

## BURLEY PARISH COUNCIL

Draft minutes for approval at the meeting on 11<sup>th</sup> June 2014

**Present** Cllr Daubeney (Chairman), Cllr Martin, Cllr Kendall, Cllr Russell, Cllr Clarke, Cllr Thorpe

**In attendance** Cllr Keith Mans (HCC), Cllr Penwarden (NFDC), the Clerk Mrs S Gale

**Also present** 1 member of the public, and a representative from the New Milton Advertiser

**Date** Wednesday 14<sup>th</sup> May 2014

**Opened at** 6.30pm                      Closed at                      8.30pm

**Subject** Burley Parish Council Monthly meeting

### **1 Election of Councillors and appointment of committees & representation to other organisations.**

Councillor Daubeney was re-elected Chairman for the forthcoming year. (Proposed Cllr Clarke, seconded Cllr Thorpe). Cllr Russell was re-elected as Vice-Chairman. (Proposed Cllr Martin, seconded Cllr Clarke) Cllr Clarke was re-elected as Chairman of the Planning Committee, which comprises the whole Council. (Proposed Cllr Thorpe, seconded Cllr Martin) Cllr Daubeney was re-elected as Chairman of the Finance Committee, of which the other members would be Cllrs Kendall, Clarke and Martin) It was confirmed that the Chairman and Deputy Chairman are ex-officio members of all committees. All other councillors continued in the posts they had occupied for the previous year.

**2 Speaker – Mr Peter Hackett re: defibrillators** Mr Hackett did not attend. Cllr Kendall agreed to follow this up (JK)

**3 Public Participation** A member of the public asked whether the WW1 commemorations would be led by the Royal British Legion (RBL) and supported by BPC. This was confirmed by Cllr Daubeney who added that he would be attending the next meeting of the RBL. (Also see Item 10)

A member of the public asked whether the War Memorial would be cleaned before the WW1 commemorations. Cllr Clarke confirmed that it is professionally cleaned annual, usually before Remembrance Sunday in November. It was agreed that the cleaning of the War Memorial would be ordered for July this year (JK) and that the stone in front of the Burley Inn should also be cleaned. It was agreed that quotes from the 2 companies previously used would be obtained.

A member of the public asked if the Speedwatch scheme could be employed in Burley. Cllr Daubeney said that as improving road safety is an objective of BPC this had previously been investigated but that the required number of volunteers to run the scheme was the stumbling block. Cllr Martin agreed to follow up on this. (NM)

**4 Apologies** None. Cllr Thorpe confirmed that she would no longer be requiring Leave of Absence.

**5 Declarations of Interest** None

**6 Minutes of previous Meeting Resolved–** that the Minutes of the last Meeting held on 9th April 2014 and the Clerk's report for that meeting, having been previously circulated, be signed by the Chairman as a correct record. However, before signing, the Chairman requested an amendment to the minutes: Item 14 ii) Defibrillator. He believed them to be inaccurate because the Burley Golf Club already have a defibrillator and therefore "Eventually it is hoped that a second defibrillator could be stored at the Burley golf club" is inaccurate. This was agreed unanimously.

**7 Matters Arising and Clerk's Report** Cllr Russell said the response from SSE regarding future provision for emergency power supply to those with a hoist or stair-lift was positive. It was agreed that this should be mentioned in the Village magazine. (SG) Cllrs Daubeney and Kendall confirmed that McDonalds have been stringent in implementing the agreed litter picks in the surrounding area but that McDonalds litter has been observed in the wider area. Cllr Clarke confirmed that the licensing agreement for the Burley Club is in line with other establishments but that vigilance may be needed to observe whether permitted live music is a nuisance. Cllr Martin confirmed that a fingerpost pointing to the village hall has been ordered and funded by Hants Highways.

Cheque payments as detailed in the Clerk's report were agreed and signed. The bank reconciliation was agreed and bank statement signed. **Cleared balance on 30<sup>th</sup> April was £19300.04.** Cllr Clarke requested that approval of accounts be deferred to a separate meeting at a later date. Thursday 22<sup>nd</sup> April was agreed. Reviewing the Financial Regulations the clerk confirmed that HALC had been consulted regarding Item 2.2 of the 2012 NALC Model Financial Regulations (previously circulated) that state that quarterly independent verification of bank reconciliations be implemented. HALC advised that this item is not compulsory but advisable as good risk management. Cllr Clarke requested that the internal auditor also be consulted to ascertain whether annual or 6 monthly verifications would be sufficient in the case of a small Council such as Burley. (SG) Approval of Financial Regulations would be deferred until 22<sup>nd</sup> May.

