

BOLDRE PARISH COUNCIL

Minutes of the Parish Council meeting held on Monday 9th November 2009 at 6.30 pm in the Boldre War Memorial Hall.

Present : Mr I Wild (Chairman)
Major A French (Vice Chairman)
Mrs M Gaylard (Parish Clerk)

Mrs A Bolton
Mr T Broomfield
Mrs A Grainger
Dr J Horsfall
Mr C Wise

In attendance: - Cllr K Thornber, Mr P Bramwell (Lymington Times)

1. Apologies for absence

Cllr B Goodall, Cllr A Corbin

2. Declarations of interest in items on the agenda

None

3. To confirm the minutes of the meetings held on 12th October 2009

The following additions were made – on item 13.1 ‘Consultative Panel’ before meeting, non before native plants and ‘Wildlife’ after Isle of Wight. The minutes were then agreed as a true record of the meeting and signed by the Chairman.

4.0 Clerks report

- 4.1. The speed limit reminder slot in Boldre Lane is now in hand.
- 4.2. The Parish guide is still in hand awaiting map and work by clerk.
- 4.3. The NPA Chief executive has been asked to attend a Council meeting – date to be confirmed
- 4.4. Caravan rules have been obtained from NPA with copies given to planning Chair and Cllr Goodall. The clerk will also circulate copies to Cllrs Wild and Broomfield. **ACTION MG**
- 4.5. Rosemary Rutins from NFDC has confirmed that co-option to Council is not permissible where there is no vacancy. It is also not appropriate to have non-elected councillors as a permanent member of a working group if confidential matters are discussed. However it would be appropriate to ‘co-opt’ for a specific project or as long as they are not present for confidential items. Ringwood has teenagers in this role.
- 4.6. All other requested letters have been sent/followed up with nothing else to report at present.
- 4.7. Registers of members’ interests require review – please can all councillors check their form, complete a new one if necessary and return to clerk asap. **ACTION COUNCIL**
- 4.8. Code of conduct undertaking – there are no copies in files for Cllrs Corbin, French, Horsfall and Tanner – please can they complete and return to clerk asap. **ACTION TC/AF/JH/PT**
- 4.9. The firework event at the recreation ground went well. The rubbish has now been cleared. The organisers are replacing some turf. Council expressed concern over the ground being left in a dangerous state, glass being on the pitch and the fire still burning after everyone had left. The clerk will write to Paul Chapman at the Boldre Working Men’s Club pointing this out and requesting ground to be repaired within two days. **ACTION MG**
- 4.10. Playground safety items have now been completed.

5.0 To receive a report from County Councillor for Boldre

5.1 Cllr Thornber confirmed that Highways are responsible for the maintenance of drains on the A337.

5.2 Cllr Thornber has been in touch with the owner of Warborne Farm over concern for the staff who are likely to lose their jobs when the farm ceases trading. He does have a budget for opportunistic land acquisition and the HCC estates manager is due to visit the farm. The continued trading of the farm shop may not be possible due to problems with original planning permission and other uses for the buildings are being considered; Cllr Thornber may contact NPA over the planning issues.

It was noted that the owner of the farm has invited BPC to a meeting on 17th November to discuss the future of the land and buildings. Cllr Thornber requested a copy of the invitation which will be sent by the clerk. **ACTION MG**

6. Finance

6.1. The following payments were agreed by council.

Payments		
<i>Payee</i>	<i>Item</i>	<i>Payment</i>
Southern Electric	Pavilion electricity(DD)	£17.00
Broker network	Insurance (paid 14/10/09)	£1,384.77
Huck Nets	Play equipment(Paid 28/10/09)	£10,436.61
Paid		<u>£11,838.38</u>
M Gaylard	Salary	£424.30
M Gaylard	Expenses - mileage & telephone Aug-Oct	£32.90
P Dennis	Salary	£91.75
St Mary's PCC	Churchyard grant	£500.00
SLCC	Books	£27.90
NFDC	GIS partnership	£202.40
A W Dovey	SLR deployment Sep & Oct	£379.50
Nat Probation board	Work on footpaths & recreation ground	£50.00
Total to pay		<u>£1,708.75</u>
Receipts		
<i>Source</i>	<i>Detail</i>	<i>Amount</i>
Total		<u>£0.00</u>

6.2 Bank reconciliation

The bank reconciliation was noted as follows.

