



Stroud Parish Council

Minutes of the Meeting of Stroud Parish Council held at Steep Village Hall on Monday 20th of May 2013 following the AGM.

Present: Cllr D McKinney, Cllr A Burges, Cllr C Snow, Cllr J Edbrooke & Cllr F Rogers.

Also Present: County Cllr V Clarke & Mrs M Snow (Clerk & RFO) & 6 members of the public.

1.02.13 Apologies: Cllr J Mitchell.

2.02.13 Declarations of Pecuniary Interests: Cllr Snow declared a personal & prejudicial interest in agenda item 8.

3.02.13 Comments from the public or press. Mr Kerton, Mr Williams and Mr & Mrs Cramp reiterated their views which had been expressed in letters to the Council (Agenda item 26 a. & 26 b concerning development boundary changes. Col Obard wished to note that the Village Hall should be built first so that the community does receive the benefits that have been promised by developers.

4.02.13 Minutes.

Minutes of the Meeting held on the 18th of March 2012 previously circulated were agreed and signed.

5.02.13 Matters Arising from the Annual Parish Meeting.

There were no matters arising from the Annual Parish Meeting held on Monday the 15th of April 2013.

6.02.13 Code of Conduct.

Due to an error the adoption of the Code of Conduct was not formally minuted on the 17th of September 2013. **It was resolved** that the East Hampshire District Council Code of Conduct was adopted as of November 2012.

7.02.13 Parish Online Mapping.

The Parish Online mapping service has been trialled by the clerk and she considers this a valuable resource to the council.

It was resolved that the Parish Council will sign up for the online parish mapping service provided by Getmapping PLC for one year at the cost of £48.

8.02.13 Clerk's Annual Pay Increase and Holiday.

(Cllr Snow declared an interest in this agenda item and took no part in discussions)

It was resolved that the clerk would receive a pay rise of 20p per hour, in accordance with the National Association of Local Council's guidelines, taking her hourly rate to £8.54 per hour as of the 1st of April 2013.

The clerk had submitted a holiday request to the Chairman. **It was resolved** that the clerk was permitted to take two weeks holiday w/c Monday the 27th of May 2013.

9.02.13 Stroud litter Pick.

Cllr Rogers reported that the Litter pick on Sunday the 17th of March was very successful and many bags of litter were collected during the morning which had to be removed by English Landscapes due to the volume. EHDC cleared the A272 at the council's request.

10.02.13 Parish Council website.

The Council discussed the two options that had been shortlisted from the last meeting. **It was resolved** and proposed by Cllr Burges and seconded by Cllr Edbrook to instruct Mr Ray Street to produce the Parish Council's website at the cost of £300. Mr Street is to be invited to the next meeting to discuss hosting and domain name options.

12.02.13 Insurance.

The clerk had invited Aon, Zurich and Came & Company to quote for the Parish Council's insurance this year. Came & Company had not yet come back to the council with a quote but the cheapest and most comprehensive cover so far is that of Zurich. **It was resolved** that if Came & Company come back with equal or more comprehensive cover at a cheaper price then the Council should insure with them. If not the council will use Zurich for their insurance for the next year at the cost of £273.19

13.02.13 Recreation Ground

a) Installation of new equipment, Bench and Safety Inspection Report. Cllr Snow reported that there were a few issues still unresolved from the installation and the clerk was to contact Sovereign. It was resolved that £300 would be withheld until the installation was complete. The new equipment and bench were well used, Cllr Burges was regularly checking the recreation ground while Cllr Snow has had work commitments. The safety inspection had highlighted the need for more signage including no kites and no dogs. The Council discussed the entry of dogs to the Recreation Ground and after a vote it was decided to keep dogs out of the Recreation Ground. The swing set need repainting and the benches also need replacement slats. The clerk is to get a quote for the repairs and report back to the Council.

b) New lease report from Hedleys Solicitors had been received and distributed to the councillors. This was to be discussed at the next meeting.

c) Notice boards. The clerk explained that Froxfield Parish Council had donated an old notice board to Stroud Parish Council. The clerk is to bring it along to the next meeting. This agenda item is to be discussed again when Cllr Mitchell is present.

