

**COMMON PARISH COUNCIL**  
**MINUTES OF THE PARISH COUNCIL MEETING**  
**HELD ON WEDNESDAY 4<sup>TH</sup> SEPTEMBER 2013 AT 7.30PM. IN THE**  
**BERT STRATTON LOUNGE, COLDEN COMMON COMMUNITY CENTRE**

<b>Present</b>	Cllr Richard Izard (Chair)	Cllr Steve Badham
	Cllr Paul Bryant	Cllr Jo Anstey
	Cllr Goddard (at item 127/13/2)	Cllr Jean Bligdon
	Cllr Stevens (at item 127/13/2)	Cllr Val Evans

<b>Apologies</b>	Cllr Ron Hancock	Cllr Maggie Hill
	Cllr Mike King	Cllr Daryl Henry
	Cllr Rob Humby	

**In attendance** Debbie Harding (Clerk)  
Vanessa Kitt (Assistant Clerk)  
Cllr Peter Mason (WCC)  
26 members of the public  
3 representatives from Southern Water  
1 representative from HCC

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

**123/13**

Apologies were received and noted as above.

**FPC**            **DECLARATIONS OF INTEREST RELATED TO SUBSEQUENT**  
**124/13**        **AGENDA ITEMS**

There were no declarations of interest.

**FPC**            **APPROVE AND SIGN MINUTES OF FULL PARISH COUNCIL HELD**  
**125/13**        **ON 3 JULY 2013**

Cllr Bryant suggested that the schedule of work for the lengthsman should be displayed so members of the public could suggest tasks to be carried out on future visits. Clerk

Cllr Bryant advised that some wording in the Standing Orders needs amending to ensure clarification and conformity and the distribution of the final version of the Standing Orders to councillors is outstanding. Clerk

Cllr Bryant pointed out that the schedule of work for the recreation ground pavilion, to be drawn up with the Clerk, is still outstanding. Clerk

**The minutes of the Parish Council Meeting held on 3 July 2013 having been circulated, were considered and comments made as above. The minutes were then agreed and signed.**

**Proposed by Cllr Bryant, seconded by Cllr Bligdon and carried with one abstention.**

**FPC**                    **UPDATE FROM SOUTHERN WATER BOARD ON PLANNED**  
**126/13**                **REPLACEMENT OF WATER MAIN ON B3335 BETWEEN FISHERS**  
**POND AND CHURCH LANE**

Representatives from Southern Water gave a presentation on the impending works to replace the water main in Main Road. They explained that the work will be carried out in three phases involving traffic lights to control traffic flow during phases 1 and 2 and a complete road closure during phase 3. They confirmed residents will have motor access to their drives during the works and emergency access will be ensured. They advised all will be done to minimise disruption and updates will be emailed to the Clerk which the Clerk confirmed would be passed on to those signed up to the Colden Common Mailman service. With regards to diversions, traffic approaching from the north along the M3 will be directed to stay on the M3 until Eastleigh with further warning signs of road closures ahead at Hockley.

Cllr Bryant raised the question of whether lorries could be permanently directed to take the route along the motorway. Cllr Bryant further asked if HCC would consider a low noise surface when deciding on resurfacing material for Main Road.

It was confirmed that Southern Water are in communication with the bus companies regarding the number 69 and number 8 bus routes during the works.

In reply to questions Southern Water representatives advised that water supply to Main Road residents will only be disrupted once when the changeover from the old to the new mains pipe takes place.

Southern Water confirmed that updates regarding the progress of the works will be sent through to the Clerk on a regular basis.

Southern Water representatives were thanked for attending the meeting and for providing information on the works to take place.

**FPC**                    **APPLICATIONS TO BE CO-OPTED AS A PARISH COUNCILLOR**  
**127/13**

Cllr Izard reported that four applications to be co-opted as a Parish Councillor had been received and 3 vacancies existed.

**FPC**                    **VOTE IN APPLICANTS FOR CO-OPTION**  
**127/13/1**

The applications were considered and Cllr Izard nominated that the applications be accepted, seconded by Cllr Badham. Voting took place as follows:

Patrick Hunter - 6 votes

Nicholas Goddard – 6 votes

Colin Welland – 2 votes

Vivian Stevens – 4 votes

**Cllr Izard declared that Parish Councillors present had voted that Patrick Hunter, Nicholas Goddard and Vivian Stevens be co-opted on to Colden Common Parish Council.**

**FPC**                    **RECEIVE DECLARATION OF ACCEPTANCE OF OFFICE**  
**127/13/2**

**Declarations of Acceptance of Office were received from Nicholas Goddard and Vivian Stevens and they subsequently joined the meeting.**

**FPC**                    **QUESTIONS FROM THE PUBLIC**  
**128/13**

A member of the public advised that aircraft noise had been particularly loud recently. The Clerk advised there is an aircraft noise hotline for reporting incidences of aircraft noise and she would pass the details on to the member of the public.

