

MICHELMERSH & TIMSBURY PARISH COUNCIL

Minutes of the Parish Council Meeting held on Wednesday 23 September 2009 at 7.30 p.m. at the Jubilee Hall, Timsbury.

Present: Parish Councillors, Mr. R. Davis (Chairman), Mr. A. Jones, Mr. J. Rhodes, Mr. R. Vie, TVB Cllr. Tony Ward Parish Clerk Mr. P. Buist and 5 members of the public.

Action

1. Apologies

Mr. P Clarke, Mr. R. Fitzgerald, Mr. R. Goodland gave apologies for absence.

2. Open Period

Members of the Timsbury Pre-school Group outlined proposals for the community garden. The group will put a formal request to the Parish Council for permission to commence the work.

Dr. Thomas spoke about the access to the Tileworks.

Dr. Subramanyan spoke about the access to the Tileworks.

3. Declarations of any new interest.

Cllr. Rhodes reminded the Council that he was a member of the Sports Club.

4. Confirmation of the Minutes of the Parish Council Meeting held 22 July 2009.

The minutes were **agreed** as a true record and signed by the Chairman.

5. Confirmation of the Minutes of the Parish Council Planning Committee Meeting held 9 September 2009.

The minutes were **agreed** as a true record and signed by the Chairman.

6. Clerk's Report.

The report, copy attached, was **noted**. The following item was discussed.

6.1 Broadband

Cllr Rhodes pointed out that the problem was a lack of capacity at the Braishfield exchange.

7. Matters Arising from the meetings of 22 July and 9 September not covered by item 6.

7.1 Welcome Pack

The Chairman had started some preliminary work and confirmed that Banner Homes would welcome the information for new home owners. Further work to establish the contents would be carried out.

RD / RV

7.2 Play Area Improvements

There had been no action.

8. Planning

8.1 Applications

There were none.

8.2 Determinations.

Demolition of existing and erection of new dwelling, Squirrels Lodge, Rudd Lane – permission.

Replacement of existing bungalow, Cranbrooke, Stockbridge Road – permission.

Prune ash tree, 10 Mannyngham Way – consent.

Erection of industrial storage building, The Shop, New Road – permission.

Crown reduce five silver birch trees, Haccups Point, Haccups Lane – no objection.

8.3 Rural Settlements Boundary Review.

It was **agreed** that the draft proposed by Cllr. Rhodes be adopted. It was further **agreed** that it was important that the ribbon development of the villages be

draft

maintained and that there was no backland or tandem development. The policy should reflect that either by diagram or words. A letter would be drafted and sent to TVBC. RD / JR

8.4 Bridleway 5 and access to the Old Redland Tile Site

All the correspondence on this matter was considered. There are number of outstanding concerns, including the question of whether Banner Homes and future residents have a legal right of access over all or any section of the bridleway between Rudd Lane and the site, and safety issues. It was **agreed** that further written correspondence with Hampshire County Council was unlikely to resolve these matters, bearing in mind the long delay in their replying to previous correspondence. Therefore it was **agreed** to seek a meeting with the Rights of Way and Recreational Departments to discuss the issues involved and seek answers to specific questions. The Chairman would obtain further information from Drs Subramanyam and Thomas prior to any meeting, which would be attended by the Chairman and Cllr. Rhodes. RD / JR

9. Financial Matters.

9.1 Current Financial Situation.

The financial summary was **noted**. The forecast was also **noted** and it was **agreed** to increase the forecast provision for fences from £200 to £500. PBu

9.2 Invoices for Payment.

The following invoices were approved for payment:

TVBC (Pocket Park rent increase)	£4.83
The Studio (Newsletter)	£159.00
Bells Solicitors (Disbursement payment)	£15.00
Audit Commission (External audit fee)	£155.25
P Buist (salary, use of home all. & expns)	£752.82

9.3 Results of Annual Audit by Audit Commission.

It was **noted** that the Audit Commission had signed off the Annual Return for 2008/9 without comment.