No Councillors agreed to attend the Paths to Partnerships meeting.

Cllr Clarke thanked all that were involved in the Spring Litter Pick and confirmed that the next litter pick would be in October when it is planned to place the emphasis on involving the young people of the village.

**8 Follow up to the Annual Assembly** Cllr Daubeney said that there was good attendance to the Annual Assembly and Cllr Martin added that it was a positive meeting. Cllr Russell requested that an email be sent as a reminder of any actions resulting from the Annual Assembly. (PD/SG)

**9. Emergency Plan update** Cllr Thorpe reported that she currently has 34 names of people that need help in an emergency and that several new helpers have come forward. It was agreed that publication of the updated plan should be in September 2014. (VT)

**10 WW1 Commemorations** It was agreed that as previously noted BPC agrees to support the RBL in WW1 commemorations and that of the ideas previously circulated a short vigil is preferable.

**11 Hanging Baskets for Burley** Cllr Kendall confirmed that 25 hanging baskets containing red, white and blue flowers have been approved and ordered by the Burley Business Association. These are being sponsored by Spencers and should be available at the end of May. Cllr Kendall said that each shop will be maintaining their own baskets; Cllr Martin requested that each shop be provided with simple care instructions so that all baskets are maintained in a uniform fashion. (JK)

**12 Pound Gate Stone** Cllr Kendall said that a member of the public reported that a stone, believed to mark a forest pound, had been uncovered when a tree fell recently. The elector requested some form of preservation of the stone. Cllr Clarke requested corroboration of its provenance. (PR)

**13. Correspondence** Cllr Kendall reported receiving an invitation on behalf of BPC from the Fortune Centre to visit and observe its function. Cllr Thorpe suggested this may be done as part of their open day in June. Cllr Kendall agreed to follow up. (JK)

**14. Young People in Burley Report** Cllr Kendall reported that Sandy Simpson (LDDN) is in contact with the new occupier of Camden House regarding the Leylandi trees. Cllr Martin reported that at a recent SW Quadrant meeting there was a presentation from Rachael Gallagher regarding the available sponsorship for wild play areas on private land. Cllr Martin agreed to investigate this in relation to woodland in the primary school grounds. (NM)

**15. Roads and Traffic Report** Cllr Martin reported that potholes were continuing to be reported and repaired and that a pinch point had recently been hit by a vehicle; temporary signage is in place. Cllr Daubeney said that the pothole eroding the highway opposite the Manor Tearooms is becoming larger and more dangerous. Cllr Martin agreed to follow up on this and said that Hampshire Highways are investigating the possibility of priority traffic at this point. He confirmed that further public consultation would be required if it was recommended that this be pursued. (NM)

Cllr Martin asked for comments on the proposed Cycling Charter (previously circulated) so that feedback can be given to NFNPA. It was agreed that the main points of concern are that:

1. Cyclist's numbers need to be displayed on their backs for identification.
2. Clear upper limits on the number of riders participating in any event should be defined by the width of the narrowest roads on the route. The Safety Advisory Group could then recommend variation to the limits defined within the Charter on an individual event basis; however this would only be agreed following consultation from the event organisers with the affected Parish Council.

It was agreed that these comments be feedback to the NFNPA. (SG/NM)

**16 HGV parking opposite McDonalds, Picket Post** Cllr Kendall reported that Area 3 of Hampshire Highways is investigating who owns this land. Cllr Mans (HCC) asked to be kept informed and Cllr Kendall agreed to continue following this up (JK)

**17. Burley Living History Project** Cllr Russell reported that a reply to the recent Lottery application is expected by the end of June. Cllr Russell confirmed that 4 volunteers have come forward to attend the Archive training and conference in Winchester on 9<sup>th</sup> July. It was agreed that these people should be booked onto the course (SG)

#### **18. Reports on current projects**

**i) Lengthsman Scheme** Cllr Kendall reported that more work needs to be found for the Lengthsman by the end of June.

**ii) Defibrillator** Cllr Kendall agreed to follow up Mr Peter Hackett's absence from the meeting and Cllr Daubeney said he has many questions regarding the practicalities of how a public defibrillator would be used in a safe fashion. Cllr Kendall confirmed that SW Ambulance recommends the LivePack CR plus model and that the project would cost approximately £1200 including installation and training. Cllr Kendall also agreed to find out how the defibrillator at the Burley Golf Club is utilised. (JK)

**iii) Jubilee Clock: post and prevention of posters** It was agreed that the placing of posters/advertisements on the clock post be monitored. (JK)

#### **19. Planning Decisions**

The full Council, sitting as the Planning Committee, noted the decisions communicated since the last BPC meeting on 9<sup>th</sup> April 2014:-

| <b>Application No. &amp; Date</b> | <b>Address</b> | <b>Proposal</b> | <b>BPC Recommendation</b> | <b>NFNPA Decision</b> |
|-----------------------------------|----------------|-----------------|---------------------------|-----------------------|
|-----------------------------------|----------------|-----------------|---------------------------|-----------------------|

|                   |  |  |                   |                     |
|-------------------|--|--|-------------------|---------------------|
| 00112<br>07 0314  | Hérons Pool,<br>Forest Road            | Replacement Outbuilding<br>(Revised Scheme to<br>PP11/96795) | R5 – No Objection | Granted<br>30.04.14 |
| 00110<br>17 02 14 | Little Pond Cottage,<br>Bisterne Close | Manege; fencing  | R5 – No Objection | Granted<br>14 04 14 |
| 00181<br>17 0314  | Candys,<br>Burley Lawn                 | Single storey extension<br>(demolition of existing)          | R5 – No Objection | Granted<br>08 05 14 |

The Appeal against Refusal of Planning Application No.13/99075 for a (larger & higher) Detached Garage with dormers; External Staircase to first floor at Blackhill Cottage, Forest Road has been Allowed by the Planning Inspector.

Applications considered & decided at the BPC Meeting on 14<sup>th</sup> May 2014:-

| Application No. & Date | Name of Applicant               | Address                              | Proposal  | Deadline for BPC Response                        | BPC Recommendation   |
|------------------------|---------------------------------|--------------------------------------|---|--|----------------------|
| 00224<br>02 05 14      | Mr & Mrs<br>Moors &<br>Blackman | Abbots<br>Field,<br>Bennetts<br>Lane | Single storey extensions; roof<br>alterations to facilitate 1 <sup>st</sup> floor<br>accom-modation | 02 04 14<br>(agreed<br>extension to<br>15 05 14) | R5 –<br>No Objection |
| 00281<br>11 04 14      | Fuller Smith<br>& Turner plc    | White Buck<br>Inn, Bisterne<br>Close | Replacement Extractor<br>Ventillation System  | 16 05 14   | R5 –<br>No Objection |
| 00341<br>24 04 14      | Mr B. Turner                    | Woodlands,<br>Coach Hill<br>Lane     | 3 No.Rooflights;extension to<br>existing flue   | 29 05 14   | R2 - Refusal         |

Applications for proposed changes to two communications masts in the village were noted. At Vereley Hill a net addition of 5 antennas is to be installed to meet the needs of advancing mobile telephone technology. Similarly, one of the masts near Bisterne Close is to have 4 additional antennas. No response is required from BPC in these respects since the changes fall in line with Government policy. However, Cllr Clarke was asked to clarify with NFNPA the appropriate addresses of the Bisterne Close masts.

Cllr. Clarke would forward the agreed planning responses to NFNPA by email in the usual way.

**20. Reports** Cllr Penwarden (NFDC) said that there would be a change of Chairman at NFDC next week. Cllr Mans (HCC) said that his devolved budget would be available for allocation from 1<sup>st</sup> June. Cllr Martin reported that at the recent SW Quadrant meeting Sarah Kelly reported that the Navitus Bay Wind Park development had been accepted for a detailed examination. Cllr Clarke said that the Wind Farm does not directly affect Burley and the proposals now appear to fall within Government policy.

Cllr Kendall reported that Village Design Statements (VDS) had been discussed at the SW Quadrant meeting on 13<sup>th</sup> May. Cllr Mans (HCC) said that HCC offer advice for Parish Councils developing a VDS. Cllr Clarke said that a VDS for Burley had been put in hand about eight years ago but the project did not continue when villagers became disillusioned as it came to light that they had no legal weight in Planning terms at that time. Cllr Clarke agreed to follow up the possibility of reinvestigating such a project for Burley. (RC)

## 21 Items to be discussed at the next meeting

Pound Gate Stone

The meeting closed at 8.30pm.

**Date of next meeting will be Thursday 22<sup>nd</sup> May 2014 at 10a.m. in Myrtle Hall followed by the usual monthly meeting on Wednesday 11<sup>th</sup> June at 6.30 p.m. in Myrtle Hall.**