

**COMMON COLDEN PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING**  
**HELD ON WEDNESDAY 15TH JANUARY 2014 AT 7.30PM. IN THE**  
**CHURCH ROOMS, MAIN ROAD, COLDEN COMMON**

**Present** Cllr Richard Iazard  
Cllr Maggie Hill  
Cllr Paul Bryant  
Cllr Steve Badham  
Cllr Patrick Hunter (left at item 192/13)

Cllr Ron Hancock  
Cllr Jean Bligdon  
Cllr Val Evans

**Apologies** Cllr Mike King (sickness)  
Cllr Nick Goddard (working)  
Cllr Jo Anstey (sickness)  
Cllr Viv Stevens (on holiday)

**In attendance** Debbie Harding (Clerk)  
Vanessa Kitt (Assistant Clerk)  
Cllr Rob Humby (HCC)  
Cllr Peter Mason (WCC)  
Cllr Daryl Henry (WCC)  
5 members of the public

**FPC**            **APOLOGIES FOR ABSENCE**

**185/13**

Apologies were received and noted as above.

**FPC**            **DECLARATIONS OF INTEREST RELATED TO SUBSEQUENT AGENDA**  
**186/13**        **ITEMS**

There were no declarations of interest.

**FPC**            **APPROVE AND SIGN MINUTES OF FULL PARISH COUNCIL MEETINGS**  
**187/13**        **HELD ON 4 DECEMBER 2013**

187/13/1 The minutes of the Parish Council Meeting held on 4th December 2013 having been circulated, were accepted as a true record of the meeting.

***Proposed by Cllr Patrick Hunter, seconded by Cllr Maggie Hill and carried with 2 abstentions by Cllr Steve Badham and Cllr Ron Hancock.***

187/13/2 The confidential minutes of the Full Parish Council Meeting held on 4th December 2013 having been circulated, were accepted as a true record of the meeting.

***Proposed by Cllr Maggie Hill, seconded by Cllr Jean Bligdon and carried with 2 abstentions by Cllr Steve Badham and Cllr Ron Hancock.***

**FPC**            **RECEIVE MINUTES FROM THE FOLLOWING SUB-COMMITTEES**  
**188/13**

Full minutes are available on the Colden Common website  
[http://www.coldencommon.hants.gov.uk/Council\\_and\\_Committees.aspx](http://www.coldencommon.hants.gov.uk/Council_and_Committees.aspx)

**Minutes of the Finance Committee meeting held on 11th December 2013**

The Chair of the Finance Committee gave an overview of recent business and decisions made. Cllr Badham reported items which had been discussed included restoring imprest on petty cash, 2014/15 budget, review of risk assessment, PAT testing, considerations of electronic bank payments incorporating dual or triple authority and consideration of criteria for selecting an internal auditor.

**Planning Committee**

**Cllr Bligdon advised the meeting of the Planning Committee scheduled for 9<sup>th</sup> January 2014 did not take place due to there not being any business to discuss.**

Cllr Izard reported representatives from the Parish Council had attended the WCC Planning Development Control Committee meeting on 9 January 2014 and Cllr Evans had spoken on behalf of Mr Kitchen's application for Yew Tree Cottage but consent had still been refused.

**FPC**            **UPDATE ON MINUTES, CORRESPONDENCE AND RELEVANT**  
**189/13**        **MATTERS NOT INCLUDED ELSEWHERE ON THE AGENDA**  
**CAR PARK LIGHTING**

The LED flood lights have been installed in the Community Centre Car Park. The lighting level is good, not over bright or obtrusive. The skateboard park lighting will be installed shortly.

The Clerk advised there is an issue with the timer for the car park floodlights which is currently being investigated

**TREE BLUEBELL WOOD**

We have received two neighbour requests to fell a tree in Bluebell Wood. Tree 45 which is an Ash. These issues were mentioned at the December Parish Council meeting.

- 1) One resident is concerned over light and impact on the shrubs in his garden and he is concerned about overhanging branches to his car port
- 2) One resident is written to express his belief that this tree is causing subsidence to his property. He has sought tree surgeon opinions, several times over the years.

The tree report has raised no concerns with this tree from a management or safety perspective. From a visual / historic perspective it is not felt that the tree offers a great contribution to Bluebell Wood. With a limited tree budget and pressures on this budget from the recent high winds and work recommended on other trees surveyed in the village, it is hard to justify the cost of removing it.