10. Recreation Ground.

10.1 Playground Inspection.

There were no problems to report.

10.2 Erection of Floodlights on Recreation Ground.

The Chairman summarised the situation. Firstly a trench for an electrical cable had been dug in August and later the erection of floodlighting. This was followed by a complaint from Nick Cooper whose house bounded the recreation ground. Discussion with the Sports Club Chairman followed to ascertain what was going on and it was confirmed to the Sports Club that the permission of the Parish Council would be required for the installation of the lights and that any previous permissions that may have existed expired with the licence to use agreed in March 2006. It was **agreed** that the Club would be asked to provide a detailed plan of the proposed installation and to formally seek permission for the use of the floodlights from the Parish Council. Until that was granted the lights should not be used. If permission was then granted, the PC would also need to be satisfied that planning permission was not required and would wish to restrict the use of the lights. RD / PBu / TW

10.3 Proposal to amend the current licence arrangements with the Sports Club for the use of the recreation ground, review of issues Review of quotes and consider appointment of Solicitors.

It was questioned if this should be held in abeyance, pending the outcome of the floodlights issue. It was **agreed** to continue with the preparation of a lease. The quotes from the three solicitors were considered and it was **agreed** to instruct Bells Solicitors to draft the lease. They had quoted the lowest amount and were familiar with the Parish Council having drawn up the recreation ground licence. PBu

10.4 Proposals for improvements to Children's Play Area.

There were no proposals tabled. This item had been removed from the financial

draft

forecast.

10.5 Pre-school Mural – request to display on Sports Pavilion wall.

The meeting was opened to allow a representative of the Pre-school Group to speak. The proposal was to mount a mural on the store building wall facing the Jubilee Hall. The permission of the Sports Club had been sought and they had confirmed their agreement provided that the Parish Council agreed. *The meeting was closed to public speaking.* It was **agreed** that the mural could be mounted on the wall as proposed. This would be confirmed by email, copied to the Sports Club Secretary.

PBu

11. Correspondence

11.1 Review of the Statement of Community Involvement in Planning Matters.

Councillors were invited to check the draft statement on the Test Valley web site and forward any matters of concern to the Clerk.

All

11.2 TVBC Core Strategy, Consultation on Hackney Carriage Licensing.

The Council had no comments to make.

11.3 Test Valley Passenger Transport Forum.

It was **noted** that the next transport forum would take place on Friday 16 October at The Lights, Andover, starting at 10.00 am.

11.4 Test Valley Access Plan

The inclusion of the cycle way was supported. TVBC would be informed.

PBu

11.5 Highway & Transport Questionnaire

Cllr. Vie **agreed** to complete the questionnaire on behalf of the Parish Council.

RV

12. Welcome Pack for New Home Owners.

Banner Homes would welcome a pack of information for new residents. The Chairman had made a start on a list of items and that would now be completed with help from Richard Vie.

RD / RV

13. Risk Assessment Actions for September.

13.1 Parish Stiles Inspection

Mike Kelly, the footpath warden would be asked for a report.

PBu

13.2 Financial Records in good order.

All the records were agreed to be in good order as evidenced by successful audits.

13.3 Budget Review.

The budget and forecast had been considered at item 9.1 of the agenda.

14. Recruitment of New Clerk.

It was **noted** that the Clerk wished to resign and would work up to the end of December to allow time for the Council to find a replacement. An advertisement would be placed in the Romsey Advertiser and a notice would be distributed around the village. It was **agreed** that £30 could be spent on the distribution of the notice. The Chairman, Vice Chairman and Clerk would consult on the job description, hours and terms and conditions.

RD / JR
/ PBu

15. Meetings Attended

The Vice Chairman had attended a meeting of the Yokesford Hill panel at Ace Liftaway where they had discussed the heights of stockpiles; problems with the new building and objections from local residents. He had also attended a meeting of the TVAPC where taxis and highways had been discussed.

