MICHELMERSH & TIMSBURY PARISH COUNCIL

Minutes of the Parish Council Meeting held on Wednesday 25th May 2005 at 7.30 p.m. in the Jubilee Hall, Timsbury.

Present: Parish Councillors, Dr. W. A. Lees (Chairman), Mr. D. Cowling, Mrs. C. Evans, Dr. J. Glasspool, Mr. P. Pritchett-Brown, Dr. M. Subramanyam, and Mr. R. Vie, Parish Clerk, Mr. P. Buist, 4 parishioners and Bruce Acton from Southern Planning Practice.

Action

1. Apologies
Apologies were received from TVBC Councillor, Mr. D. Bidwell.

2. Election of Chairman and Vice Chairman
It was **proposed** by Peter Pritchett-Brown and **seconded** by Dr. Subramanyam that Dr. Lees be elected Chairman. This proposal was supported and Dr. Lees was **elected unanimously**.

It was **proposed** by Dr. Subramanyam and **seconded** by Donald Cowling that Peter Pritchett-Brown be elected Vice-Chairman. This proposal was supported and Peter Pritchett-Brown was **elected unanimously**.

3. Open Period
Ken Poll from Hazeldene, New Road spoke about his opposition to the planning application for 4 Waterworks Cottages, in particular the drawings showed the plot larger than it was and the distance from the proposed new house to his was exaggerated on the plan. He also had concerns about parking in New Road.

Peter Appleton from Boundaryside also spoke in opposition to the above planning application.

Bruce Acton from Southern Planning Practice, representing Mr. & Mrs. Blake from The Shop, New Road, spoke about the proposal to make a planning application to build a new single dwelling within the curtilage of "The Shop". There were three main considerations for this; Mr. Blake's retirement, his grandson taking over the business and the need for local housing for Mr. Blake's grandson. The plan was that Mr & Mrs Blake would move into the new house and their grandson would live in the flat over the shop. The new property would be well screened with enhanced planing and make use of a brown field site. A separate access was planned but if this was a problem the current access to "The Shop" could be shared. TVBC planners had been consulted.

4. Declarations of Interest
Dr. Lees declared a personal and prejudicial interest in the planning applications for Hill View and Brackenwood, as he knew both applicants very well. Dr. Glasspool and Dr. Subramanyam declared a personal but not prejudicial interest in the planning application for Brackenwood, as the both knew the applicant professionally.

5. Confirmation of Minutes of the Parish Council Meeting held on 27 April 2005.
The minutes were **agreed** as a true record and signed by the Chairman. It was agreed that the second part of Dr. Subramanyam's letter had not been discussed and he received the apologies of the Council and Clerk.

6. Matters Arising from meeting of 27 April 2005.

6.1 Actions completed

- Alverston – Chairman had spoken to Cllr. Bidwell
- Letter to TVBC about Bridle View. A reply from Head of Planning was **noted and accepted**. It was **agreed** that a meeting with Mrs. Winter should be arranged to express some concern that the PC had not been consulted because there was no requirement on TVBC to do this.

Alverston would also be included in the discussion. WAL

- Trafalgar Day celebrations. Dr. Glasspool had spoken to Martin Rickman at the Malthouse.
- It was noted that a copy of the Sports Club insurance policy summary had been delivered to the PC. The PC was pleased to note that all the Clubs normal activities were covered. The Club had also supplied a list of fixtures for the cricket season.

- **6.2 Items still to be completed.**
- Review and approve new Risk Assessment. A final session between Chairman and Clerk was needed to complete the review. WAL/ PBu
- Disaster Planning WAL
- Request for copy of Sports Club constitution. On hold while uncertainty about lease was cleared.
- Sports Club offer to meet some costs of added security at pavilion & store. On hold while uncertainty about lease was cleared.
- PC Insurance Policy, this could now be sent to the Sports Clubs having been returned from the Solicitor. PBu

7. Appointment of Parish Representatives.
The following appointments were made:
Jubilee Hall Management Committee - Dr. Glasspool
St. Mary's Church & Friends of St. Mary's – Peter Pritchett-Brown
St. Andrew's Church – John Glasspool
TVAPC – Dr. Lees and Dr. Subramanyam
Old Timsbury Hut Charity – John Glasspool
Public Transport - Agreed to carry vacancy
Old Michelmersh Barns Trust – Dr. Subramanyam
Footpaths – Mary Lees
Health Committee - Agreed to carry vacancy
Playground Inspections - Peter Pritchett-Brown
Tree Warden – Bryan Raines (subject to his agreement)

Afternote: Bryan Raines agreed to his appointment.

8. Planning

8.1 Applications

The Chairman had declared an personal and prejudicial interest in the planning applications for Hill View and Brackenwood. He left the room while consideration of these items took place. Dr. Glasspool and Dr. Subramanyam remained in the room and took part in the discussion. See item 4.

