

COLDEN COMMON PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
HELD ON MONDAY 7 MARCH 2016 AT 7.30PM. IN THE
BERT STRATTON LOUNGE, COLDEN COMMON COMMUNITY CENTRE

Present Cllr Richard Izard
Cllr Maggie Hill
Cllr Pam Glasspool
Cllr Barbara Kelly
Cllr Ron Hancock
Cllr Jean Bligdon
Cllr Ann Brown
Cllr Steve Badham
Cllr Laurence Wilks
Cllr Jill Stevenson

Apologies Cllr John Carry (Sickness)
Cllr Patrick Hunter (Working)
Cllr Peter Mason (WCC)

In attendance Debbie Harding (Clerk)
Vanessa Kitt (Assistant Clerk)
Cllr Rob Humby (HCC)
Cllr Sue Cook (WCC) (arrived at 8.10pm)
PCSO Richard Nolan
7 members of the public

FPC **TO RECEIVE APOLOGIES FOR ABSENCE**

166/15

Cllr Cook is attending a meeting at Winchester City Council and will arrive as soon as possible.

FPC **TO RECEIVE ANY DECLARATIONS OF INTEREST RELATED TO**
167/15 **SUBSEQUENT AGENDA ITEMS**

With reference to FPC/181 Cllr Glasspool advised she is involved in the organisation of the Trail of Thrones event on behalf of the Holy Trinity Church.

FPC **TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE**
168/15 **FULL PARISH COUNCIL HELD ON 1ST FEBRUARY 2016**

The minutes of the Parish Council Meeting held on 1 February 2016 having been circulated, were considered and agreed as an accurate record of the meeting, proposed by Cllr Barbara Kelly, seconded by Cllr Pam Glasspool and carried with an abstention by Cllr Ron Hancock.

FPC **UPDATE ON MINUTES; CORRESPONDENCE AND RELEVANT**
169/15 **MATTERS NOT INCLUDED ELSEWHERE ON THE AGENDA FOR**
INFORMATION ONLY

The Clerk reported as follows:

- 1) The closure of Kiln Lane was nether notified to the Parish Council or the residents and caused much disruption. Cllr Humby
- 2) Thanks were noted for Jenny Gray, Colden Common Brownies & Rainbows and 9th Winchester Scouts who worked on the 'Cleanup for the Queen' campaign in the village and got so many volunteers to take part.
- 3) The smaller bottle banks should arrive in a few weeks' time. When they do they will be moved to a temporary location so that the car park lining in this area and the disabled bays can be refreshed with yellow paint. Clerk

Cllr Richard Izard reported some residents were unhappy with the decision to remove the two green bins from the Community Centre car park, concerned it will result in more fly tipping. It was suggested that a smaller bin for waste bags be provided that is in sight of the CCTV cameras.

- 4) Two complaints have been received regarding Spring Lane and blocked drains and photographs showing the extent of the problem have been passed to Cllr Humby. The main problem area is between 8 – 14 Spring Lane. Cllr Humby
- 5) Dog fouling on the Green, Colden Common Park and Piping Green is a hot spot.
- 6) Cllr Humby supported the provision of the street light in Hensting Lane being added to the PFI and funded half the cost. This work has been ordered.
- 7) The owner of the shed on Parish land in Whitebeam Close has confirmed they will remove the shed, although no date has been committed.
- 8) Some of the ditches in Brambridge have been cleared by HCC, but some of the road is still outstanding. Cllr Humby to follow up Cllr Humby
- 9) Visual tree surveys / safety inspections will be taking place in March in Valley Close, Whitebeam Close, Bluebell Wood and the Recreation ground.

FPC **TO RECEIVE QUESTIONS FROM MEMBERS OF THE PUBLIC**
170/15

A member of the public advised there is a small hole in the road opposite 52 Tees Farm Road by the bus stop. The Clerk advised she would report the matter to Hampshire Highways. Fixed

David Bowker from Church Lane presented his previously distributed paper about the traffic on Church Lane and gave a summary of points highlighted.