Several Councillors had attended the Boundary Review meeting at Kings Somborne.

At the request of Dr Thomas, the Chairman had attended a meeting on-site with Peter Watson of Hampshire CC Rights of Way Department to inspect the section of

draft

Bridleway 5 at the entrance to the Banner Homes site.

16. Chairman's Mandate.

The Chairman was mandated to speak on behalf of the Parish Council on the items contained in these minutes. When meeting representatives of Hampshire CC, the mandate did not allow discussion of other route options to the Tile Works site, only the legality and safety of the existing route.

17. Any Other Business

17.1 A3057

Cllr Ward informed the Council that the A3057 had now been removed from the preferred lorry list.

17.2 Road Conditions

Peter Pritchett-Brown had contacted the Chairman with concerns about road surfaces, markings and missing signs. The Chairman would investigate.

RD

18. Dates of meetings:

Parish Council Meeting –28 October and 25 November.

The meeting closed at 9.30 p.m.

Peter Buist,
Parish Clerk,
29 September 2009.

draft

**Michelmersh & Timsbury Parish Council
Clerk's Report to PC Meeting of 23 September 2009.**

1. Bridleway 5 and Access to the Redland Tile Site

The Parish Council had now had a letter from Hampshire CC (circulated to members) stating that they will not carry out a ground survey. The access they say is a matter to be resolved between the developer and the potential purchaser and that prospective purchasers will have to be satisfied that adequate private vehicular rights exist by enquiries of the vendor before contracts are exchanged.

Dr Thomas has written to Hampshire CC about the access and asked that all members of the Parish Council receive a copy. I made copies and handed those to members who were at the planning meeting. I will bring copies to the Parish Council meeting for those who did not attend the planning meeting. Mrs. Subramanyam has also written to Hampshire CC about the need for signs at the entrance to the bridleway warning users of horse riders. This is also copied to the Parish Council.

2. Broadband

I have spoken to BT about the poor broadband service in the parish. They have advised that the poor service is due to the distance between the user and the BT exchange in Braishfield. They have also told me that there are no plans for any improvement to the service. BT advised that each user should contact their own service provider in the first instance with any complaint about poor service. I have also written to BT about this but have not had a reply.

3. Insurance Building Quote

I contacted Allianz and had a reply as follows:

"We can confirm the annual premium for the two items listed in item 1 Buildings is as follows.

Sports Pavilion £968.36

Maintenance Equipment Store £49.81

The renewal premium would have been reduced by this premium. If the Parish Council require to remove the buildings mid-term a pro-rata premium will be applicable providing no claims has occurred in the period of insurance."

4. Solicitors Quotes for Drafting Lease

I have contacted three Solicitors and asked them to quote for the preparation of a new lease for the Sports Club. The responses are:

Bells Solicitors, Romsey.

Commercial leases are dealt with by Hayley Phillips who is a partner in Bells. She would be pleased to undertake the work. Usually she would charge £1000 plus vat and disbursements but in this case she would prepare the lease for £750 plus vat and disbursements. I have forwarded your email to Hayley and if you will kindly confirm that you are happy to proceed on this basis I shall ask her to send you terms of business and a client care letter.

Footners Solicitors, Romsey

Thank you for your email today and I am sorry we have not got back to you – I have been on holiday and the email got put into the wrong box but I have now had a good look at the proposal. Obviously I have not seen the current licence or lease but assuming that the terms are agreed as per your email and that we are not going to be involved in negotiating terms (other than those, of course, which might be for discussion during the course of any proceeding) I would have thought you would be looking at somewhere in the region of £850 plus VAT to prepare a lease as opposed to a licence. I hope this helps and I would be very pleased to assist you in your project to put matters on a more firm footing.

