

ST. NICHOLAS HURST PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD IN THE COMMITTEE ROOM, SCHOOL ROAD, HURST
ON MONDAY 21st MAY 2018 AT 7.30 p.m.

PRESENT: Councillors W. Smith (in the Chair),
Curry, Holdstock, Larkin,
Lyon (in part), Mansfield, Pilgrim and I Smith.

APOLOGIES: Councillor Stephenson.

OFFICERS: Mrs. M. Bradshaw (Clerk).

8691 Apologies for Absence

Apologies for absence were received from Councillor Stephenson.

8692 Prejudicial Interest

There were no prejudicial interests to declare.

8693 Election of Chairman

Councillor Larkin took the Chair to enable a Chairman and Vice-Chairman to be elected for the next Municipal Year. Councillor Wayne Smith confirmed that he was willing to stand as Chair again. No other nominations were received. This was proposed by Councillor Larkin and seconded by Councillor Holdstock. Agreed unanimously.

RESOLVED: that Councillor Wayne Smith is elected Chairman for the current Municipal Year.

8694 Election of Vice-Chairman

Councillor Mansfield confirmed his willingness to stand as Vice Chairman to Wayne Smith's Chair. No other nominations for Vice Chair were received. This was proposed by Councillor Larkin and seconded by Councillor Curry. Agreed unanimously. Councillor Wayne Smith returned to the Chair.

RESOLVED: that Councillor Tony Mansfield is elected as Vice-Chairman for the current Municipal Year.

8695 **Minutes**

The Minutes of the Meeting held on the 9th April 2018 were approved as a correct record.

8696 **Matters Arising**

The following matters were noted:

- a vacancy remains on the Parish Council. The Chairman confirmed that being able to recruit volunteers to not only the Parish Council but also the Hurst Village Society and the newly formed Neighbourhood Planning Working Group is difficult. He welcomed ideas for how to recruit volunteers; and
- the Chairman and Councillor Curry will visit the neighbouring property to the newly adopted telephone box in Davis Street to discuss ideas for its refurbishment.

Public Forum

8697 There were no members of the public at this meeting. The Chairman noted that the Parish Council may have to consider ideas as to how to attract greater public interest, particularly at the annual meeting.

8698 **Appointment of Committees**

RESOLVED: that members be appointed to the following Committees for the current Municipal Year:

Allotments, Playing Fields and Ponds – Councillors Pilgrim, Curry, Larkin and Stephenson.

Footpaths and Rights of Way – Councillors I Smith, Curry and Pilgrim.

8699 **Appointments of Representatives on Outside Bodies**

RESOLVED: that members be appointed to represent the Council as indicated:

Village Halls – Councillor Curry.

Campaign Against Waste – Councillor Curry.

Parish Web Site Co-ordinator – Clerk with support from Councillor Lyon.

Campaign to Protect Rural England – Councillor Larkin.

Police Interface & NAG – Councillor Mansfield.

Neighbourhood Planning Working Group – Councillors I Smith, Curry, Larkin and Stephenson (with meetings being administered by the Parish Clerk).

8700 Planning Applications

Members discussed the applications attached to these Minutes. It was agreed that Members had no adverse comments with regards to 180190 and 180924. They had no adverse comments regarding application 180672 but did seek some further clarification from the Planning Officer. Members objected to application 180815.

Discussions were held regarding the traveller site at Cartref Farm (application 180072). In his capacity as Borough Councillor for Hurst, Wayne Smith, asked Members whether they had any additional comments ahead of the pending listing of this application to the Planning Committee. Whilst, Members acknowledge that the date for comments has now passed they raised the following questions with Councillor Smith and requested that an answer be provided. The questions raised were as below:

- Based upon the appeal at Warren Lodge, the Parish is over supplied. How has this position moved and what other sites have been given – please provide the detail to support where we are;
- What is the definition of a traveller;
- What is WBC's traveller policy and how does it compare with policies of neighbouring Borough's;
- Is a traveller plot unique to that traveller or is there a potential risk that a plot could be sold on to a non-traveller; and
- Do WBC monitor that travellers maintain their traveller status?