PCSO Nolan advised that Sgt Gilmour is aware Mr Bowkers concerns and has arranged for a data recorder to be in place in Church Lane for approximately a week which will measure the quantity and speed of traffic. The information obtained from the data recorder would influence any further discussion. PCSO Nolan advised the information would be passed to the Parish Council in due course.

PCSO Nolan advised that a speed enforcement vehicle is in place on Church Lane on occasions but is restricted as to where it can be positioned.

Cllr Izard advised the Parish Council would await the results of the data recorder before discussing future measures and thanked Mr Bowker for his comments.

PCSO Nolan highlighted activities which have recently been reported:

- Abandoned cars
- Push bike and a mower stolen
- A traffic accident on Portsmouth Road but no injuries were sustained
- Suspicious activity along Main Road but no offences committed
-

Cllr Glasspool thanked the Police for the recent conclusion to the Brambridge murder case and these thanks were endorsed by all present.

FPC **COUNTY** **AND** **DISTRICT** **COUNCILLORS'**
171/15 **REPORTS/INFORMATION**

Cllr Rob Humby – Cllr Humby reported on the following items:

- Flooding by 14 Spring Lane – work is being done to clear gullies. Cllr Humby
- Overhanging hedge in Frampton Close – This case closed has been closed but the hedge has not been cut back. Cllr Humby
- The bank is in need of repair in St Vigor Way – a site meeting is to take place with HCC officer Peter Barty. Cllr Humby
- Traffic Survey – HCC officer Samantha Clark advised she was waiting for information from the strategic planning department. An update has now been received with a strong case for an area wide survey. Possible sources of funding are now being investigated.
- Kiln Lane – the recent road closure was as a result of an over run by Southern Water on a night closure which is now being investigated. If Southern Water is found to be in breach of closure arrangements, then it will be fined. Cllr Wilks raised the lack of diversion signage in place during the road closure and Cllr Humby said he would investigate the matter.
- Environment Agency – emergency planning meeting has been held between Emergency Planning team and Environment Agency team to agree where responsibilities lie. (E.g. landowners' responsibilities will be enforced by HCC).
- Devolution – There is a requirement for an elected mayor but if this is not agreed there is a possibility of having a unitary authority instead of the current system.
- Hedge overhanging pavement at 44 Spring Lane – the Clerk to send case number to Cllr Humby as this hedge is still impinging on the pavement.

Cllr Sue Cook – Cllr Cook reported on the following items:

- 'Keep Clear' sign on Main Road by Hensting Lane is to be repainted.
- Cllr Cook has followed up the Clerks enquiry to Hursley Parish Council regarding speeding in the village. Cllr Jan Warwick advised Speedwatch equipment is available to borrow. The Clerk advised she was specifically interested in finding out about effectiveness of a speed spike trial which enabled fines to be automatically imposed. The Parish Council already owns Speedwatch equipment but Cllr Kelly who is a member of the speed watch team would be interested in viewing the Hursley equipment to assess if it easier to use than the current equipment. Cllr Kelly and Cllr Cook to follow up on this. Cllr Cook/Kelly

Cllr Richard Izard – Cllr Izard reported on the following items:

- Moors Close – members of the public had complained there is poor visibility on turning right out of Moors Close. WCC Highways warning signs should be in place in Lower Moors Road but this will be checked. Visibility on turning out of Fleming Place is deemed to be sufficient.
- Speedwatch – a date has been set for this to take place in Church Lane, Lower Moors Road and Tees Farm Road.

FPC **TO RECEIVE A POLICE REPORT**
172/15

Covered under item FPC/170 above.

FPC **TO NOTE THE DRAFT MEETING MINUTES FROM THE PLANNING**

173/15 MEETING HELD ON THE 17TH FEBRUARY 2016

Cllr Maggie Hill reported a Planning Meeting had been held on 17 February 2016 and highlighted the following items:

- **Update on Eastleigh Local Plan** – a resident led leaflet drop is to take place before the next Eastleigh consultation events in June and July 2016.