A member of the public advised the pavements on Main Road are in a bad condition. The Clerk advised she had been made aware of the problem and it was proposed that an appraisal of the pavements in the parish be carried out to allow a programme of repairs to be set up.

A member of the public asked if comments about Local Plan Part 2 can still be submitted and Cllr Izard confirmed that they can be submitted by email.

A member of the public thanked the Clerk and the Parish Council for the work which had recently been carried out by the lengthsman to clear the footpath leading off Church Lane by North Pond.

A member of the public commented on the problem of parked cars near the junction of Tees Farm Road and Piping Road. The Clerk suggested that this could be discussed at the next PACT meeting due to take place on Friday 27th September at 7pm at the Community Centre. Cllr Evans confirmed the PACT meetings are very useful as they are attended by stakeholders including WCC and the police and she encouraged all to attend.

**FPC**                    **UPDATE ON MINUTES, CORRESPONDENCE AND RELEVANT**  
**129/13**                **MATTERS NOT INCLUDED ELSEWHERE ON THE AGENDA**

**Street Lighting** -The Clerk reported a review of the street lighting of the village will take place. She explained that half the street lighting is owned by HCC and half by the Parish Council and in general the lighting is over 30 years old and in need of replacement. She advised that HCC is intending to upgrade its lighting and she and Cllr Hill had met with HCC to discuss the possibility of replacing all the street lighting at the same time. She reported that the cost to the Parish Council of replacing its lighting could amount to £60-137K. The Clerk advised that Cllr Bryant had agreed to work with her on this project.

Clerk  
Cllr  
Bryant

**Allotments** - The Clerk thanked members of the allotments committee for their help in resolving a rat problem at the allotments.

**Sensory Garden on the Green** – The Clerk reported the lengthsman has treated the brambles in the sensory garden and plans are being considered for the garden in the future including the possibility of poppies to mark the centenary of World War I next year.

Clerk  
GTO

**Recreation Ground footpath** – the Clerk reported a report had been received from the installers of the footpath regarding the cracks which have appeared in the tarmac. The Clerk advised the report has to be considered in detail but did state that the cracks had appeared due to being laid on clay.

Clerk

**Skateboard Park** – the Clerk reported the crack on one of the ramps has been reported to the installers and it is due to be replaced shortly.

Clerk

**Ash tree on the Triangle** – the Clerk advised a member of the public had reported a tree on the Triangle looks unhealthy and the Clerk is following this up to establish if it has ash dieback.

Clerk

**Re-organisation of Office** – the Clerk advised she is re-organising the office and as there is much archiving to be done she would welcome any assistance to help with this.

Clerk

Cllr Bryant reported he and Cllr Hill had met with Maureen Rees to discuss a safe working environment for the Clerk and a Community Centre Trustees' meeting is due to take place on 10 September to discuss a formal agreement with the Parish Clerk Council regarding this.

**FPC**                    **UPDATE FROM COMMUNITY ENGAGEMENT GROUP**  
**130/13**

Cllr Evans reported that over 500 people attended the Community Engagement Event on Sunday 21 July 2013 and 275 questionnaires had been completed.

She advised a technical workshop is to be held between the Community Engagement Group and WCC on 10 September to seek to agree and assess evidence so far and to identify development sites. She explained this will not be a public meeting but a report will be produced for endorsement by the Parish Council at its next meeting on 2 October and subsequent passing on to WCC. WCC will then produce a report which will open to public consultation prior to a final report being produced for submission to the Planning Inspector. This final report will be produced in 2014 and will include submissions from other departments such as highways and strategic planning.

Cllr Bryant asked how an over allocation of housing in the village will be prevented bearing in mind some housing has already been agreed. Cllr Izard advised that 'windfall sites' will be taken into account when assessing future sites for development.