As previously communicated to WBC and reiterated to Councillor Smith, Members maintain that, within the definitions in the National Planning Policy Framework (NPPF), this site is an unsustainable location for any sort of residential use, whether expanded by this application or indeed at its originally permitted level.

RESOLVED:

- The Clerk to communicate the Parish Council's planning comments to WBC; and
- Borough Councillor Smith to answer the questions raised by Parish Council Members in respect of Cartref Farm.

8701 **Finance**

The following accounts were presented for approval this month:

May-18

	£	Main Fund	CIL*	Total
Previous Balance		17388.50	16348.86	33737.36

The following accounts are presented for approval this month:

Ref	Expenditure - Payee				
2.1	M Bradshaw (Expenses for allotment repairs)		12.30		
2.2	Ty Bolton (March 18)		420.00		
2.3	Zurich (insurance 1/6/18-31/5/19)		1054.84		
2.4	WBC (Allotment rent)		16.00		
2.5	Cannon (Dog waste removal)		66.72		
2.6	Fernoak (Tree surgery in Davis St Playpark)		576.00		
2.7	Castle Water (Allotments)		166.45		
2.8	NSALG (Annual membership)		75.00		
2.9	Thames Water (Standpipe School Rd)		47.01		
2.10	M Bradshaw	Salary (April 18)**	969.27		
		(National Insurance)	-32.07		
		(Pension)***	-23.26		
		Office	40.00		
		Phone	25.00		
		Mileage	2.35		
			<u>981.29</u>		
2.11	HMRC (Employee's National Insurance)		32.07		
2.12	NEST (Employee pension £23.26 + Employer pension £19.38)***		42.64		
	Total Expenditure		<u>3490.32</u>	0.00	3490.32
Income					
	CIL (Fox and Hounds/Misbourne, Carters Hill)			20202.76	
	VAT refund (2017/18)		2421.71		
	WBC grant		111.87		
	Precept (40%)		16000.00		
	Late allotment rent (2018/19 year)		40.00		
	Total Income		<u>18573.58</u>	20202.76	38776.34
	Revised balance c/f		<u>32471.76</u>	36551.62	<u>69023.38</u>

*** CIL Breakdown:**

The following CIL income has been received to date:

Jun-16	Fox and Hounds	1560.38
Oct-16	Fox and Hounds	1560.38
Apr-17	Fox and Hounds	1560.38
May-17	Fox and Hounds	12797.27
Nov-17	Fox and Hounds	1560.45
Apr-18	Fox and Hounds/Misbourne, Carters Hill	<u>20202.76</u>
		39241.62

** Salary reflects one incremental rise and NJC pay award, both effective from 1/4/18.

*** Pension contribution reflects compulsory increase from 1% to 2% for Employers and 1% to 3% for Employees.

It was noted that the water bill in respect of Tape Lane Allotments (reference 2.7) was unusually high this period. The Clerk reported that a water leak had been identified. This has now been repaired and Councillor Larkin noted his thanks to the Clerk's Husband for making the appropriate repairs.

Annual Governance Statement 2017/18

The Clerk confirmed that the Internal Audit for 2017/18 had taken place on the 18th May 2018 and the resulting report had been circulated to all Members. The only recommendation arising was for the Clerk to review the Parish Council's Policies. The Chairman signed, on behalf of the Parish Council, the Annual Governance Statement.

RESOLVED: the Clerk to ascertain which Policies the Parish Council requires and to arrange for them to be drafted during this year.

8702 Accounting Statement 2017/18

The Chairman signed, on behalf of the Parish Council, the Accounting Statement for 2017/18.

Community Infrastructure Levy

It was noted that more monies had been received with regards to CIL payments and that more were expected. However, the timeline for payments was unclear and for budgeting purposes Members agreed this needed to be clarified with WBC.

RESOLVED: the Clerk to contact WBC to ascertain what CIL payments are still due and when they are likely to be paid.

8703 **Community Asset Transfers**

Councillor Larkin updated Members with regards to the three community asset transfers. He confirmed that the lease for Church Hill was almost ready for signing with just a couple of minor points to be made to WBC. Draft leases in respect of the other two sites had been received that afternoon and were to be further reviewed by Councillor Larkin on behalf of the Parish Council. It was noted that WBC should be contacted to ascertain when the most recent ROSPA play park inspection had been undertaken at Martineau Green playpark.