***Action - it was agreed that discussions with neighbours concerned should continue and the tree potential felled with neighbour financial contributions.***

### **TREE DOWN IN GRAYS CLOSE**

On the 23<sup>rd</sup> December a tree branch fell from the area of land adjacent to the Church Lane onto a boundary wall of a property of Gray's Close.

Our insurer's position is that we are not legally liable for the damage to the wall caused by the tree which has only come down due to the storm. Our insurer recommends that the householder claims on their house insurance. Subsequently, their insurer has contacted ours.

The householder is very disappointed that they will potentially pay a £250 excess and lose non-claims bonus and asked that the Parish Council consider this.

***Action - it was agreed the Clerk to write a letter to the householder, advising regret without prejudice but confirming this is an insurance matter.***

### **MANAGEMENT AGREEMENT FOR RECREATION GROUND.**

Hedley's are waiting information from the Clerk which will be a priority for next week.

### **CCFC**

Dave Hadfield came into the office on Friday. CCFC have confirmed that they will not be quoting for the grounds maintenance on the Recreation Ground from the 1<sup>st</sup> April. Therefore, this work will be completed by CCPC grounds staff from 1<sup>st</sup> April 2014.

CCFC will be meeting with the Hampshire League on the 16<sup>th</sup> January and will find out at this meeting whether they will be relegated due to the facilities at the Recreation ground pavilion not being in accordance with FA standards.

If this is the case, it is likely that the 1<sup>st</sup> team will move to Boyes Lane albeit on what they hope is a temporary basis. This may mean that the Veterans then move the Recreation Ground, although they will have fewer games. It is likely that training will remain at the Recreation Ground.

The football club are very disappointed that the Parish Council will not approve their plans. They expressed concern about a "hidden agenda" about the future use (i.e. community youth building) The Clerk has explained that it was felt decisions were being required too fast and other matters need to be resolved before a long term plan can be agreed.

CCFC are concerned about income due to the loss of the grass cutting contract. With this in mind they have requested that the PC look at the hire charges for the pitches. The Clerk has informed CCFC that the matter of hire charges for the financial year 2014-2015 will take place at a future meeting.

## **TENNIS COURTS**

Gary Waughman and Nick Mort (Tennis Coaches) have approached Roger regarding a 5 year lease for the facilities, in return for them footing the bill for refurbishment. Roger has suggested they contact the Clerk for initial discussion.

***Action: it was agreed that the Clerk will ask for a written proposal.***

## **CCCA**

The Chair of the CCCA has sent further representation requesting approval to install windows in the Gloucester Room storage area. Cllr Izard advised that planning permission may be required from WCC as this is not covered by permitted development and is dependent on the height of the building.

The Chair has also requested that the PC move their meeting to the Patrick Moore Room as it is larger and easier to set up with chairs and tables. This will mean that the Bert Stratton Lounge can be used for Yoga for a weekly booking. The BSL is more appropriate for YOGA as this room is carpeted and smaller, being a more appropriate Yoga environment.

It is not possible to move the Parish Council meeting back to a Monday as all rooms are booked.

A further complication is that as the Parish Council is not a weekly booking to ensure maximum occupancy of rooms, the centre have moved other non-weekly bookings to fill the gaps on a Wednesday. For example the gardening club, CCCA forum.

The WCC diary has been published for next year and quite a few dates will clash with CCPC meetings.

***Action – it was agreed that a meeting should be held with the Community Centre trustees to review / discuss the reconfiguration of the Community Centre and discuss challenges with the Wednesday meeting days.***

## **RIGHTS OF WAY CUTTING**

HCC have requested the PC nominate 5 rights of way which they will put on the cutting list. The Clerk has asked Brian Reeder to identify the rights of ways which are the most overgrown. The Right of way list is now on the website which shows the footpath numbers. It can be found at the link below.

[http://www.coldencommon.hants.gov.uk/Rights\\_of\\_way\\_maps.aspx](http://www.coldencommon.hants.gov.uk/Rights_of_way_maps.aspx)

The Clerk asked for feedback on which footpaths councillors feel are most important.

## **MAYORS AWARD**

Winchester City Council is inviting nominations for Mayors Award. The Clerk suggested nominating Colden Common School Association for the fundraising efforts this year.