Boldre parish Council - Bank Reconciliation		
	£	£
Balance as at 2/10/09		
Current account	23,289.51	
Interest Account	750.11	
Less unrepresented cheques 954 £11,961 £1K, 962 £10436.61	-11,447.61	
Total		12,592.01
Net bank balance as at 2/10/09		12,592.01
The net balances reconcile to the cash book for the year to date, as follows		
Opening balance (B of I)	1,689.29	
Opening balance (Lloyds)	16,718.40	
Add receipts	31,477.12	
Less payments	-37,292.80	
Total		12,592.01

6.3 To receive report of the finance working party and agree 2010/11 budget

It was noted that the precept should rise by 5% which is £925. This rise only represents £1.15 per household per annum and is necessary because of rising costs, costs of deploying speed limit reminders in the parish and lower income from lack of interest and field lettings. A grant of £1000.00 towards the scout hut guttering is proposed for this year. Other proposed improvements to the play area and parish will only be carried out if sufficient grant income is received because a higher expenditure during the current financial year has lowered reserves. Grants will be kept under review and there will be no second grant to William Gilpin School The report also confirms appointment of the HALC auditor service for the internal audit and confirms a rise in salary for second groundsman together with payment of travelling costs for the groundsmen within parish. The report was proposed by Cllr Wise, seconded by Cllr Broomfield and agreed unanimously.

7.0 Planning and highways

7.1 Planning applications

Planning applications were agreed as shown on attached schedule.

It was noted that BPC does receive notification of planning committee applications but do not usually attend due to time constraints.

7.2 Highways meeting report

This was circulated by the clerk and it was noted that Cllr Wise was present. Concern was expressed over the highways opinion that groundsmen should only work on roads in pairs but as this is a health and safety matter, it was agreed that some areas will require two workers at a time in order to protect the staff and to reduce risk to Council. The amenities working party will assess all sites for risk and implement changes in working patterns. It was agreed that the clerk will pursue all action points with Highways who have agreed the content of the meeting report.

ACTION AMENITIES/ MG

7.3 Rights of Way meeting

The clerk has met with the new Rights of Way team who are very committed to improving footpaths and have asked for any suggestions as soon as possible. The clerk asked all councillors to let her know of any areas which need work. A few areas were immediately identified and the clerk will report these to Rights of Way. **ACTION COUNCIL**

7.4 Village '30' progress

The Chairman will be attending a meeting with Mott-Gifford in the near future.

8.0 Amenities

8.1 Possible adoption of telephone kiosks

More information is needed for this and it will be referred to the next agenda.

8.2 Signage in play area

The clerk has a legal reply from HALC over advisability of signage. After discussion it was agreed that no signs will be deployed.

8.3 presentation ceremony for new play equipment

It was agreed not to hold any ceremony.

9.0 Agenda for Annual Assembly

It was agreed to invite Rights of Way to do a presentation. Other suggestions will be referred to next agenda.

10.0 Draft NPA Plan

Council agreed that it will not comment on this document.

11.0 St Georges Day 2010

Deferred to the next agenda.

12.0 To receive information from councillors regarding external meetings

Cllr. French attended the NF Consultative Panel meeting on 5th November and the revised draft of the NPA management plan was met with general approval.

14.0 Any other business

None.

15.0 To confirm the date of next meeting

This was confirmed as 14th December 2009 at 6.30 pm at BWMH.

Items were cut short due to a power cut and the meeting closed at 8.15pm

Meeting of Finance Working Party held on 28th October 2009

Present:- C Wise (Chairman), A Broomfield, I Wild, A French and M Gaylard

1. Budget 2010/11 – The proposed budget is attached and a rise in the precept to £19425 is suggested which is 5%. This rise is due to general rising costs, monies required for SLR deployment together with a reduction in income because of low bank interest and no field lettings.

2. Auditor for 2009/10 - HALC is offering an auditor service for a lower premium. The system will be run by Eleanor Green who has done the last two audits. The audit may be conducted by her or a member of her team. It is recommended that Council accept this offer.

3. Annual financial risk management record – this has been updated and the only areas which need attention are completion of a policy for users of Council facilities and a review for work required to obtain quality status. All other Council financial systems are considered to be robust.

4. Cheque signatories - It was noted that the requirement for the clerk to also sign cheques has been removed as this meant that no cheques could be issued if the clerk was unavailable. The clerk remains as a signatory in order to be able to request bank balances but will not sign cheques which must be signed by two councillors in accordance with law and standing orders.

4. Annual review of staff salaries

4.1 It is recommended that the Paul Dennis's salary should rise from £8.50 to £9.00 after he has completed his six month probationary period in February 2010. This would bring the rate to the same as that paid to Jack Tanner.

4.2 The rate of £9.00 for Jack Tanner is considered to be appropriate.

4.3 It is recommended that travelling expenses should be paid to the groundsmen from 1/4/10. This would be at the rate of 40p per mile with the pavilion as the base calculation point.

4.4 It was noted that the standard of work from both groundsmen is very high.

4.5 It was noted that the clerk will receive an additional increment if she passes the CiLCA examination during the year. It was agreed to review the grading of the post of clerk later in the year.

Recommendation to Council

That the report be noted and that the recommendations be agreed.