**FPC**                    **COUNTY**                    **AND**                    **DISTRICT**                    **COUNCILLORS'**  
**131/13**                    **REPORTS/INFORMATION**

**Cllr Mason**

Cllr Mason reported on the following items:

- Police & Crime Panel had commented on the lack of information from the PCC for scrutiny. PCC is also being investigated regarding his home address at the time of the PCC elections.
- Possible land sale by Winchester station
- Blue Lamp Trust – 2 grants given at last meeting
- HCC advised Cllr Mason he had been nominated as honorary alderman of Hampshire. Cllr Izard on behalf of the Parish Council offered congratulations.
- Twyford Waterworks are working on a clearance of asbestos
- as part of an informal scrutiny group with Cllr Izard looking at improving the Guildhall marketing
- Theatre Royal – work at Theatre Royal includes looking at running workshops and providing buses to productions

**Cllr Izard**

Cllr Izard reported on the following:

- Double yellow lines in Spring Lane near the mini roundabout – due to tenants living near the roundabout and needing parking places, plans are being considered to put double yellow lines only half way down Spring Lane by junction and WCC Area Housing Manager is looking at alternative parking at green area near roundabout.
- a yellow hatch box is to be introduced near the bus stop in Spring Lane at the Main Road.. This is so that passengers can use bus at its proper location instead of having to walk up the road

**FPC 132/13**      **TRANSFERRING TITLE OF AN AREA OF LAND WITHIN GARDEN OF 14 WHITEBEAM CLOSE FROM PARISH COUNCIL OWNERSHIP TO BE WITHIN THE OWNERSHIP OF 14 WHITEBEAM CLOSE**

Councillors considered the Papers which had been distributed. It was noted the transfer would reduce the amount of open space but this is marginal.

**Recommendation:-**

**To transfer the area of land within the curtilage of 14 Whitebeam Close from Parish Council ownership to within the title of the 14 Whitebeam Close, subject to all legal fees incurred by the Council being met by the recipient.**

**Cllr Izard proposed the recommendation be accepted by the Parish Council, seconded by Cllr Bryant, and carried. Cllr's Anstey, Goddard and Stevens abstained**

**FPC 133/13**      **REVIEW OF LATEST BUDGET MONITORING STATEMENT**

The Clerk presented the Statement and included background information advising this shows the current 'state of the nation'. She suggested that this will develop as time goes by and updates will be taken to the Finance Committee. She confirmed the forecast figures assumed budget level unless it was known otherwise. The Clerk stated that she wanted clarification as to what she was authorised to approve to ensure her authorisation is clear. Cllr Bryant said he thought the Budget was not clear and there was a need to isolate non re-occurrence budget figures (relating to one off projects) from regular budget figures. The Clerk reported that on figures so far she does not believe there is any 'slack' in the Budget going forward for this year.

**FPC 134/13**      **CONSIDER THE COMMISSIONING OF A NEW WEBSITE AND TO RESOLVE HOW IT WILL BE FUNDED**

The Clerk presented her report and advised the website is inefficient and does not function well so she would like to change. She advised that HCC does not offer training on its website and she therefore recommended moving to a new provider but keeping the HCC Mailman facility for bulk emails. She recommended E-mango as it provides good support and training.

Cllr Bryant asked about the website name and whether it should be a community website rather than a parish council one. The Clerk pointed out that the current domain does not include Parish Council so this would be a good opportunity to have a rolling programme whereby other community items could be included in the future.

**Recommendation:-**

**To commission a new website under the existing domain name of [www.coldencommon.hants.gov.uk](http://www.coldencommon.hants.gov.uk) to be built and supported by E-mango at an initial cost of £780 per annum and then £480 per annum for two year contract, funded by a £500 grant from HCC and £280 by reserves if a grant application to WCC submitted in August is not successful.**

**Cllr Bryant proposed the recommendation be accepted by the Parish Council, seconded by Cllr Badham and carried. Cllr Goddard abstained.**

**FPC**                      **COUNCILLORS' QUESTION/INFORMATION TIME**

**135/13**

**Cllr Bryant**

Cllr Bryant reported on the following items:

- A street light in Church Lane opposite Bishopstoke Lane is still faulty and others in Brickmakers Road need attention. Clerk

- A dead tree by Wessex Way is hanging down and obstructing the footpath. Cllr Anstey said she would like to hear about any problems regarding trees. Clerk

- Cllr Bryant reported the car park at the recreation ground is being used for purposes such as business use, commuting etc. and asked how the correct use of the car park by recreation ground users can be enforced. In addition he expressed concern about the condition of the car park. The Clerk advised she had noted that the car park needs attention. Clerk