Godwins, Winchester

Thank you for inviting us to provide the Parish Council with an estimate of our charges for acting for it in connection with a lease of Sports Facilities to Michelmersh & Timsbury Sports Club ("M & TSC"). I have considered the papers that accompanied your email of 19th August and the estimate of our charges set out below is based on the information contained in them.

Our fees would include advising upon the nature of the lease to be granted and the terms to be included in it, preparation of the draft lease, settling the terms of it with M & TSC or its representatives, engrossing the Lease and Counterpart and arranging for execution and completion of the lease.

For the above work I estimate our charges would amount to £1,250 + VAT and any disbursements.

draft

5. Green Space Strategy

The Parish Council was asked to provide examples of projects that might benefit from developers contributions. I have replied with details of a play area extension and as a second project the refurbishment of the cricket nets.

6. Lessee and Licensee Risk Assessments

The Jubilee Hall Management Committee and Sports Club have confirmed that risk assessments are in place.

7. Grants for Village Organisations

An invitation placed in the Parish Newsletter for village organisations to apply to the Council for grants has drawn a nil response.

Peter Buist
Parish Clerk
18 September 2009

draft

Michelmersh & Timsbury Parish Council - Financial Report

Actual Amounts are as at 3 September 2009

	2009/10 Budget	2009/10 Forecast	2009/10 Actual £		
INCOME					
Precept	12000.00	12000.00	12000.00	Current Financial Situation	£
Sports Facility Licence Fee	1000.00	1000.00	250.00		
Jubilee Hall Rent	10.00	10.00	10.00	30 Day Account	19625.57
VAT Recovered	300.00	350.00		Current Account	10585.41
Interest on Bank Account	300.00	12.00	4.50		
Grants/Donations	4000.00	0.00		Cheques written but not cashed	163.83
Newsletter Sponsorship	400.00	500.00	441.00	Invoices to be paid	923.07
Other					
Total Income	18010.00	13872.00	12705.50	Funds Available	29124.08
Transfer from Reserves	7015.00			Invoices for payment	
				Bells Solicitors	15.00
Total	25025.00			Audit Commission	155.25
				P Buist (Sal & Expns)	752.82
EXPENDITURE					
ADMINISTRATION				Total	923.07
Clerk's salary & expenses	3860.00	3860.00	1278.97		
Clerk's use home as office allowance	440.00	440.00	110.00		
Stationery, Printing + Refreshments	200.00	100.00	30.19		
Postage	30.00	15.00	6.84		
Election Costs					
Insurance	2000.00	2119.97	2119.97		
Audit	350.00	350.00	150.00		
Pocket Park rent	10.00	14.83	4.83		
Bank charges	20.00	20.00			
Village Hall hire	150.00	150.00	38.40		
Data Protection Fee	35.00	35.00			
Legal / Professional Fees	2000.00	2000.00			
SLCC/CPRE/HAPTC subs	250.00	250.00			
Newsletter & Village Directory	1500.00	1500.00	592.60		
Web Hosting & Domain Registration	120.00	120.00			
Deliveries	90.00	60.00			
Training & Books	200.00	200.00	72.45		
GRANTS & DONATIONS					
Jubilee Hall	1000.00	0.00			
Sports Grants	1000.00	1000.00			
Other Grants	1000.00	1100.00	550.00		
Parish Plan					
Donations	150.00	150.00			
PAVILION & RECREATION GROUND					
Fire alarm maintenance	320.00	320.00	109.11		
Electrical inspection					
Ground Maintenance	550.00	550.00			
Fences	0.00	200.00			
Pavilion Maintenance	500.00	500.00			
CHILDREN'S PLAY AREA					
Playground	7500.00	0.00	46.58		
ENVIRONMENT					
Grass cutting/Tree Warden	250.00	250.00			
Dog Stiles	1000.00	0.00			
Seats	500.00	0.00			
Total	25025.00	15304.80	5109.94		