***Action: - The Clerk advised nominations can either be sent to her for passing on or sent directly to the Mayor's office.***

## **SCOUTS**

The Scouts have requested permission to use the car park on Saturday 1<sup>st</sup> March 2013 to run a Scout Group Charity Car wash and collect monies via donations. Proceeds will go to shelter box. The Clerk confirmed that the Scouts have insurance in place.

***Action – Agreed in principle subject to CCCA approval and weather.***

The Scouts like to run the bonfire and fireworks evening on the 8<sup>th</sup> November 2014 at Colden Common Park.

Possible issues are a clash with CCFC.

***Action – Agreed in principle, subject to agreement of cost, and management of possible clash with CCFC***

## **FPC            TO RECEIVE QUESTIONS FROM MEMBERS OF THE PUBLIC 190/13**

A member of the public thought it was scandalous that CCFC were to be relegated due to lack of facilities available rather than for the standard of play and asked that the Clerk advise him of the relevant contacts so he can write to the Football Association to advise Clerk them of his concerns. The Clerk agreed to do so.

A member of the public said he had been made aware of a meeting taking place tomorrow between WCC and members of the Community Engagement Group (also known as Commonview). Mr Blackstaff requested that the Parish Council make the group an official sub-committee of the Parish Council and be open to the public. Cllr Izard advised that the meeting had been called by WCC because of a Freedom of Information request which it had received from Welbeck Homes and WCC wished to check its documents prior to releasing the information. Cllr Izard confirmed the role of Commonview is to act as a conduit for collecting and collating people's views for passing on to WCC and Cllr Humby said that advice from WCC in these situations is that the work should not be led by a Parish Council.

A member of the public asked for confirmation that the work by Commonview endorsed by the Parish Council in October 2013 was the start of the process and Cllr Izard confirmed that this was so with a draft document to be produced by WCC in June 2014 which will be available for further public consultation in July 2014. The final document on Local Plan Part 2 is due to be completed by WCC by the end of 2015.

Cllr Hill reminded those present that at the October 2013 Parish Council meeting she had advised that future comments on the strategy could be reported directly to WCC rather than through Commonview.

A member of the public voiced concerns about advice given by WCC with regards to trees in a neighbour's garden which could affect his property and Cllr Izard advised that this was a District Council matter and not a Parish Council matter.

## **FPC                    COUNTY AND DISTRICT COUNCILLORS' REPORTS/INFORMATION**

**191/13**

**Cllr Humby** – Cllr Humby advised work on school places is on-going. Work on the possibility of grouping Parish Council services together is also taking place. Cllr Humby expressed disappointment that agreement on shuttle buses during the Main Road closure due to Southern Water water main works had not been reached before the road had been closed but advised that arrangements are now in place. He advised that various issues had been raised including the reason for the works taking place at this time of year rather than in the Summer, questioning the reasons why works are not taking place under lights and why workmen are not always visible working on the site. The Clerk advised the Colden Common Parish Council website will be kept updated so people are kept aware of the current situation.

Cllr Bryant advised he had raised a query regarding the road surface and Cllr Humby said he and Cllr Izard will be making a joint representation to Southern Water about this and will advise Cllr Bryant accordingly.

**Cllr Mason** – Cllr Mason thanked Cllr Izard, Ian Wheeler and the Clerk for their work in resolving the problems caused by the Main Road closure and the bus service.

Cllr Mason advised rubbish collection cards for 2014 are due to be distributed next week. Cllr Mason had raised a question at WCC regarding leaf collection this season and advised he was not been happy with the reply he had received as it was acknowledged that leaf collection had not been carried out successfully this year.

**Cllr Henry** – Cllr Henry advised that the Community Infrastructure Levy will come into effect from 1 April 2014 and WCC had agreed that 15% of the CIL should be passed to parish councils. A late amendment had proposed that 25% should be passed to Parish Councils however with a tied vote, the Chairman of the meeting held the casting vote and voted against the proposal. Should the vote have been passed; Colden Common would have received £100K more funding through the Community Infrastructure Levy on the proposed new housing as part of Local Plan Part 2. Parish Councils will however be able to bid for additional funds.

