

**ROMSEY EXTRA PARISH COUNCIL ANNUAL GENERAL MEETING**

The Court Room, Romsey Town Hall, Romsey: 11<sup>th</sup> May 2017 7.15 – 8.45pm

**Present:** Chris Wesson (Chairman) (CW), Andy Carter (Vice-Chairman) (AC), Teresa Hibberd (TH), Sue Tippett (ST) & Peter Westbrook (PW).

**Attending:** Clerk: Carol McFarland (CM). County Councillor: Mark Cooper (MC). Members of the public: None present.

**ACTION****APOLOGIES RECEIVED**

Parish Councillors: Dorothy Baverstock (DB), Karen Dunleavy (KD). County Councillor: Roy Perry (RP). Borough Councillors: Ian Hibberd (IH) & Alison Johnston (AJ).

**01 ELECTION OF CHAIRMAN FOR 2017/18**

**RESOLVED:** that Chris Wesson is appointed to Chairman of the Parish Council for the year 2017/18.

**a) Declaration of Acceptance of Office of Chairman**

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

**CW****02 ELECTION OF VICE CHAIRMAN FOR 2017/18**

**RESOLVED:** that Andy Carter is appointed to Vice Chairman of the Parish Council for the year 2017/18.

**03 DECLARATIONS OF INTERESTS, GIFTS or HOSPITALITY**

**(i) Code of Conduct - Register of Interests:** All councillors agreed they had no amendments. The Clerk requested that should any amendments occur they should be given to the TVBC's Monitoring Officer and the Clerk.

**(ii) Relating to items for discussion:** None declared.

**ALL****04 PUBLIC PARTICIPATION**

None present.

**CM****05 ANNUAL APPOINTMENT OF REPRESENTATIVES 2017/18**

**RESOLVED:** that the following be appointed the **liaisons** for 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
Woodley Village Hall Assoc (2)	Chairman & Andy Carter
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)	Sue Tippett
Romsey Youth Council (1)	Sue Tippett
Internal Audit Panel (3)	Chairman, Teresa Hibberd & Andy Carter
TVAPTC (3)	Chairman, Dorothy Baverstock & 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
Yokesford Hill Liaison Panel	Dorothy Baverstock
Lee Lane Liaison Panel	Teresa Hibberd
Roke Manor Liaison Panel	Teresa Hibberd
RTC Planning	Sue Tippett
Romsey Joint Neighbourhood Planning Cttee and Steering Group	Chairman, Karen Dunleavy & Andy Carter
New Forest Consultative Panel	Andy Carter
Romsey Community Emergency Plan Group	Clerk

**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 Tippet
Woodley Open Space	Peter Westbrook
Ashfield Roundabout signs	Sue Tippet
Luzborough Roundabout signs	Sue Tippet
Crampmoor Lane Gate	Clerk
Winchester Road Bus Shelters	Chris Wesson

Further it was agreed that all H&S representatives check their area of responsibility.

ALL

- 06 **ANNUAL TIMETABLE:** To be reviewed  
Agreed no amendments to be made.

07 **COUNTY COUNCILLOR/ BOROUGH COUNCILLOR REPORTS (if present)**

The Chairman welcomed Mark Cooper to Romsey Extra as the representative of the Woodley, Ganger and Campion estates which now fall into the County Town area. MC told the meeting he was always happy to come to the parish meeting to answer any questions on his area. Further he requested that all questions are e-mailed to him to keep an evidence stream. MC congratulated CW on being elected Chairman and commended the Town Council's 2yr rule for the Chairman. Lastly, MC asked whether the parish council would consider a grant to the Romsey Bandstand Trust. The Clerk to e-mail application form.

ALL

CM

08 **TO AGREE THE MINUTES OF MEETING HELD ON 6<sup>th</sup> April 2017 & TO RECEIVE THE MINUTES OF THE ROMSEY NEIGHBOURHOOD PLAN JOINT COMMITTEE MINUTES HELD ON 30<sup>th</sup> AUGUST 2016**

**RESOLVED:** Minutes of 6<sup>th</sup> April 2017 to be signed by Chairman as a correct record. Further the minutes of the Romsey Neighbourhood Plan Joint Committee held on 30<sup>th</sup> August 2016 were received.

CW

09 **CLOSING ACTIONS FROM PREVIOUS MEETING HELD ON 6<sup>th</sup> April 2017**

Nothing reported for 6 April. The Clerk reported that Mr Courtenay had raised at the Annual Parish Assembly the issue that there was Horse Tail weed at the County Depot on Highwood Lane. The County Highways Engineer had investigated this and had confirmed on inspection that the weeds were not Mares (Horse) Tail. The Clerk confirmed that she had passed this information onto Mr Courtenay.

10 **PLANNING**

a) **Romsey Neighbourhood Plan:** Update - AC reported that the Joint Committee had approved the Steering Group's work programme. The Steering Group were continuing to review and update the Look at Romsey documents. The response from the survey had been better than expected. Further the

b) **New Applications:**

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

**17/00798/TVBC3S** Construction of 8 additional parking spaces converted from two sections of grass verge **Bourne House Sandy Lane**

**17/01006/FULLS** Extension to provide nine additional guest letting bedrooms, with associated works including removal of lean-to type stores **The Cromwell Arms 23 Mainstone**

(ii) **RESOLVED** that an **Objection** be made on the applications below:

**17/01029/OBLS** Modification of legal agreement of 14/02265/OUTS - To modify the obligation to secure an affordable housing provider prior to the occupation of the penultimate open market dwelling **Land At Baroona Cupernham Lane. Comment:** The area needs affordable housing and we don't want to see anything get in the way of this.