14.02.13 Affordable Housing & Sustainable Development Committee (AHSD).

a) Adoption of the Terms of Reference. The Council agreed with the draft Terms of Reference but felt the AHSD Committee should agree them first before adoption.

b) It was decided to hold the first AHSD Committee meeting on Tuesday the 18th of June or if Steep village Hall was not available then Tuesday the 25th of June 2013.

c) It was resolved that the Development Boundary should be discussed at the new committee for any recommendations to be made to the full council.

15.02.13 SDNP Infrastructure Delivery Plan.

SDNP had sent out an email which requested improvements the Parish Council would like to see by the way of infrastructure in the Parish. Cllr McKinney had submitted the list which included items such as a village hall, a safe cycle route to Petersfield and road safety improvements to the A272. The email and list was distributed to all the Councillors for agreement before submission. The Parish Plan was used as a reference document.

16.02.13 SDNP Stake holder survey SDNP Policies.

SDNP are consulting parishes on their policies and a questionnaire required completion and submission. Cllr Burges is to complete the survey on behalf of the council.

17.02.13 Report from District Councillor. Cllr Drew was not in attendance and no report was received.

18.02.13 Report from County Councillor. (See appendix 1)

19.02.13 Financial Matters

a) Financial Report:

Balance in accounts: Unity Trust Current account £7921.43

Barclays Savings account £0.44

Included in this amount is the Repairs and Replacement fund £3000.00 and Election Funds £500.00

Money In: 05/04/2013 Half year Precept £3968.50

19.02.13 cont...

Money Out: 21/03/2013 300020 Home Office Allowance £350.00
21/03/2013 300021 Clerks Mileage £276.81
21/03/2013 300022 Office Expenses £62.23
25/03/2013 300023 Cilca Fee £150.00
31/03/2013 300024 HMRC £498.00
15/04/2013 300025 Springvale Landscaping £5537.00
07/05/2013 300026 N W Adams £177.00
07/05/2013 300027 Aon Ltd £14.86
14/05/2013 300028 Sovereign Design Play systems Ltd £4903.20
Total £11969.10

The following payments were authorised and cheques signed:

20/05/13 300029 Get Mapping PLC £48.00
20/05/13 300030 Hampshire County Council £60.00
20/05/13 300031 Mr K Abraham £50.00
Total £158.00

Internal Audit Report

- b) The report was carried out with no issues found, only one comment regarding the Fidelity Guarantee amount but this is longer applicable due to the change of insurance provider.
- c) **HMRC RTI – Clerks wage payments.**
The clerk has not processed the wage payment due to the new system not accepting the recent submission. The clerk is to contact HMRC. **It was resolved** to set up a direct debit for the clerk's wages.

20.02.13 Village Green

The clerk is to contact the owner of the village green as the grass is very long and the trees and hedging need cutting back away from the fence and bus shelter.

21.02.13 Grounds Maintenance Contract

The clerk has produced a draft tender document. **It was resolved** that the initial cut of the Millennium hedge should not be included in the contract but to include it once it has been brought down to a reasonable height. The clerk is to obtain a quote for the one off cut. **It was resolved** that the recreation ground would be cut twice a month from April to October and this is to include the strimming under the hedge. The hedges will be cut once a year during the hedge cutting season but before the start of the school year in September. The contract is to start on the 1st of July and tenders should be sent to three companies as per standing orders and financial regulations.

22.02.13 Planning

a) Planning seminar- the clerk received training on the new comment submission system. It is now live and all future comments will be submitted using this system.

b) **Planning Application-SDNP/13/01902/Hous location:** 1 Willowdale Close, Stroud, GU32 3PS **Proposal:** External flue for wood burning stove. **It was resolved** that the Parish Council have no objections to this application.