**Cllr Izard** – Cllr Izard reported HCC had agreed in principal the proposal for extra parking spaces on the area of land on the junction of Lower Moors Road and Spring Lane. This alternative parking for the residents will remove the cars parked right on the junction and the double yellow lines at the end of Spring Lane near the mini roundabout can be installed.

## **FPC                    TO FINALISE THE BUDGET FOR THE FINANCIAL YEAR 2014/15**

### **192/13**

The Clerk presented the previously distributed report and advised that the Finance Committee had agreed the general income and expenditure budget for 2014/15. In addition the Clerk advised WCC had confirmed the grant to cover change in tax base would be paid in 2014/15 and 2015/16.

The Clerk summarised the projects which had been discussed at the Finance Committee meeting totalling £42K and advised that open space funds of £34K are expected in the future leaving a shortfall of £8,100 to be funded from reserves or precept if it is agreed that projects should go ahead.

The Clerk reported that no further contact had been received regarding work developing the tennis courts and a potential tennis club following discussion at a Recreation committee meeting last year.

All involved were thanked for their work and in particular the Clerk was thanked for her detailed work on the Budget and the comprehensive way in which it was presented.

***It was agreed that the tennis court work should be removed from the projects for 2014/15. It was further agreed that all other projects be approved and the shortfall be funded from reserves.***

***The budget was approved for the street lighting project to be funded over 4 ½ years by a Public Works Loan Board loan. The final decision on entering a contract and the financing of the capital cost (by use of a loan, reserves or a blend of both) will be finalised at a future meeting.***

***It was resolved that the Budget for 2014/15 be agreed with income of £208,815, expenditure of £216,815 proposed by Cllr Steve Badham, seconded by Cllr Paul Bryant and carried.***

*(Cllr Hunter left the meeting at 9.20pm to commence work)*

### **FPC 193/13 TO AGREE THE PRECEPT DEMAND TO WINCHESTER CITY COUNCIL FOR THE FINANCIAL YEAR 2014/15**

***It was resolved that the precept demand to Winchester City Council for the Financial Year 2014/15 be £131,252 (0% increase in Band 'D' council tax over Financial Year 2013/14).***

***Proposed by Cllr Richard Izard, seconded by Cllr Maggie Hill and carried.***

### **FPC 194/13 TO AGREE AND SIGN THE SHARED OFFICE AGREEMENT WITH CCCA**

The Clerk presented the previously distributed draft shared office agreement a minor points for amendment should include where CCCA allow CCPC to use other rooms it should state at no charge.

Cllr Bryant was thanked for his work on this.

***It was resolved that the Shared Office Agreement with CCCA be agreed and signed. Proposed by Cllr Steve Badham, seconded by Cllr Ron Hancock and carried.***

### **FPC TO RECEIVE ANY UPDATE ON THE LOCAL PLAN PART 2**

**195/13**

There were no other matters discussed apart from the items discussed above under FPC 190/13 Questions from Members of the Public.

**FPC COUNCILLOR'S QUESTION / INFORMATION TIME**

**196/13**

**Cllr Bryant** – Cllr Bryant enquired about the footpaths in Church Lane and Kiln Lane and it was agreed that the Clerk will chase Hampshire Highways on this matter. Cllr Bryant asked about the disclaimer on the Parish Council information system and the Clerk confirmed that a disclaimer had been placed on the information system.

**Cllr Hancock** – Cllr Hancock asked about branches which had been left lying along St Vigor Way which were thought to have originated from the school grounds. The Clerk advised she will check with the School Site Manager.

**FPC TO AUTHORISE THE ACCOUNTS FOR PAYMENT BY COLDEN COMMON PARISH COUNCIL**

**COLDEN COMMON PARISH COUNCIL**

**ACCOUNTS TO BE PRESENTED FOR PAYMENT: 15 JANUARY 2014**

Unless any queries are raised by 10pm on 15 January 2014 the following list of invoices will be paid on behalf of Colden Common Parish Council