BOLDRE PARISH COUNCIL BUDGET 2010/11									
£s	Actual	Budget	F'cast	Budget					
Income	2008/9	2009/10	2009/10	2010/11					
1 Precept	18000	18500	18500	19425	5% rise				
2 Bank Interest	951.21	700	28	30					
3 Field Lettings	248	300	50	0					
4 Grants/Rec'd Boldre	1878.03	0	0	0					
5 Grants/Post Office	4000	0	0	0					
6 Play area grants	0	1000	9075	5500					
7 Other grants	1250	0	0	750	small grant 75%				
8 Donations	170.6	0	80	0					
9 VAT recovered	998.43								
10 Parish maintenance	0	0	743	0					
11 Parish guide	0	0	900	0					
12 Training	190	0	10	0					
13 Total Income	27686.27	20500	29386	25705					
14 Administrative Expenditure									
15 Salaries	5686.61	6500	6230	6508					
16 Travel	226.95	250	120	120					
17 Post & Office supplies	1607.83	800	688	876	GIS mapping added				
18 Training & Office Allce	776.41	1000	300	600	Course for Council added				
19 Total Clerk's Exp	8297.8	8550	7338	8104					
20 Audit Fee	685.26	650	585	500					
21 Hall Hire	259.5	300	247	300					
22 Insurance	1633.73	1700	1385	1400					
23 Affiliation fees(subs)	504	550	150	496	Hplaying Fields, HALC, SLCC				
24 Advertising	7.29	50	50	50					
25 Chairman's Exes	0	50	50	50					
26 Grants S137	600	150	150	150	BOC £150				
27 Grants Post Office	6254	0	0	0					
28 Other grants	4106	6800	7800	1800	J1K, M500,CAB 300, S hut £1K 09/10, consider more				
29 Total Admin cost	22347.58	18800	17755	12850					
30 Operating Expenditure									
31 Salaries/wages	868.4	1500	1200	1700					
32 Water, Electricity	230.95	300	239	300					
33 Grass cutting - field	1698.72	1200	1481	1440					
34 Play area(maint & equip)	100	100	17660	6100	Swings, adult trail, maintenance, safety check				
35 Pavilion/Rec Equip&Maint	2023.81	1400	3400	640	Legionella check,fire ext check,				
36 Parish Maintenance	1428.68	2100	3150	4363	Greens,tree,shelters,nboard,slr,ftpth signs,course				
37 Total Op Cost	6350.56	6600	27130	14543					
38 Other Expenditure									
39 VAT Paid	1670.28								
40 Parish Guide		800	900	0					
41 Rec'd Boldre	38.73	0	0	0					
42 Sub Total	1709	800	900	0					
43 Grand Total Expenditure	30407.15	26200	45785	27393					
44 Summary - Total Income	27686.27	20500	29386	25705					
45 Total Expenditure	30407.15	26200	45,785	27393					
46 Income Surplus/(Deficit)	-2720.88	-5700	-16399	-1688					
47 General Fund									
48 Opening balance	12674	21229	21229	4830					
49 Add surplus/(deficit)	-2720.88	-5700	-16399	-1688					
50 Closing balance	9953.12	15529	4830	3142					

Notes from meeting between Boldre Parish Council and Hampshire Highways 3/11/09

Present:-Boldre Parish Council (BPC) Cllrs Ian Wild (Chairman), Angela Grainger, Alison Bolton, Arthur French, Tony Corbin, Colin Wise and Tony Broomfield. Parish Clerk – Margaret Gaylard.

Hampshire County Council Highways (HCC). Highways Manager Tim Lawton, Local Highway Engineer Colin Hibberd and Assistant Area Manager for Traffic Martin Wiltshire.

1. Review of last minutes

1.1 The maps for drainage marking are still outstanding.

ACTION HCC

1.2 There is still a problem with the drop off the road at Footpath 33 – the clerk will let Rights of Way know about this outstanding problem.

ACTION MG

1.3 It was noted that the gas works have recently returned – BPC would like to know how long this is likely to continue.

ACTION HCC

1.4 The SLR slot is still outstanding – the clerk will remind John Sorrell again.

ACTION MG

2. Safety issues for groundsmen working on parish roads

Tim Lawton confirmed that it is unwise for lone groundsmen to work on or close to parish roads, that they should attend a training course and they should also wear full body high visibility clothing. The clerk and amenities Chairman will review the parish sites and report back to Council. The clerk will arrange training and purchase high visibility trousers for the groundsmen.

ACTION TB/MG

3. HGV Signage

3.1 There has been a resident complaint with regard to HGVs in the parish. HCC consider that the early signage for known problems is adequate and local HGV movements cannot be stopped therefore extra signage is not required. SatNav software for HGVs is being improved to prevent accidental HGV use.