23.02.13 Legal Books

It was resolved to purchase a new Local Council Administration by Charles Arnold-Baker in December when a new edition will be released, which includes The Local Government Act 2011 and other updates.

23.02.13 Purchase of Printer

The clerk explained that the Parish Council printer was no longer working and that a new one was required. The Clerk is to present the Council with possible printer options at the next meeting and then the council will decide on which one should be purchased.

25.02.13 EHAPTC Meeting

The next EHAPTC meeting will be held on the 7th of June in Ropley. Councillors who are unable to attend should contact the clerk.

11.02.13 Footpaths

Cllr Rogers arrived a part way through the meeting and gave a report regarding the footpaths and a suggestion was made to move footpath 703 to the edge of the field. This had been suggested a few years ago but was not followed up at the time. Further discussions will take place at the next meeting.

26.02.12 Correspondence

- a) **Mr & Mrs Kerton's letter** regarding development at Myrtle Farm was read out by the Chairman. Mr Kerton objects to the proposed development plans put forward by the owners- Mr & Mrs Morgan. (See appendix 2)
- b) **Mr & Mrs Williams's letter** regarding development at Myrtle Farm. The Chairman explained that they raised the same points as Mr & Mrs Kerton's letter. The Chairman acknowledged the resident's concerns and said that any development boundary changes would be discussed by the newly formed Affordable Housing and Sustainable Development Committee as the Parish Council were aware of other landowners in the parish who may wish to have their gardens/land included in the development boundary. However the final decision to agree on any boundary changes would be that of the South Downs National Park Authority.
- c) **South Downs National Park – CIL Consultation Email**
See minute 15.02.13
- d) **Boot Camp Request.**
A letter had been received from a Ms Rhian Weeks a fitness instructor who runs Body Blast Boot Camps a non-military outdoor exercise class. The request was to use the recreation ground for an hour long class a couple evenings during the week. This would be for 20 adults and a start time of 6.30pm. **It was resolved** that Ms Weeks request was to be denied due to the size of the recreation ground and lack of room for 20 exercising adults and the sharp increase in use by children using the new play equipment.
- e) **EHDC Councillor Newsletter**
The Clerk explained that an internal newsletter for District Councillors is sent to Parish Councils to keep them informed of what EHDC councillors are involved with. However the document is sent by email and has a lot of colours and is expensive to print. The councillors agreed they were happy to continue to receive it if it has information that applies to them.
- f) **HCC Switch**
Hampshire County Council are providing a switching service for gas and electricity users by registering an interest via www.hants.gov.uk/switch or phone 01962 846828 this will enable the County Council to use the combined purchasing power to seek out the best deals for gas and electricity. Residents are not committed to changing provider once they have register an interest.
- g) **JCS Consultation**
EHAPTC have informed the Parish Council that the EHDC & SDNP Joint Core Strategy will be ready for its second consultation during July/August. Many Council have a summer break during August and EHAPTC have advised EHDC that the consultation period should be extended into September but if this does not happen councils have been advised that an extra meeting during August may be necessary in order to agree and submit a response.
- h) **Recreation Ground Bin Email**
The clerk has received an email explaining that the recreation bin has not been emptied and is smelly. The clerk has already been in touch with English Landscapes who are contracted to empty the bin. They have explained that due to an internal error Stroud Parish Council had dropped off the system. The clerk is continuing to resolve this issue.

i) Notice board donated by Froxfield PC.

Froxfield Parish Council had kindly donated an old notice board to Stroud Parish Council. The clerk is to bring the notice board to the next meeting. A letter of thanks is to be sent.

27.02.13 Future Agenda Items. Footpath 703.

Date of the next meeting will be Tuesday the 2nd of July 2013 at 7.30pm in Steep Village Hall.

Affordable Housing Sustainable Development Committee Meeting -Tuesday the 9th of July 2013 at Steep Village Hall at 7.30pm

Meeting Ended: 10.05pm

Signed
Chairman: _____ Date: _____

Clerk – M Snow