- **Sandyfields** – a letter has been sent from the Parish Council to the South Downs National Park (SDNP) regarding the woodland. Cllr Hill advised a meeting took place today between the application and WCC officers regarding the woodland which is included in the Sandyfields application for public access. All WCC officers present were supportive of the woodland open to the public. Additional information on public access is required of the applicant. The housing layout is acceptable to WCC. The planning application may go to the May WCC Planning Committee for determination. Cllr Hill advised the developer would need to bring the woodland up to the specification required.

Cllr Maggie Hill suggested writing a second letter tomorrow (Tuesday 8 March) to the SDNP with a copy of the previous letter from the Parish Council chasing a reply and this was agreed by all.

The Planning Committee recommendation on this is to be added to the agenda of the Full Parish Council's April meeting.

Cllr Hill

Clerk

FPC 173b/15 TO RECEIVE A RECOMMENDATION FROM THE PLANNING COMMITTEE TO RETRACT THE REQUEST FOR PLANNING APPLICATION 15/02804/TPO (FELL 1 OAK) TO BE DETERMINED BY THE WINCHESTER CITY COUNCIL PLANNING DEVELOPMENT AND CONTROL COMMITTEE

Cllr Hill reported that the tree is posing a financial risk to Winchester City Council for alleged subsidence to a nearby property. Due to the financial risk, the tree officer has no option but to recommend to the WCC Planning Committee to approve felling the tree.

Cllr Maggie Hill therefore proposed the recommendation from the Planning Committee to retract the request for planning application 15/02804/TPO (fell 1 oak) to be determined by the Winchester City Council Planning, Development and Control Committee be agreed, seconded by Cllr Barbara Kelly and carried with abstentions by Cllrs Ron Hancock, Ann Brown and Pam Glasspool.

FPC 174/15 TO NOTE THE DRAFT MEETING MINUTES FROM THE POLICY AND PROCEDURES MEETING HELD ON THE 10TH FEBRUARY 2016

Cllr Hill advised a Policy and Procedures Meeting had been held on 10 February 2016 and recommendations were agreed as detailed in the following agenda items.

FPC 175/15 TO RECEIVE A RECOMMENDATION FROM THE POLICY AND PROCEDURES COMMITTEE TO ADOPT A COMMUNICATIONS AND MEDIA POLICY

Cllr Hill advised the recommendation to adopt a Communications and Media policy was to ensure there was a consistent approach and control.

Cllr Maggie Hill proposed the recommendation from the Policy and Procedures Committee to adopt a Communications and Media Policy be agreed with immediate effect, seconded by Cllr Richard Izard and carried.

FPC 176/15 TO UPDATE ON PROGRESS ON THE REGISTRATION OF THE RECREATION GROUND WITH THE LAND REGISTRY AND UPDATE ON LEGAL EXPENDITURE.

The Clerk reported costs already paid amounted to £2203.80 plus other bills for £3315.20 presented this evening brought the total legal fees to date to £5,519. The Clerk advised legal advice is still required on the WCC lease and changes to the lease for the Tennis Club.

The application for the land registry to register the title for the Recreation ground in the name of Colden Common Parish Council has been submitted.

FPC 177/15 TO AGREE THE HEADS OF TERMS FOR THE LEASE BETWEEN WINCHESTER CITY COUNCIL AND COLDEN COMMON PARISH COUNCIL FOR AN AREA OF LAND ADJACENT TO THE TENNIS COURTS AND TO APPROVE THE INSTRUCTION OF HEDLEYS SOLICITORS TO WORK WITH WINCHESTER CITY COUNCIL ON PRODUCTION OF THE LEASE

The Clerk presented the previously distributed outline of the proposed terms of the lease. ***Cllr Richard Izard proposed acceptance of the heads of terms for the lease between Winchester City Council and Colden Common Parish Council for an area of land adjacent to the tennis courts and the instruction of Hedleys solicitors to work with Winchester City Council on production of the lease, seconded by Cllr Ron Hancock and carried.***

FPC 178/15 TO UPDATE ON THE PROFESSIONAL ADVICE GIVEN TO CLLR CARRY AND THE CLERK REGARDING CHARGING VAT AND TO CONFIRM THE RECLAIM OVER OVERPAID VAT THAT THE CLERK WILL BE PROCESSING BEFORE YEAR END

