grid is on the list for replacement but this will not be in the near future.
- An elector has expressed concern over soap suds in his lake; this may be reported to the Environment Agency.
- The Chairman reported that he has received correspondence from a local business saying that the path is being used by cyclists and therefore pedestrians are walking in the road causing near misses; the elector requested additional signage. (PD to send copy to NM).

13 Burley Heritage Report The Chairman said that he and Cllr Clarke had attended a meeting with Mr Avery (NFNPA) and Cllr Clarke now holds a copy of the agreement to purchase a 999 year lease of the site adjoining the car park & Manor Park between the NFNPA and the vendor. This is conditional upon Planning Permission being granted for the development of two Affordable Housing units. Plans and drawings for the housing and an adjoining Heritage Centre will be displayed on a large scale at the BPC Annual Assembly on 30th April. Planning permission will show the outline of a Heritage Centre. The agreement states that if a Heritage Centre is not built within a specified period, more affordable housing will be built on the site. It was confirmed that there is not enough room for a play area and that car parking will not be required.

14 Provision of Affordable Housing Ringwood Road project: no further progress to report.

15 Lengthsman scheme: monthly update See Clerk's report. No work was done by the Lengthsman during March; the jobs list for April has been circulated. Additional work mentioned by Councillors: Castle Hill Lane by Crowe Road - fly tipping. It was confirmed that the sign by Burley Lawn requires replacement as the Lengthsman has previously tried to clean it. There is a sandbag on the footpath of the C10.

16 Planning Decisions The full Council, sitting as the Planning Committee, noted the following decisions had been made by NFNPA since BPC Meeting on 14th March 2018 : -

Application No. & Date	Address	Proposal	BPC Recommendation	NFNPA Decision
18/00020 25.01.18	Lynes Mead, Tyrells Lane	3No. roof lights to existing garage; alterations to existing	R5 – NPOs to decide	Granted 20.03.18

		window		
18/00066 26.01.18	Burley Manor Hotel, Ringwood Road	Vary condition to PA 16/01051 to allow siting of marquee for further 12 months	R5 – NPOs to decide	Granted 21.03.18
18/00042 07.02.18	Dawsons Garage, Pound Lane	Single storey extension to workshop	R5 – NPOs to decide	Granted 04.04.18
18/00083 08.02.18	Little Pond Cottage, Bisterne Close	Application for Certificate of Lawful Development for continued use of detached garage as ancillary accommodation	R5 – NPOs to decide	Lawful 05.04.18
18/00125 13.02.18	Nelrose, Pound Lane	Two storey rear extension; flue; 4 no. Velux roof lights; render	R5 – NPOs to decide	Granted 10.04.18

Applications considered at BPC Meeting on 11th April 2018

Application No. & Date	Name of Applicant	Address	Proposal	Deadline for BPC Response	BPC Recommendation
18/00175 06.03.18	Mr R Yateman	Rubbles Edge Cottage, Castle Hill Lane	Single storey rear extension	10.04.18	R5 – NPOs to decide
18/00191 06.03.18	Mr R Yateman	Rubbles Edge Cottage, Castle Hill Lane	Outbuilding (Demolition of existing)	16.04.18	R2 - Refusal
18/00196 09.03.18	Mr Turner	Honey Cottage, Pound Lane	Creation of raised patio area; glass balustrade; rendered wall.	16.04.18	R5 – NPOs to decide

17 NF Wetland Restoration update None

18 Enforcement Matters None

19 Reports Cllr M Steele (NFDC) will email details of Warnes Lane adoption by HCC (**MS to send to SG**). Cllr Steele said that he has been working on homelessness projects and that NFDC now has a telephone number for assessment for local housing for people living outside the local area.

20 Urgent Business The BPC Spring Litter pick is on Sunday 22nd April.

The meeting closed at 8.50pm. Next meeting: AGM Wednesday 9th May at 6.30pm in Myrtle Hall.