The Chairman noted the importance of the timetable for the Church Hill site Community Orchard. The site would require spraying in July/August with trees being planted in October/November. It would be crucial to stick to this timetable otherwise another year would lapse before work could get underway. Grant funding for trees was also discussed and the Clerk agreed to research this.

RESOLVED:

- the Clerk to forward to WBC the Parish Council's final comments on the Church Hill lease;
- Councillor Larkin to review the remaining two leases in respect of Martineau Green and Tape Lane Allotments;
- The Clerk to contact WBC to obtain a copy of the most recent ROSPA play park inspection at Martineau Green playpark; and
- The Clerk to research possible grant funding for Community Orchard trees.

8704 **General Data Protection Regulations (GDPR) Update**

The Clerk confirmed to Members that Andrew Moulton, Electoral Registration Officer at WBC, had agreed to act as Data Protection Officer (DPO) on behalf of the Parish and Town Councils if they wish. A Service Level Agreement would be put in place if the offer was taken up. Members agreed that support from WBC was helpful and that this was the preferred route.

The Clerk asked all Members to sign a GDPR consent form and return to her immediately.

RESOLVED:

- Andrew Moulton to be engaged as the Parish's DPO; and
- All Members to sign a GDPR consent form.

8705 **Neighbourhood Planning Update**

The Chairman update Members with regards to the most recent meeting of the Neighbourhood Planning Group which had taken place on the 16th May 2018. He explained that terms of reference for the group, along with a working plan identifying key roles and tasks had been drawn up. The Parish Council would be required to approve the terms of reference for the Group along with the period for the plan – 20 years was recommended. A site, linked to the Parish Council website, was also being developed to enable all information to be posted. The Chairman showed an example of the type of consultation document which would need to be delivered to each household for completion. The resulting analysis of the data collected would be a significant task.

The Chairman explained that key expertises, such as communications, marketing and analysis skills, were urgently required. To this end, a flyer is being produced for delivery to each household.

RESOLVED: the terms of reference for the Neighbourhood Planning Working Group, along with a plan time of 20 years were both agreed unanimously.

8706 **Correspondence**

Speeding on Castle Hill

The Clerk raised, on behalf of Councillor Stephenson and in his absence, the issue of speeding traffic on Castle Hill. It was noted that the current speed limit is 60mph and the sharp bend by The Castle Inn is a hot spot. Councillor Pilgrim reported many cases of damage to the cottages located opposite the pub and motor vehicle accidents. The Chairman confirmed that it is important that all accidents are recorded and photographic evidence of damage taken where possible. A petition was recommended to be presented to WBC. Without evidence of the issues both the Local Authority and Police are powerless to act.

RESOLVED: Councillor Pilgrim to work with Councillor Stephenson to produce a petition and collect evidence to support the request for the speed limit to be reduced.

Accident at Pound Lane/Lines Road Crossroads

A serious accident was noted this week at the interjection of Pound Lane and Lines Road. This necessitated the road being closed and vehicles towed away. Members noted that the red tarmac to this area is now worn and signage needs replacing.

RESOLVED: the Clerk to refer to WBC Highways.

ROSPA Play Inspection

The Clerk confirmed that the annual ROSPA play inspection of both School Road and Davis Street playparks had been completed. The key issue arising was the need to consider replacement of play equipment in Davis Street Playpark. The swings, in particular, need significant repair and maintenance work and this is not cost effective given their age.

RESOLVED: the Clerk to ascertain the cost of replacement swings.

Speeding on Lodge Road/West Drive intersection

Councillor Curry raised an issue on behalf of a parishoner. The parishoner had expressed concern reading speeding traffic at the intersection of Lodge Road and West Drive. It was noted that West Drive has no signage.

Bonfires

Two instances of acrid bonfires had been noted in the Parish recently. Concern for the environment was raised and the Clerk suggested that any such cases are reported immediately to Environmental Health at WBC.

8707 Information Reports

There were no reports to bring to this meeting.

The meeting ended at 9.15 p.m.

Signed.....

Date.....