TVS.02443/3, Alterations to loft room, to include dormer windows, Hill View, Hill View Road. No objection.
TVS.00265/4, Erection of conservatory, Brackenwood, Rudd Lane. No objection.
The Chairman returned to the room.
TVS.07733/4, Erection of conservatory and retrospective application for car port & dormer window. No objection.
TVS.10665, Erection of 2-storey extension to existing dwelling and erection of new attached dwelling, 4 waterworks Cottages, New Road. Objection on the grounds that it would be out of character with the area, loss of light and amenity to neighbouring property and scheme will result in overlooking of neighbouring property and resulting parking difficulties In New Road. Council also noted that distances on plan between proposed property and Hazeldene were not accurate and showed a greater gap than existed.

8.2 Determinations

TVS.06451/3, Detached oak framed garage, Pear Tree House, Hill View Road, Permission subject to conditions.
TVS.06629/1, Use of building for B1 use, Hunts Farm, New Appeal.

8.3 Proposed dwelling, land adjacent to "The Shop", New Road, Timsbury.

The Council agreed to open the meeting during this item for contributions from Mr Acton and Mr. & Mrs. Blake.

This was not a formal planning application. The Council were sympathetic to the style of building but considered the proposal to be against TV Borough policy as the site was not designated an in-fill area.

8.4 Statement of Community Involvement – Informal Draft Consultation.

It was **agreed** that the Chairman should consider the draft document and respond on behalf of the Council. WAL

8.5 Redland Tile Site.

There was no information on progress with this matter. It was agreed to ask TVBC for an update. PBu

8.6 Hunts Farm, refusal of CLE.

There was no information on progress with this matter. It was agreed to ask TVBC for an update. PBu

Afternote: An appeal has been made by the applicant against the issue of an enforcement notice.

9. Financial Matters

9.1 Current Financial Situation

It was noted that there was little change in the financial situation since last month. The first instalment of the precept had been received.

9.2 Invoices for Payment

The following invoices were approved for payment:

Allianz Cornhill (insurance premium)	£2,479.54
ADT Fire & Security (pavilion fire alarm mte)	£94.06
The Studio (Newsletter printing)	£139.05
Peter Pritchett-Brown (APM flyer printing)	£17.25
Rod Foulkes (APM flyer delivery)	£30.00
Centrewire (dog stiles)	£197.69
P. Buist (salary, expenses & stationery)	£317.24
Jubilee Hall MC (hall hire)	£24.00
Jane Finnimore (APM refreshments)	£3.00

9.3 Adoption of Financial Regulations

The re-draft of the financial regulations was noted. Paragraph 2.5 required the Council to consider the need for a three year forecast of revenue, capital receipts and payments. The view was that a three year forecast was inappropriate for a parish council with a precept as small as M&T. It was proposed by the Chairman, seconded by Peter Pritchett-Brown that the current 2.5 was replaced with the following:

"The Council has considered the need for a three year forecast of revenue, capital receipts and payments and consider it inappropriate for Michelmersh & Timsbury Parish Council on the grounds that the precept and annual expenditure are low. Instead the Council will rely on paragraph 18.1 to manage financial reserves"

This was **agreed** unanimously. PBu

9.4 Jubilee Hall and Insurance

It had been noted that the lease of the Jubilee Hall does not match the current structure of the management committee. It was agreed to raise this with the management committee and ask for a copy of their insurance cover. WAL

10. Recreation Ground

10.1 Playground Inspection

The playground equipment had been inspected and no deterioration was noticeable.

10.2 Playground equipment and resurfacing - selection, purchase and formal grant application.

The Chairman reported on the Working Party activity. Due to cost and the urgent need to repair the surface of the play area, the project had been split into two phases.

1. To renovate the surface
2. To add new equipment.

It was **proposed** by the WP that the surface only should be replaced immediately. Three estimates for the work had been obtained and it was the recommendation of the WP that the contract should go to Playground Services who would replace the current tiles with wet pour at a cost of £6080. They also had the most precise proposal that included safety measures while the work was carried out. It was **noted** that a parishioner had pointed out at the Annual Parish Meeting that few children used the facility and that it was a high cost for the parish to bear for a relative few. The Chairman pointed out that we must make the area safe and provide kit for disabled children as required by law. The proposal to replace the surface with wet pour by Playground Services was **accepted**, provided 50% of the cost was obtained in grant funding. The other 50% being met by the Parish Council. The arrangements for new equipment would be put on hold until further funding was available. WAL

11. Highways & Environment

11.1 Management Arrangements Hampshire Highways West

The letter from Hampshire CC about changes to personnel was noted.

12. Correspondence

12.1 Children's Fund

The letter was **noted**. No further action required.

12.2 CD ROM of Michelmersh

The letter from LaMIS was **noted**. It was **agreed not** to purchase the service.