3.2 The problems of vehicles hitting the bridge at Ampress were discussed with BPC asking for an early warning system to prevent the problem. This has been looked at before but HCC will request a further examination.

ACTION HCC

4. Drains, culverts, flooding and lying surface water

4.1 Drains on A337 were checked last week but will be checked again as BPC consider that there is still a problem. A weir kerb on the road is still being examined. Work outside Boldre War Memorial Hall is still to be completed.

4.2 The flooding at Sandy Down would need a long pipe installed which is expensive and may be done but is not a high priority

4.3 HCC feel that flooding on Pilley Hill is because the road is lower than surrounding land, however BPC stated that this is a new problem so Highways will check this again.

ACTION HCC

5. Hedging overgrowth

Persistent problems should be referred to Highways who can take action.

6. Parish Lengthsman

Trials are about to be undertaken in Test Valley and East Hampshire using two different types of funding. When completed a decision will be made whether to offer this to other parishes.

7. Parking issues in Pilley Street

A resident complaint has been received and BPC agrees that parking is a problem in this area at times. HCC will look to see if lining could help.

ACTION HCC

8. Outstanding work at Shallows

BPC is extremely pleased with the work so far but the gabions are still outstanding as well as finding a solution to 4x4 vehicles attempting to drive through the water. HCC will organise action for these points and will add a depth gauge.

ACTION HCC

9. Proposed footpath Boldre to Pilley

BPC has proposed this to attempt to provide a safer route for pedestrians and HCC feel that this could be added to minor capital improvements if a formal request is made by BPC, although the demands on this budget are high. If it is the responsibility of HCC to act on this, it may not be possible for BPC to get a grant. Land ownership issues may cause a problem and HCC advised BPC to make an approach to land owners.

ACTION BPC

HCC will investigate better signage to warn of pedestrians in the area.

ACTION HCC

10. Speeding in the parish

Collection data of vehicle speeds was carried out in the parish in 2008 but it was done when the road at Bull Hill was closed and during school holidays so does not reflect the true problem. HCC can measure this again and this will be when the SLR is back in the parish in March – April 2010. The clerk will inform HCC just before the SLR is back.

ACTION MG

11. Any other business

11.1 It was confirmed that the Village 30 project for Norley Wood will be implemented later in the year and Cllr Wild will be attending a meeting very soon. Cllr French expressed concern over the lack of 30 mph in parts of South Baddesley.

11.2 IT was confirmed that HCC have made comments on the application for a roundabout at the end of the toll bridge in Lymington (application now withdrawn). If another application is made, BPC will send a copy of their comments to Tim Lawton.

ACTION BPC

11.3 BPC noted that many road repairs are being carried out at present which is very good. Colin Hibberd confirmed that dangerous defects are usually repaired within 24 hours and others in up to eight weeks.

11.4 BPC noted a drop in the road onto the verge at the corner of Sandy Down and A337. Highways will deal with this.

ACTION HCC.

Appl.No Date	Applicant's Name and Site Address	Description of Works	N.P.A. Date	Comment made to N.P.A. and date submitted.	Adopted by parish council
94545 17/1	Mr & Mrs D & L Worthy Bay Tree House Undershore Rd SO41 5SA	Replacement dwelling	16/11	Comment 4. BPC feels that this proposed two-storey dwelling is over-sized and would be very intrusive. Previous policies have indicated a discrete roof height in an area so visible from the river and town.	9/11
94554 27/10/09	Cambian Heritage Hill Hse School Rope Hill SO41 8NE	New electric entrance gates and fence	24/11	Comment 5.	9/11
94556 22/10	Mr R Taylor The Nook Joys Lane Norley Wood SO41 5RW	Single storey side extension; conservatory; raise ridge to facilitate first floor extension; outbuilding	19/11	BPC is unable to form a valid comment on this application until issues of size are resolved, especially as BPC considers that the retention of 'small dwellings' to be important in this rural parish to retain a viable community. Size apart, the increased roof height appears incompatible with this and the surrounding 'cottage' aspects of the dwellings, resulting in a less pleasing design	9/11
94576 17/10	Mr & Mrs Wallis Home Farm Boldre Grange Soton Rd SO41 8PT	Certificate of lawfulness for use of former garage/annexe as residential dwelling	16/11	Comment 4. BPC hopes that the NPA will address the problem of unlawful occupation of garages and other outbuildings (this one in particular being in breach of a previous condition of occupancy. This is it is an increasing 'loophole' in planning, creating a quantity of 'new dwellings' in a parish where new building is not permitted, with the exception of social housing	9/11
94586 27/10	Mr Jones Brocks Lawn, Southampton Road, Boldre, SO41 8ND	1 st Floor extension & balcony	23/11	Comment 5.	9/11

Analysis	
Applications received	5
Approved by NPA	4
Refused by NPA	0
Withdrawn	0