The Clerk reported that in 2012 the internal auditor advised VAT should be charged to all hirers of Parish Council buildings or land (not sports pitches) who were not social clubs (were for profit organisations). The Parish Council when implementing this advice, absorbed the 20% vat in the rate charged by reducing the net cost to the Council by 20%. Professional advice received recently confirmed that VAT was charged incorrectly. VAT did not need to be charged in many cases. The Clerk explained that since 2012/13 the Parish Council has been charging VAT to hirers but as those hirers have not claimed back the VAT from HMRC, the professional advice received is that the Parish Council can reclaim the overpaid VAT for the last 3 financial years in the last quarter of 2015/16. No notification is required to HMRC as the adjustment is less than £10,000. This advice is in writing. ***Cllr Steve Badham proposed that the Clerk reclaim the incorrectly paid VAT from financial year 2012-13 to the end of the financial year 2016-17, and process this re-claim before the financial year end of 2015-16, seconded by Cllr Maggie Hill and carried.***

FPC TO CONSIDER TWO QUOTATIONS TO REDUCE THE HEIGHT AND

179/15 REMOVE SELECTED TREES ON THE HEDGE LINE WHICH SEPARATES THE TRIANGLE AND TEES FARM ROAD.

The Clerk presented two quotations which have been received for this work and confirmed both have the same insurance cover.

Cllr Pam Glasspool proposed that the work to reduce the height and remove selected trees on the hedge line which separates the Triangle and Tees Farm Road be awarded to WGS Kindling, seconded by Cllr Jill Stevenson and agreed.

FPC 180/15 TO RECEIVE THE INVITATION TO THE COUNTY SERVICE TO CELEBRATE HER MAJESTY THE QUEEN'S 90TH BIRTHDAY ON SUNDAY 24 APRIL 2016 AT 3.30PM IN WINCHESTER CATHEDRAL AND NOMINATE A REPRESENTATIVE FROM COLDEN COMMON PARISH COUNCIL

The invitation to the County Service to celebrate Her Majesty the Queen's 90th Birthday on Sunday 24 April 2016 at 3.30pm in Winchester Cathedral was noted and Cllrs Ron Hancock and Pam Glasspool were nominated as representatives from Colden Common Parish Council to attend.

Done

FPC 181/15 TO APPROVE THE "TRAIL OF THRONES" SCARECROW TRAIL ON THE 18TH AND 19TH JUNE TO BE A CHURCH PARISH COUNCIL JOINTLY ORGANISED EVENT TO RAISE MONIES FOR THE CHURCH TOILET PROJECT.

Cllr Glasspool explained that the Holy Trinity Church would like to work jointly with the Parish Council on the 'Trail of Thrones' Scarecrow Event to raise monies for the Church toilet project. The 'Trail of Thrones' Scarecrow event was approved by all present as a joint project.

FPC 182/15 TO AGREE THE ACCOUNTS FOR PAYMENT BY COLDEN COMMON PARISH COUNCIL

Cllr Steve Badham proposed the following accounts be approved and paid seconded by Cllr Barbara Kelly and carried. Accounts certified by the Clerk as correct for payment.

Date of Invoice	Payee	Summary of purpose	Cost	Reclaim VAT	Total
26/02/2016	Salaries	Net Salaries	£4,699.92	£0.00	£4,699.92
26/02/2016	HMRC	Total PAYE & NIC	£1,382.40	£0.00	£1,382.40
26/02/2016	HCC Pensions	Total pensions	£1,077.36	£0.00	£1,077.36
05/02/2016	Richie Stevens	Clearing gutters CCP & Rec Ground	£100.00	£0.00	£100.00
24/01/2016	Guttering				
	Lloyds Bank Charge Card	Skateboard park light box	£782.93	£156.59	£939.52
24/01/2016	Lloyds Bank Charge Card	Tree identification course x 2 for ground staff	£60.00	£0.00	£60.00
12/02/2016	HALC	VAT Training 4.2.16	£70.00	£14.00	£84.00
16/02/2016	Progiene	Cleaning materials - CCP	£81.28	£16.26	£97.54
12/01/2016	Trade UK	Blue Circle Postcrete	£41.00	£8.20	£49.20
01/02/2016	D J Scott	Chain/bolt/oil for mowers	£47.60	£9.51	£57.11
		Fire assembly sign post and installation	£136.66	£27.33	£163.99
15/01/2016	Appletons				
29/01/2016	Rigby Taylor	Impact/Fineturf	£88.00	£16.00	£104.00
		Service & investigate power steering leak	£161.06	£32.21	£193.27
25/01/2016	Village Garage				
08/02/2016	Village Garage	replace power steering rack	£431.80	£86.36	£518.16