- The visit to the allotments by trustees of allotments charity is still outstanding. It was agreed that Cllr Izard and the Clerk will visit with Derek Brunger on a date to be agreed. Clerk

**Cllr Evans**

Cllr Evans reported the path parallel to Tees Farm Road by Grays Close is very overgrown and suggested that a reminder is put in the Village Newsletter to remind people of their duty to keep vegetation within their land boundary. It was noted that the Parish Council can take action if appropriate. The Clerk advised she could also email a reminder via Mailman. Clerk

**Cllr Badham**

Cllr Badham advised he had received comments regarding the condition of Bluebell Wood. The Clerk reported she had investigated the situation and advised that the Parish Council would be liable if a person was injured by trees on Parish Council land if the Parish Council had not exercised due diligence to ensure trees are in a safe condition. She advised this was particularly true of trees near public footpaths and play areas and the Parish Council insurance does not cover this situation. She suggested that a tree inspection/survey should be carried out on a rolling basis to check the condition of trees and it was agreed that she will discuss this with Cllr Anstey. Clerk

**Cllr Anstey**

Cllr Anstey suggested a survey of wildlife be carried out in the village.

**FPC**                      **TO AUTHORISE THE ACCOUNTS FOR PAYMENT BY COLDEN**  
**136/13**                      **COMMON PARISH COUNCIL**

COLDEN COMMON PARISH  
COUNCIL

ACCOUNTS TO BE PRESENTED FOR PAYMENT: 4 SEPTEMBER  
2013

Unless any queries are raised by 10pm on 4 September 2013 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
26/07/2013	Salaries	Net Salaries	£3,245.20	BACS
26/07/2013	Working from home allowance	Clerk £10, Asst Clerk £15	£25.00	BACS

26/07/2013	HMRC	Total PAYE & NIC	£1,016.56	BACS
July 2013	HCC	Total Pensions	£959.71	BACS
July	WCC	Rates Rec Gr Pavilion - July	£97.00	DD
26/08/2013	Salaries	Net Salaries	£3,580.15	003489-93
26/08/2013	Working from home allowance	Clerk £18, Asst Clerk £15	£33.00	
26/08/2013	HMRC	Total PAYE & NIC	£1,222.46	003494
August 2013	HCC	Total Pensions	£1,092.16	003495
Aug	WCC	Rates Rec Gr Pavilion - Aug	£97.00	DD
03/06/2013	Cowplain Turf Co Ltd	Turf - Rec Ground	£122.40	003496 DD
30/06/2013	Allstar	Van/Plant fuel	£77.94	7.7.13
20/07/2013	CCFC	Grass cutting & add works - July 2013	£365.00	003497
17/06/2013	SSE Contracting	Street light fault SL32 Oak Tree Close	£111.38	BACS
17/07/2013	Twyford PC	Pens - Comm engagement event 21.7.2013	£11.07	BACS
30/06/2013	Brewers	Paint/sandolin	£152.90	BACS
13/06/2013	Southern Water	Pavilion Boyes Lane	£140.24	BACS
10/06/2013	Screwfix	Nuts/bolts/washers	£31.86	003498
11/06/2013	B&Q	Drill bit	£12.98	003498
11/06/2013	Screwfix	Rods/nuts/drill bit	£31.83	003498
03/07/2013	B&Q	Torq socket adaptor set	£4.48	003498
24/07/2013	Progiene	Toilet rolls	£18.67	A/c in credit
22/07/2013	HCC	Annual bill - internet services	£132.00	003499
05/07/2013	MJT Decorating Ltd	Relocation SLR sign	£96.00	003500
05/07/2013	HCC	Flyer - Comm Engagement event 21.7.13	£64.00	003499 DD
17/07/2013	British Gas	Rec Gr Pavilion 2.3-29.4.13	£101.44	29.7.13
25/07/2013	County Locksmiths	Keys cut	£38.52	003501
31/07/2013	Terry Forder-Stent	Prep cricket square - July 2013 22.5h@£16ph	£360.00	003502
31/07/2013	Keith Best	Expenses - travelling/parking Apr-July	£46.30	003503
26/07/2013	Hot and Cold Technical (UK) Ltd	Inspection of gas boiler/pipework - Rec Pav	£80.00	003504
23/07/2013	Hot and Cold Technical (UK) Ltd	Inspection/service water heater - Rec Pav	£80.00	003504
25/07/2013	Hot and Cold Technical (UK) Ltd	Remove/replace basin mixer tap - Boyes Lane	£201.60	003504
24/07/2013	Hot and Cold Technical (UK) Ltd	Supply/fit thermostatic shower valve - Boyes Lane	£879.16	003504
18/07/2013	David Hadfield	Re-imburement paint - Rec Pav	£46.96	003505 DD
12/07/2013	Vodafone	Mobile phones/office internet	£62.95	26.7.13 DC-DD
03/07/2013	1&1 Internet Ltd	Printer inks	£35.96	1.8
02/08/2013	CIT Vendor Fin (UK) Ltd	P'copier rental 19.8-18.11.2013	£287.12	DD DD
31/07/2013	Allstar	Mower fuel	£20.24	7.8.13
19/07/2013	Avoncrop	H2Pro Liquid	£135.37	003506
16/08/2013	Hot and Cold Technical (UK) Ltd	Replacement hot water cylinder - Boyes Lane	£940.02	003504
12/08/2013	Hot and Cold Technical (UK) Ltd	Rip out works, pipework/fitting etc. new cylinder BL	£580.52	003504

