

ROMSEY EXTRA PARISH COUNCIL ANNUAL GENERAL MEETING

The New Dining Room, Stroud School, Romsey: 21st May 2015 7.15 – 9.15pm

Present: Chris Wesson (Chairman) (CW), Dorothy Baverstock (DB), Andy Carter (AC), Karen Dunleavy (KD), Teresa Hibberd (TH), Sue Tippet (ST) & Peter Westbrook (PW).

Attending: Clerk: Carol McFarland (CM). Borough Councillor: Ian Hibberd (IH). Members of the Public: Harry Lopez Solstice Renewables, John Shone Warren Farm, Mrs Courtenay, Mrs Gault, Mr Black, Mr Shawley & Mr Brayshaw.

ACTION**APOLOGIES**

County Councillor: Roy Perry (RP) and PCSO Jo Cole.

01 ELECTION OF CHAIRMAN FOR 2015/16

RESOLVED: that Chris Wesson is appointed to Chairman of the Parish Council for the year 2015/16.

a) Declaration of Acceptance of Office of Chairman:

CW then signed the Declaration of Acceptance of Office, countersigned by the Clerk. **CW**

b) Declaration of Acceptance of Office - Parish Councillors: The Clerk confirmed all declarations had been received.

02 ELECTION OF VICE CHAIRMAN FOR 2015/16

RESOLVED: that Andy Carter is appointed to Vice Chairman of the Parish Council for the year 2015/16.

03 DECLARATIONS OF INTERESTS, GIFTS or HOSPITALITY

i) Code of Conduct - Register of Interests: All to complete and return to the Clerk within 28 days. **ALL**

ii) Relating to items for discussion: None declared.

04 PUBLIC PARTICIPATION:

Mr Black expressed his frustration over the promised traffic calming on Highwood Lane not being delivered. The Chairman expressed the Parish Council's disappointment over the time taken for this. He had spoken to HCC regarding and passed on their response - the design phase of the scheme was due to commence shortly, and that it was important to ensure the scheme was sensitive to the rural nature of the road. The residents and Parish Council will be consulted on the finished design around the autumn. Mrs Courtenay told the meeting that the new footway along Highwood leading to the footpath across the field linking Highwood and Halterworth Lanes had overgrowing shrubs. Mr Shone the landowner present at the meeting confirmed he would get the shrubs cut back in the field, the Clerk to ask Highways to cut the vegetation back from the footway.

Mr Shawley urged the council to object to the development at Whitenap in the Revised Local Plan Main Modifications. Further he urged the council to write and thank John Parker for the 28/29 years he had spent on the council. The Chairman confirmed that the council would be writing to John Parker and indeed the other councillors who were no longer on the council.

Mr Lopez of Soltice Renewables summarised the application for a Solar Farm on Mr Shone's land on Highwood Lane.

05 ANNUAL APPOINTMENT OF REPRESENTATIVES 2015/16

RESOLVED: that the following be appointed representatives of Romsey Extra Parish Council:

Footpath Officer/Walker (2 +R&DS)	Teresa Hibberd & Peter Westbrook
Public Transport (1)	Dorothy Baverstock
Tree Warden (1)	Mr J Chambers
Abbotswood Community Centre	Chairman & Karen Dunleavy
Woodley Village Hall Assoc (2)	Chairman & Andy Carter
Montfort Hall Community Assoc (1)	Discontinue as not in parish
Romsey Forum (2)	Chairman & Dorothy Baverstock
Romsey Town Allotments Committee (2)	Teresa Hibberd & Sue Tippett
Ampfield Countryside Heritage Area (1)	The Clerk (Observer)
Squabb Wood Liaison Panel (1)	Dorothy Baverstock
Romsey Youth Council (1)	Sue Tippett
Internal Audit Panel (3)	Chairman, Teresa Hibberd & Andy Carter
TVAPTC (3)	Chairman, Teresa Hibberd & Peter Westbrook
HALC	Councillors as available
Website Project Group	Chairman, Andy Carter and the Clerk
Website Editor	The Clerk
Newsletter Editor	The Clerk
Grant Co-ordinator (2)	As required
Focusing on Older People (1)	Karen Dunleavy
Yokesford Hill Liaison Panel	Dorothy Baverstock
Lee Lane Liaison Panel	Teresa Hibberd
Roke Manor Liaison Panel	Teresa Hibberd
RTC Planning	Sue Tippett
RTC Joint Neighbourhood Planning	Chairman, Karen Dunleavy & Andy Carter
New Forest Consultative Panel	Andy Carter
RESOLVED: that the following be appointed health and safety representatives:	
Woodley Village Hall & Grounds	Chris Wesson & Andy Carter
St Swithun's Church Lamp	Chris Wesson
Straight Mile Noticeboard	Clerk
Canal Seat (2)	Teresa Hibberd
The Thicket Seat	Sue Tippett
Woodley Open Space	Peter Westbrook
Ashfield Roundabout signs	Sue Tippett
Luzborough Roundabout signs	Sue Tippett
Crampmoor Lane Gate	Clerk
Winchester Road Bus Shelters	Chris Wesson