02/02/2016	Arco	Fleeces/polo shirts	£100.32	£20.06	£120.38
09/02/2016	IOG	Annual membership	£140.87	£9.13	£150.00
05/02/2016	Sage	P60 stationery	£27.46	£5.49	£32.95
04/02/2016	Bishop's Waltham PC	RoSPA Playground Insp course x 2	£261.84	£48.91	£310.75
	SSE Southern Electric	Main Road	£241.10	£12.05	£253.15
	SSE Southern Electric	Pavilion, Boyes Lane	£169.96	£8.49	£178.45
	SSE Southern Electric	Skateboard park lights	£16.17	£7.69	£23.86
	MJT Decorating	Slr Movement 22/1/2016	£80.00	£16.00	£96.00
	Dale Valley Training	Tree Inspection Course	£310.00	£62.00	£372.00
	Vodafone	Bill to 29th February 2016	£88.74	£17.74	£106.48
	Allstar	Diesel	£44.98	£8.99	£53.97
	Biffa	Trade waste Boyes Lane	£445.90	£89.18	£535.08
	Weller Hedleys	Interim Bill to 20/1/2016	£744.00	£148.80	£892.80
	Weller Hedleys	Interim Bill to 21/2/2016 (WCC Lease)	£144.00	£28.80	£172.80
	Weller Hedleys	Interim Bill to 19/2/2016	£1,908.80	£340.80	£2,249.60
	Lloyds Bank Charge Card	Microsoft Office, Safety Boots for groundstaff	£202.04	£13.33	£215.37
	WGS Kindling	Removal of Willow	£200.00	£0.00	£200.00
	Sharp	Whitebeam Close	£15.00	£3.00	£18.00
	County Supplies	Toner	£38.33	£7.66	£45.99
	BT	Stationery	£82.67	£16.53	£99.20
		Bill to 19th February 2016			

Totals £14,422.19 £1,231.11 £15,653.30

Fixed Term Deposit -
Co-op

Matured - Zero balance

£0.00

Total Long term reserves

£0.00

CCPC -Admin Account
Deposit Account
balance

Account Number -
00385887
Account Number -
01213095

£48,297.33

£103,034.79

**Total available funds
(excluding long term)**

£151,332.12

**Total available funds after
above bill paid**

£144,581.83

(Some of the above
payments marked * have
cleared already)

Fidelity Guarantee

£200,000.00

FPC COUNCILLORS' QUESTIONS/INFORMATION TIME

183/15

Cllr Barbara Kelly – thanked HCC Rights of way for the recent work which has been carried out in Hensting Lane.

Cllr Maggie Hill – raised concerns about future costs to Parish Councils if devolution goes ahead.

FPC TO RAISE ANY ITEMS FOR THE NEXT AGENDA

184/15

Meeting closed 9.30pm

Next meeting: Monday 4 April 2016

FPC TO CONSIDER A CONFIDENTIAL MATTER WHICH IS EXEMPT

185/15

UNDER SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972
CONFIDENTIAL ITEM –
TO RECEIVE A RECOMMENDATION FROM THE POLICY AND
PROCEDURES COMMITTEE TO REVIEW THE SALARIES OF
CLERK, ASSISTANT CLERK, GROUNDS AND FACILITIES
MANAGER, ASSISTANT GROUNDSMAN AND THE CLEANER AND
MAKE ANY RECOMMENDATION TO THE FULL PARISH COUNCIL

Salary reviews for Parish Council employees were considered. The details of the decisions made are contained in a confidential minute.