14/08/2013	Southern Electric	Pav B Lane £1168.29, Rec £69.58, Sk Pk £8.02	£1,245.89	003507 DD
15/08/2013	British Gas	Rec Gr Pavilion 30.4-13.8.2013	£122.20	27.8.13
16/08/2013	Panda Fencing Contractors	Dig out sockets for new goal posts - CCP	£400.00	003508
16/08/2013	Terry Forder-Stent	Prep cricket square - August 2013 14h@£16ph	£224.00	003502
16/08/2013	Playdale Playgrounds Ltd	Scramble net anchor - Center Park - The Green	£88.06	003509 DD
15/08/2013	Vodafone	Mob phones/broadband for office	£89.74	29.8.13
13/08/2013	Altodigital Networks Ltd	Quarterly clicks - p'copier	£70.20	003510
22/08/2013	SSE Contracting	Repair cols 22 23	£120.97	003511
20/08/2013	CCFC	Grass cutting & add works -Aug 2013	£365.00	003497
21/08/2013	DJ Scott Garden Machinery Ltd	Major topper repair	£114.29	003512
19/08/2013	BT	office phone/CCP pavilion monitoring	£130.75	003513

£19,608.25

**It was resolved that all payments as listed above should be made on behalf of Colden Common Parish Council, proposed by Cllr Badham, seconded by Cllr Bligdon and carried. Cllr Stevens and Goddard abstained.**

**FPC TO APPROVE THE 2012-2013 PARISH COUNCIL INCOME & 137/13 EXPENDITURE AND BALANCE SHEET**

The Clerk advised that when the 2012-13 Annual Return was approved in June 2013 there had not been a separate resolution to approve the Income & Expenditure and Balance Sheet. She advised that next year these will be approved prior to the Annual Return being approved. Cllr Bryant said that he had asked for a breakdown from the previous Clerk regarding the difference in surplus compared to the actuals to help with budget setting in the future and the Clerk agreed that this would be useful and confirmed she could produce this.

The Clerk reported that advice from the External Auditor states that the Parish Council does not have legal right to accept charity monies through its bank accounts and therefore monies from the two charities cannot be paid into the Parish Council bank accounts. The Clerk advised the External Auditor suggests there are two ways of complying – open a separate bank account for the charities to accept monies and then transfer the funds to the Parish Council or consider closing down the charities. The Clerk advised there are various scenarios to be considered but reported that the advice from the External Auditor stated that whatever decision is made the action does not have to be retrospective. However, the Clerk advised that the External Auditor did state that if this has not been resolved by next year it will issue a warning.

**The Clerk recommended that the 2012-2013 Parish Council Income and Expenditure and Balance Sheet be approved. Cllr Bryant proposed the recommendation be accepted by the Parish Council, seconded by Cllr Badham and carried. Cllr Stevens and Goddard abstained.**



**FPC**            **TO CONSIDER A CONFIDENTIAL MATTER WHICH IS EXEMPT**  
**138/13**        **UNDER THE PUBLIC BODIES**

Please see confidential minute

**FPC**            **DATE OF NEXT MEETING**  
**139/13**

The next meeting will be held on Wednesday 2<sup>nd</sup> October 2013