06 ANNUAL TIMETABLE

Agreed no amendments to be made.

07 COUNTY COUNCILLOR/ BOROUGH COUNCILLOR REPORTS (if present)

RP not present. IH reported that the leader of the council has laid out his vision.

08 POLICE REPORT PCSO Jo Cole

Not present. Due to restructuring PCSO Cole would no longer be able to attend every parish meeting, therefore it was agreed to remove this item and when PCSO does attend she would report under Public Participation.

09 TO AGREE THE MINUTES OF MEETING HELD ON 9th APRIL 2015

RESOLVED: Minutes of 9th April 2015 to be signed by Chairman as a correct record.

CW

10 CLOSING ACTIONS FROM PREVIOUS MEETING HELD ON 9th APRIL 2015

Nothing.

11 FINANCE:

a) **RESOLVED:** "That this Council re-adopts the General Power of Competence and confirms that it meets the conditions of eligibility following the election on 7 May 2015"

b) **Internal Audit 2014/15** – All to note John Murray's Letter, the Clerk reported following the Internal Audit there were no matters of concern.

c) Approval Annual Accounts 2014/15

RESOLVED: That the Council approves the Accounts for the Year Ended 31 March 2015 with a carried forward balance of £40,768.71.

CW
CM
CW
CM

Annual Audit Return for the Year Ending 31 March 2015:

i) Approve Statement of Accounts: these were approved & signed by the Chairman & the Clerk (as the Responsible Financial Officer) at the meeting.

ii) Agree Governance Statement: was considered, completed & signed by the Chairman & Clerk (as the Responsible Financial Officer) at the meeting after the following resolutions were unanimously agreed:

1. We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
5. We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
6. We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.
7. We took appropriate action on all matters raised in reports from internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end have a financial impact on the council and, where appropriate have included them in the accounting statements.
9. Trust Funds not applicable.

d) Confirm Chairman's Allowance 2015/16

RESOLVED: That the Council retains the Chairman's Allowance at £400 for 2015/16.

e) Payments for Approval:**(i) Other:**

RESOLVED: That the payment schedule below received & agreed and endorsed by members :

Details	Authority	Total
APRIL PAYMENTS RETROSPECTIVE:		
Test Valley CAB – Replacement for chq 2466 incorrect payee - retrospective	Localism Act 2011	£300-00
Hampshire Pension Fund- payment Apr £40-16 & £145-66 replacement for chq 2498 incorrect amount - retrospective	LGA 1972 s111	£185-82
C McFarland – Salary – Apr – replacement for chq 2499 incorrect amount - retrospective	LGA 1972 s111	£686-50
MAY PAYMENTS:		
Andy Carter – APA Expenses	LGA 1972 ss15(5) & 35(5)	£9-00
John Parker APA Expenses	LGA 1972 ss15(5) & 35(5)	£4-58
BT Payment Services – line rental, calls & broadband £112-94 + VAT	LGA 1972 s111	£135-52
John Murray – Internal Audit 2014/15 fee	Acc&Audit Reg 1996	£245-00
John Chambers – Tree warden expenses	T&CPA 1990 para 8 s1	£5-85
Cedar – Spring Newsletter printing & postage £1122-370 + VAT	LGA 1972 s142	£1275-64
Newsquest Media Group – Newspaper Notices – 24/04/15 & 15/05/15 £52-20+ VAT	LGA 1972 s142	£61-44
Marc Nokes – L/scape Maintenance Work Apr	OSA 1906 ss9,10	£108-00
A&M Cleaning – Bus Shelter Cleaning £75 + VAT Apr	LG (Misc Prov) Act 1953 s4	£90-00
C McFarland - Expenses – Postage £21-06	LGA 1972 s111	£166-19
- Mileage £131-30	LGA 1972 s111	
- APA Expenses £10-04 (8-37 + VAT)	LGA 1972 ss15(5) & 35(5)	

Stationery Envs £3-79 (3-16 +VAT)	LGA 1972 s111	
Hampshire Pension Fund- payment May £40-16 & £145-66	LGA 1972 s111	£185-82
C McFarland – Salary – May	LGA 1972 s111	£686-50

f) Payments received: It was noted that TVBC paid ½ 2015/16 Precept £19,701.50.

g) Grants for Approval: It was agreed to defer Halterworth School's grant request be deferred pending further clarification.

Agenda

12 PROJECTS:

a) S106 Monies – To Set a List to Prioritise Spending. This item to be deferred to the next meeting.

Agenda

13 COUNCIL ADMINISTRATION:

a) Newsletter – Summer Edition: Articles – new councillor profiles & photos (deadline 5 June), summary Annual Report & Romsey Xmas lights grant.

ALL

b) Website – Update: Group to meet 28 May to finalise details and training..

CW AC
CM

c) Electronic Summons – **RESOLVED** that the summons to Council meetings is to be sent electronically via councillor e-mails.

d) Council Grants Policy – All to look at and bring back comments to next meeting.

ALL

e) Outstanding Issues: Nothing further to report.

CM

14 PUBLIC TRANSPORT

a) Outstanding Issues: Nothing further to report.

15 FOOTPATHS & ROADS

a) Traffic Calming Measures from s106 Abbotswood – To receive an update: see minute 4.

b) Community Speedwatch - Update: Item deferred

Agenda

c) Outstanding Issues: It was reported that the new entrance created without permission to Ganger Wood on Straight Mile is to be reinstated by HCC. Nothing further to report.

16 PARISH AMENITIES

a) Woodley Village Hall – Works to front patio – update: The Chairman told the meeting that the village hall is obtaining 3 quotes for the porch.

b) Outstanding Issues: Nothing further to report.

17 CORRESPONDENCE

a) Relating to Meetings:

i) Minutes:

18/03/15 – Woodley Village Hall Management Committee (e-mailed)

10/03/15 – Roke Manor Liaison Panel (e-mailed)

15/04/15 – Woodley Village Hall Management Committee (e-mailed)

ii) Dates:

15/04/15 – Woodley Village Hall Management Committee

19/05/15 – Romsey Town Mayor Making (CW to attend)

20/05/15 – Woodley Village Hall Management Committee

27/06/15 – TVBC Flood Resilience Workshop (Longstock Village Hall DB to attend)

12/07/15 – HCC Annual Civic Service (3.30pm Winchester Cathedral CW to attend)

b) Requiring Parish Council Attention/Consideration: All noted:

The Pension Regulator – Staging date 1 August 2016

HALC – Consultation on Future Affiliation with NALC

HCC/TVBC Notification of Road Closures – Stanbridge Lane, Winchester Road & Halterworth Lane

c) Other Correspondence, Circulars & Publications:

ALC e –Updates (e-mailed)

Rural Focus (e-mailed)

Clerks & Councils Direct May 2015

Abbotswood Newsletter 8 (e-mailed)

Southern Water Spring Newsletter (e-mailed)

18 PLANNING:**a) To Consider TVBC's Consultation on the Revised Local Plan Main Modifications**

(deadline 5 June 2015): **RESOLVED** that the following comment be made:

"Our original objections (March 2014) have not been addressed and therefore this document does not substantially alter our opinion".

b) Romsey Neighbourhood Plan: To receive an update from representatives and to agree the Terms of Reference of the Romsey Area Neighbourhood Plan Group. CW told the meeting that the Terms of Reference were nearing completion.