**17/00915/OUTS** Outline - Proposed development of 5 detached dwellings with detached double garages and associated landscaping together with full planning to change use of woodland for inclusion in nature reserve **Land West Of Cupernham Lane Comment:** Outside the Settlement Boundary therefore conflicts with Policy COM2. We acknowledge and support HCC Rights of Way comments.

**Amended Plans / Additional Information**

**17/00437/FULLS** Retention of boundary treatments and granite set panel **The Mill House, The Causeway. Comment:** Original objection still stands.

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

**17/00950/CLPS** Certificate for Proposed Lawful Development for a single storey rear extension to enlarge kitchen and dining area **4 Cedar Lawn**

**17/01007/LBWS** Extension to provide nine additional guest letting bedrooms, with associated works including removal of lean-to type stores **The Cromwell Arms 23 Mainstone**

**c) Decisions:**

App No:	Application Details	PC View	Decision
16/01176/OUTS	Outline - Erection of five 5-bedroom detached houses Land West Of Cupernham Lane	N/A	WITHDRAWN
16/03103/FULLS	Erection of 46 dwellings with associated works, open space and landscaping including access – Abbotsford, Braishfield Road	Objection	REFUSE*
<p>*01. The development proposed would result in the introduction of unjustified housing outside the defined settlement boundary, in an area designated as countryside, for which there is no overriding need and which would have an adverse impact on the appearance and landscape character of the surrounding area. The adverse impact of the development on the landscape character in this location and the breach of countryside policy in a recently adopted Development Plan for the area, outweighs the benefits arising from the delivery of additional housing in this location. As such the proposals are considered to be contrary to Policies COM2 and E2(a) of the Test Valley Borough Revised Local Plan (2016) and the aims of the National Planning Policy Framework.</p> <p>02. The site lies within close proximity to the New Forest SPA which is designated for its conservation importance. In the absence of a legal agreement, the application has failed to secure the required mitigation measures, in accordance with the Council's adopted 'New Forest SPA Mitigation - Interim Framework'. As such, it is not possible to conclude that the development would not have an in-combination likely significant effect on the interest features of these designated sites, as a result of increased recreational pressure. The proposed development is therefore contrary to the Council's adopted 'New Forest SPA Mitigation - Interim Framework', Policy E5 of the adopted Test Valley Borough Revised Local Plan (2016) and the Conservation of Habitats and Species Regulations 2010 (as amended).</p> <p>03. In the absence of a legal agreement to secure the provision of new affordable housing, including their subsequent retention in perpetuity to occupation by households in housing need and ensuring that the units are dispersed throughout the development, the development fails to comply with, and is therefore contrary to Policy COM7 of the Test Valley Borough Revised Local Plan (2016), the Council's 'Infrastructure and Developer Contributions' (2009) and 'Affordable Housing' (2008) Supplementary Planning Documents.</p> <p>04. In the absence of a legal agreement, the application has failed to secure the required financial contribution towards the delivery of additional primary school places within the town of Romsey and the proposal would exacerbate an existing deficiency in the current primary school provision. The application is therefore contrary to Policy COM15 of the Test Valley Borough Revised Local Plan (2016) and the Council's 'Infrastructure and Developer Contributions' (2009) Supplementary Planning Document.</p>			
17/00378/FULLS	Single storey rear extension, front porch canopy and garage conversion Koinonia , 2 Campion Drive	No Objection	PERMISSION subject to notes
17/00567/FULLS	Demolition of existing garage/workshop; replacement garage with attached replacement canopy to dwelling and extended raised patio to rear Heatherlea Winchester Road Crampmoor	No Objection	PERMISSION subject to notes
17/00462/FULLS	Glazed link and conference room extension to existing offices The Hay Barn Hoe Lane Ashfield	No Objection	PERMISSION subject to notes
17/00336/FULLS	Garage conversion to form study and lounge, rear single storey extension and new front door serving utility room Devon House 152 Botley Road	No Objection	PERMISSION subject to notes
17/00606/CLPS	Certificate of proposed lawful development for use as C3(b) up to six people living together as a single household and receiving care Tollgate Cottage Gardeners Lane East Wellow	No Comment	ISSUE CERTIFICATE
17/00551/ADVS	Erection of 1No. temporary directional sign Land At Peel Close	Objection	CONSENT s.t. conditions and notes
17/00491/CLPS	Certificate of Lawful Development for a single storey extension Halterworth Cottage Halterworth Lane	No Comment	NOT ISSUE CERTIFICATE
16/02389/LBWS	Erection of boundary fence (retrospective) Ridge Farm House Ridge Lane Ower	No Objection	CONSENT s.t. conditions and notes
16/02388/FULLS	Erection of boundary fence (retrospective) Ridge Farm House Ridge Lane Ower	No Objection	PERMISSION subject to notes

**d) Tree Matters:****(i) Outstanding:**

**17/00828/TPOS** Remove woodland **Robin Hill Straight Mile Ampfield (Objection)**.

**(ii) Decisions:**

**17/00958/TPOS** Carry out various tree works as described in schedule submitted with application **Woodley Cemetery, Braishfield Road (No objection)** CONSENT subject to conditions and notes

**e) Appeals:****(i) Outstanding:**

**15/03137/OUTS** Outline of up to 46 dwellings, with associated open space and landscaping, including details of the proposed access onto Braishfield Rd **Abbotsford, