

BURLEY PARISH COUNCIL

Draft Minutes to be approved on 11th July 2018

Present Cllr P Daubeney (Chairman), Cllr R Clarke, Cllr N Martin, Cllr V Johnstone, Cllr P Russell
In attendance S Gale (The Clerk), Cllr K Mans (HCC)
Also present 11 members of the public,
Date Wednesday 13th June 2018
Opened at 6.30pm Closed at 9pm
Subject Burley Parish Council Monthly meeting

1 Public Participation The owner of Paddock House spoke about his current planning application which includes changes to the kitchen, rendering and re-roofing. He said a further application for upgrades to the outbuildings will be submitted in the future including a new driveway with associated open fronted garage.

The organiser of a community Village Party for local children's charities "Party on the Pitch 2" came to ask for BPC's endorsement. Permission has already been received from the FC who have requested a letter confirming BPC's support for the venture to be held on the Burley Cricket Ground. Public liability insurance of £5 million is a condition of FC approval. Cllr Martin has approached Sue Westward, Clerk to the Verderers on the organiser's behalf and will continue to liaise. The organisers said local bands will play, there will be a hog roast; the emphasis is on a local village celebration. The 2012 Jubilee Party on the Pitch plans have been used as a model for planning process; Councillors were given hard copies of the proposed agenda and a risk assessment. Cllr Mans (HCC) said he also offers his support and a small HCC grant may be available.

A representative from Honey Lane spoke to say he has been coordinating road repairs in Honey Lane for many years and there have been concerns amongst residents over the increase in volume and speed of traffic in the lane. These opinions of the residents have been collected and collated. It is evident that Honey Lane has also sunk over the last couple of years. Honey Lane residents would like a physical barrier to stop through traffic. Cllr Clarke confirmed that he has spoken to the FC on this topic on site and received provisional agreement of a potential location for a barrier. He also wrote to Mr Marsh and requested his attendance at this BPC meeting; however he did not receive a response. Cllr Mans requested copy of a letter sent by Cllr Clarke to the FC which was also copied to the Deputy Surveyor and will lend his support towards the barrier. (RC) If any residents have the right of access via both ends of Honey Lane they could be given a key to the barrier.

An elector expressed concern over the Manor Farm planning application appeal. There was a discussion regarding access tracks over the property. Cllr Clarke agreed to write and reaffirm BPC's previous objections. Written representations must be received by 25th June and there will be no public hearing. Cllr Clarke requested the elector writes to BPC to be included as part of BPC's representation. This is another National Planning Policy Framework (NPPF) para 55 application requiring outstanding / innovative quality of building design if it is to be allowed to override the approved policies of the local planning authority.

Residents of Marl House attended the meeting to answer any questions about their planning application. The application exceeds the 30% policy limitation on such extensions to residential property. A discussion was held on the design of the house and conservatory. Cllr Mans (HCC) suggested that to succeed it may be useful to demonstrate that it should not create a precedent that could be followed subsequently. Cllr Clarke said that the application does not state the potential percentage increase of the property and the Planning Officer's Briefing Notes on the application were still awaited.

2 Apologies None

3 Declarations of Interest None

4 Approval of Minutes of previous Meeting Resolved – that the Minutes of the last full Meeting/AGM held on 8th May 2018, together with the Clerk's report for that meeting, having been previously circulated, be signed by the Chairman as a correct record. However Item 15 should read Burley Club EGM not AGM.

5 Matters Arising and Clerk's Report

As shown in the Clerk's report the balance of the current account on 1st June was £15,154.02. 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 said that the grant application previously made for monies for a Burley Heritage exhibition are not being considered until July.

Cllr Martin said that due diligence has been carried out on additional War Memorial names and the number of names has reduced considerably. There is a meeting of the working party next week.

The Chairman confirmed that he wrote to Burley Club.

Cllr Martin confirmed that a letter was written to Burley Primary School in respect of the track gates being closed out of school hours.

Cllr Martin confirmed that Cllr Kendall is happy to have her name published in the village magazine as a contact for Welcome Packs.

Cllr Russell said a sound report from Bournemouth Airport was looked at by the working party. It has been reported by residents that more planes are cutting across village. Cllr Martin said that it is important that residents report these complaints to the official telephone number as it has been reported that Number of complaints from Burley has dropped.

6 Further discussion on Internal audit report 2017-18 and BPC reserves held It was discussed that as the Burley precept is small, the recommended reserves of 3-12 months, as recommended by the auditor, is a relatively small amount in practical capital terms. BPC is running a deficit budget this year and £10,000 of reserves is allocated to the potential BVHT Heritage Centre. It was noted that the donated funds in the War Memorial account will be sufficient for one more professional clean and therefore some reserves will be required for this maintenance in the future. Moreover, the projects envisaged by the objectives the Council had set for itself in 2014, could only be expected to be grasped as and when appropriate opportunities were eventually identified, with the immediate availability of sufficient funds. Such opportunities could not otherwise be expected to wait for the time-consuming process of grant/donation support to be secured. Such projects would almost certainly involve land acquisition & building works requiring initial professional feasibility / design studies.

7 General Data Protection Regulation (GDPR) update

- A confidential shredding service has now collected waste from the Clerk.
- The GDPR sub-committee met to discuss emails and Councillor laptops. **Agreed:** To purchase for each Councillor a Lenovo 120s laptop from John Lewis costing approx. £200 each plus a 1 year subscription for 5 devices, including 1TB cloud storage for each user, costs £40 including a 50% discount when a device is purchased at the same time from John Lewis. The cost of Norton antivirus software for a 1 year subscription for 5 devices is £29.99 and the 6th device can be covered by the subscription the Clerk has that covers 2 devices. (NM/SG)
- Tablets were considered however it was decided that laptops would be more appropriate.
- A higher specification laptop was agreed for Chairman of Planning committee as the planning process is to become fully digitised and a larger screen and increased storage will be required.
- **Agreed:** that the £1000 contingency in the budget would be used towards the purchase.
- It was noted that a projector may be needed in future if planning applications become digital.
- It was recommended that once the new laptops along with the new emails are set up, Councillors should email all current key correspondents with these new email addresses. The Clerk confirmed that the new email hosts are still awaiting the final key piece of information from HCC before the new email addresses can be used.
- It was noted that Parish Councils are now exempt from appointing a DPO

8 Legislation, licensing and law None

9 Correspondence The Chairman reported that a special event for Armistice Day, to be held on the

preceding Saturday night at the Church, is seeking a budget. A £500 grant from Cllr Mans (HCC) will be applied for (SG to pass information to organisers).

Cllr Martin said he has received an email about the deteriorating condition of the Queens Head PH in the village. BPC will write to the brewery (SG)

10 Dedication of benches Agreed: to adopt the Policy previously circulated (see Appendix).

The bench opposite the Queens Head does not currently need replacing however there are several others that need replacing that may be offered for adoption. (SG)

11 Discussion on “Burley Village - Party on the Pitch II” See public participation. Cllr Martin agreed to attend the Verderers Court with the organisers.

12 Burley Charities: approval of trustee Agreed: Mrs Nicky Cook will again be recommended as one of BPC’s appointed trustees for a further 4 years.

13 Update on Pound Lane Tree Planting Proposals Cllr Clarke said that the FC has now ordered c.2m high saplings for planting in November.

14 Report on Annual Assembly actions 2018 None

15 Young People in Burley Report None

16 Roads and Traffic Report inc. Cycling Events Cllr Martin reported that at the Annual Assembly it was reported that there is no signage at Tyrrells Lane west. (NM)

17 Burley Heritage Report

(Confidential minute)

Cllr Martin has been approached by elector who has agricultural implements that he would like to donate to the Heritage Centre. The Clerk will email the HCC solicitor for further clarification regarding CIO status of BVHT (SG) A planning meeting will be held before the full meeting on 11th July if the planning application for Affordable Housing and a Heritage Centre has been submitted by the NFNPA.

18 Provision of Affordable Housing None

19 Lengthsman scheme: monthly update See Clerk’s report for finance. The Lengthsman has cleaned all the village milestones; all but one that cannot be found by Black Bush House in Castle Hill Lane - this appears to have been missing for more than 10 years. The June jobs list is in place including litter picking and removal of brambles in several areas.

20 Planning Decisions The full Council, sitting as the Planning Committee, noted the following decisions had been made by NFNPA since BPC Meeting on 11th April 2018 : -

Application No. & Date	Address	Proposal	BPC Recommendation	NFNPA Decision
18/00231 04.04.18	St John the Baptist Church, Church Lane	Single storey extension; alterations to fenestration.	R5 – NPOs to decide	Granted 23.05.18
18/00269 11.04.18	Long Pond House, Pound Lane	Single storey pool house; canopy (Amended plans)	R5 – NPOs to decide	Granted 06.06.18

Applications considered at BPC Meeting on 13th June 2018

Application No. & Date	Address	Proposal	Deadline for BPC Response	BPC Recommendation
18/00353 09.05.18	2 Randalls Lane, Burley Street	Conservatory	13.06.18	R5 – NPOs to decide

18/00366 16.05.18	Paddock House, Bisterne Close	Single storey rear extension; replacement render; Four new windows	20.06.18	R5 – NPOs to decide
18/00255 21.05.18	Burley Stores, Ringwood Road	Two storey extension	25.06.18	R5 – NPOs to decide
18/00343 23.05.18	Marl House, Burley Street	One & two storey extensions; dormer window; porch (demolition of conservatory)	27.06.18	R5 – NPOs to decide
18/00393 30.05.18	Sandy Shoot Cottage, 20, Honey Lane	Replacement stable block, hardstanding; post & rail fencing; demolition of existing stables, haybarn & shelter	04.07.18	R1 – Recommend Permission
18/00388 23.05.18	Little Pond Cottage, Bisterne Close	First floor extension to garage; 2 no. new roof lights	27.06.18	R5 – NPOs to decide

Decision subject of appeal to the Planning Inspectorate by written representations: -

17/00545 13.07.17	Land of Manor Farm, off Forest Road	New Dwelling; Demolition of 4 agricultural buildings	25.06.18	
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Cllr. Clarke would forward the agreed planning responses to NFNPA by email in the usual way

21 Enforcement Matters The enforcement officer has visited Howard Close and has met with the owner. There is also an application for removal of trees at Howard Close.

22 NF Wetland Restoration update Cllr Clarke has previously circulated an email with photo notes illustrating concerns about the effects of works currently being undertaken at Wootton Bridge.

23 Reports Cllr Mans reported that HCC is embarking on a further 2 year plan to 2022. The Director of HCC Children's Services has received an OBE. The Chairman asked Cllr Mans about a small grant towards the planned WW1 commemoration. Cllr Clarke agreed to send to Cllr Mans a copy of his recent email to the Forestry Commission & other HLS partners regarding the works at Wootton Bridge (i.e. Wootton Phase 2 Wetland Restoration project).

24 Urgent Business

- Cllr Russell raised awareness of fly posting in the bus shelter. These will be removed.
- There is a large new advertisement on the back of the Old Farmhouse tearooms signboard that is thought to be authorised (RC to contact the enforcement officer)
- Cllr Martin agreed to investigate whether the telephone box at The Cross can be replaced by a red telephone box. (NM)

The meeting closed at 9pm. Next meeting: Wednesday 11th July at 6.30pm in Myrtle Hall.