Agenda

c) New Applications:

(i) **No Comment** was made on the following application received in April:

15/00765/FULLS Brick up existing garage doors, installation of window in front elevation and installation of garage door in side elevation **17 Campion Drive**

(ii) **RESOLVED** to **SUPPORT** the application below:

15/01001/FULLS Solar farm of approximately 5MW of generating capacity, comprising the installation of solar photovoltaic panels and associated infrastructure including electrical inverter and transformer cabins, switchgear and meter house, access tracks, fencing, CCTV, landscape planting, and grid connection **Highwood Lane**

(iii) **RESOLVED** that **No Objection** be made on the applications below:

15/00805/FULLS Rear extension to garage; creation of utility room connecting garage and house; replacing flat garage roof with pitched tile roof covering both the garage and new utility room **Foinaven, 158 Botley Road**

15/00872/CLES Certificate of existing lawful use for residential use - Use of the dwelling in breach of an agricultural workers occupancy condition 6 of TVS 2865/1 **Abbotswood Orchard, Sandy Lane**

15/00359/FULLS Convert garage into Orthotics Clinic, erection of double garage and orthotics workshop, re-siting of garden shed and greenhouse, replace fence with 2 metre high sound barrier fence, remove car port, two garden sheds and timber structure &

15/00362/LBWS Removal of car port and timber structure attached to the west boundary wall, install brass plaque alongside entrance door facing A27 **East Gate Lodge, Embley Park, Salisbury Road**

FOR INFORMATION ONLY**NOTIFICATION OF A CHANGE OF USE UNDER CLASS M - FROM AN AGRICULTURAL BUILDING TO A FLEXIBLE USE**

15/00852/PDMBS Notification for Prior Approval under Class MB- Change of use of barn at rear to dwelling **Cedar Nursery, Sandy Lane**

d) Decisions:

App No:	Application Details	PC View	Decision
HCC 15/00006/CMAS	Removal of an existing lean to building and replacement with a picking station including associated conveyors and containers, replacing an existing picking station with a larger unit, provision of concrete surfacing for aggregate storage, minor extension and relocation of the existing offices/mess rooms and revision of vehicle manoeuvring/car parking area with associated changes to approved Layout Drawing 396C/SL/2 (March 2011 as referenced in Condition 2 of Appeal Decision APP/Q1770/A/11/2161324 - RFSF Recycling, Bunny Lane	No Objection	GRANTED st conditions & notes

e) Tree Matters:**(i) Decisions:**

115/00481/TREES Poplar - reduce crown by up to 50% - specifically the six main branch spurs should be cut back between 1 - 5 m from the trunk and shape the remaining tree **9 The Causeway - (No objection) NO OBJECTION**

15/00756/TPOS T1 Oak, reduce by 2M. T2 Oak reduce by 4M. T4 Oak, reduce by 2M. T3 T5, remove 2 Oak, large sections of dead, poor specimens **36 Straight Mile (Objection: T1 - Objection - This is a fine tree in good condition. The work proposed would spoil the shape of the tree unnecessarily. T2 - Objection - Another fine tree, the work proposed is too drastic. Suggest cutting off 4 side branches (up from ground level), on the road side of the tree. T3 - No Objection. T4 - Objection - The proposed works will spoil the shape of the tree. Only judicious pruning of side branches, on the house side. T5 - No Objection - These trees could be felled without objection). CONSENT subject to conditions and notes**

f) Appeals:**(i) New:**

14/01826/FULLS Erection of solar photovoltaic panels and associated works including inverter housing, access tracks, security fencing and cameras **Land West Of A3057 (Romsey Road), Lee Lane (PC Support)**

(ii) Outstanding:

14/00255/FULLS Erection of dwelling and detached 3 bay garage with storage over **Land to rear of Properties Fronting Gardeners Lane, East Wellow (PC Objection – unwarranted development in countryside)**

g) Correspondence:

h) Outstanding Issues: Nothing further to report.

19 MEETINGS ATTENDED

25/04/15 – Romsey Scouts St George's Day Parade & Service Chris Wesson attended.

18/05/15 – Abbotswood Community Association Appointment of Trustees Chris Wesson attended.

19/05/15 – Romsey Town Council Mayor Making Chris Wesson attended.

20/05/15 – Woodley Village Hall Management Committee Chris Wesson attended.

20 MEDIA ARTICLES: Nothing this month.

21 GENERAL BUSINESS AT CHAIRMAN'S DISCRETION:

The Chairman reminded the Council that all media articles are to go through the Clerk. The Chairman thanked everyone.

ALL