12.3 Local Government Acts

The letter from Robin Goodland was **noted**. The Chairman would reply. WAL

12.4 County Councillor

The letter from Michael Woodhall was **noted**. He had requested copies of PC agendas and minutes.

12.5 Electricity Interruptions

The letter from SEE Power Distribution, copied to the Council from the Clerk at Mottisfont was **welcomed**. The reasons for the recent interruptions to the supply were **noted**.

13. Risk Assessment Actions for February

13.1 Appointment of Financial Officer

The Chairman proposed and Richard Vie seconded that the Clerk, Peter Buist was appointed the Financial Officer for 2005/6. This was **agreed** unanimously.

13.2 Annual Review of Risk Assessment

This was in progress with the Chairman and Clerk.

14. Public Liability Insurance Cover for Michelmersh V. Timsbury Cricket Match

It was formally agreed to support this annual cricket match between the two villages. Dr. Subramanyam would act as organiser, delegating responsibility to

Norton Welch to make the arrangements. The Clerk was asked to check with the Council's insurers that the public liability insurance would cover this event. In the event that the cover was not available through the Council's policy, it was agreed that the policy could be either extended or an ad hoc policy obtained with the cost met by the Council. PBu

15. Parish Plan
Nick Bone had made a short presentation at the Annual Parish Meeting. The project had stalled through apathy and needed a kick start. Richard Vie would consult with the Community Liaison Officer for advice. RV

16. Disaster Plan
The Chairman would action this. WAL

17. Meetings Attended
None.

18. Consideration of any matters raised at the Annual Parish Meeting
The following items were noted at the Annual Parish Meeting for consideration by the Parish Council:

18.1 Trust for recreation ground
It was agreed that the ground needed looking after, but the answer was not to give it to the Hampshire Playing Field Association.

18.2 Cycle track progress
This would be referred to Michael Woodhall. WAL

18.3 Test Way overgrown and needs cutting back
This would be referred to David Bidwell PPB

18.4 Recycling - loss of facility at Malthouse
It was agreed to write to TVBC expressing regret at the loss of this site and suggesting that TVBC come to some arrangement with the Malthouse over the car park. Alternately the recycling facility may be placed in the Stoneymarsh car park. JG

18.5 SC & PC compromise, alarm at lack of progress
Discussed under item 19.

18.6 Disposal of grass mowings from recreation ground
Bryan Raines will action.

18.7 Playground expenditure - is it justified given low usage?
Discussed under item 10.

19. M&T Sports Club

19.1 Sports Club Correspondence
The letter from the Sports Club dated 8 May was noted also the exchange of emails on 9 May. Dr. Subramanyam pointed out that Dr. Glasspool had attended the Woking Party meeting, but was not a member of the WP. This had not been brought to the notice of the Parish Council. The Chairman explained that he was unsure of who might attend the meeting and had asked Dr. Glasspool on the basis that he was the first reserve. Dr. Subramanyam suggested that this was against policy rules.

The recommendation of the WP was that a letter be sent to the Club through solicitors reviewing the Council's position and explaining the financial arrangements that would be set up to support sport in the parish. RV / PBu
This was **agreed** unanimously. It was **agreed** to set up a sports fund immediately on the following basis: PBu
An initial payment equal to half of 10% of the 2002 precept, plus 10% of the precepts for 2003, 2004 and 2005 plus all rent paid from September 2002 less all costs, to the present time, directly attributable to sport in the parish

dating from the September 2002 rent increase. This deduction would not take into account legal costs, but will include the pro rata insurance costs for the pavilion and store over the relevant period.

It was further **agreed** on a vote of 6 for and 1 against to send an invoice to the club for the balance of the rent due between the lodging of the court claim and the current date. PBu

19.2 Further discussion as necessary about Club, Claim and Legal Advice.
There was no further discussion necessary.

20. Chairman's Mandate
In view of the Chairman's possible absence, the Vice-Chairman was mandated to speak on behalf of the Parish Council on the items contained in these minutes.

21. Any Other Business

21.1 Stationery Allowance
This would be an agenda item for the next meeting.

21.2 Harassment
The Chairman advised the Council that his actions as chairman had once again been brought to the attention of TVBC's Standards Committee and Head of the Legal Department with a view to a further, and third, complaint being made about him to the Standards Board for England. This appeared to be because it had been said that he had failed to declare an interest when the matter of a grant to the Jubilee Hall was discussed. In fact, he had at the time consulted the legal team at TVBC and sought advice about his position. The minutes record his resulting declaration of a personal interest. He was considering speaking to the police about the harassment that he was suffering.

22. Dates of future meetings, including the Annual Parish Meeting.

Parish Council – Wednesday 22 June 2005.
Parish Council – Wednesday 27 July 2005.
All meetings in the Jubilee Hall, starting at 7.30 p.m.

The meeting closed at 10.20 p.m.

Peter Buist
Parish Clerk
8 June 2005.