**Accounts certified by the Clerk as correct for payment**

Date of Invoice	Payee	Description	Total	Cheque	
26/12/2013	Salaries	Net Salaries	£4,346.46	BACS	*
26/12/2013	HMRC	Total PAYE & NIC	£1,181.32	BACS	
Dec 2013	HCC	Total Pensions	£1,225.22	BACS	
Dec 2013	WCC	Rates - Rec Pavilion	£97.00	DD	*
27/11/2013	Argos	Camera/case/memory card/mouse	£86.90	DC	*
13/12/2013	Lloyds Bank	Annual Charge Card Fee (D Harding)	£32.00	DC	*
16/12/2013	Vodafone	Mobile phones - Clerk/GTO/asst GTO/b'band	£98.43	DD	*
24/12/2013	Southern Electric	Unmetered Electricity Supply 24.9-23.12.13	£945.40	DD	*
12/12/2013	Southern Water	Boyes Lane Sports Pavilion	£175.10	BACS	
12/12/2013	Southern Water	Allotments Meter 8127343	£40.79	BACS	
12/12/2013	Southern Water	Allotments Meter 3T039246	£33.43	BACS	
12/12/2013	Sage (UK) Limited	Instant Payroll Extra	£194.41	BACS	
12/11/2013	Trade UK	Safety helmets/fencing pins	£51.96	BACS	
20/11/2013	Trade UK	Drill bit	£5.39	BACS	
29/11/2013	Avoncrop	Award Cleanmax	£63.60	BACS	
17/12/2013	Sherriff Amenity	Bowgrass regular - whiting for football pitches Tree works - Church La/Valley Cl/Tees Farm	£445.20	BACS	
13/12/2013	Cutting Edge	Rd	£1,188.00	BACS	
19/11/2013	Cowplain Turf Co Ltd	SA 20 rolls - Triangle/CCP	£55.20	BACS	
30/11/2013	Allstar	Van fuel	£56.63	DD	*
16/12/2013	DJ Scott Garden Mach Ltd	Tractor repair	£68.40	BACS	
21/11/2013	DJ Scott Garden Mach Ltd	Tractor tyre repair	£133.80	BACS	
13/12/2013	HCC County Supplies	Card/paper	£41.64	BACS	



03/01/2014	HCC County Supplies	Fluor lamps	£10.08	BACS
03/01/2014	HCC County Supplies	paper/card	£10.12	BACS
04/12/2013	Arco	Sweatshirt coverall GTO	£62.11	BACS
27/11/2013	British Gas	Rec Gr pavilion gas supply	£137.41	DD
16/12/2013	Progiene	Cleaning chemicals - Boyes Lane	£90.14	BACS
09/12/2013	Allan Pickett Electrical Servs	Install electric meter & time clock - CC Car Park	£195.00	BACS
18/12/2013	SSE Contracting	New relay fitted - Piping CI & Pennington CI	£109.54	BACS
23/12/2014	Avoncrop Amenity	Cricket Square chemicals	£96.00	BACS
31/12/2014	Allstar	Diesel	£62.45	BACS
30/12/2014	CCCA	Car Park floods £110.50 per month (Oct/Dec)	£331.50	BACS
30/12/2014	CCCA	Office Electricity	£46.50	BACS
30/12/2014	CCCA	Litter pick - Car Park	£130.00	BACS
14/01/2014	Mike Coxhead	Reset curcuit breaker on the tennis courts	£52.00	BACS
14/01/2014	LSLCO	Car Park lighting	£2,041.64	BACS

**Total £13,940.77**

Fixed Term Deposit - Co-op	Matures 1st July 2014	£50,000.00
Fixed Term Deposit - Lloyds	5 year marked linked Deposit matures 23/6/14	£25,000.00
<b>Total Long term reserves</b>		<b>£75,000.00</b>

CCPC -Admin Account	Account Number - 00385887	£41,222.80
Deposit Account balance	Account Number - 01213095	£47,875.11
<b>Total available funds (excluding long term)</b>		<b>£89,097.91</b>

**Total available funds after above bill paid £82,361.88**

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

***It was resolved that all payments as listed above should be made on behalf of Colden Common Parish Council, proposed by Cllr Val Evans, seconded by Cllr Jean Bligdon and carried***

**FPC 198/13 TO CONSIDER A CONFIDENTIAL MATTER WHICH IS EXEMPT UNDER THE PUBLIC BODIES (ADMISSIONS TO MEETINGS ACT) 1960**

**To approve the Little Wizards License**

**To discuss an confidential employment matter**

Please see Confidential minutes

**FPC DATE OF NEXT MEETING**

**199/13**

The next meeting will be on Wednesday 5th February 2014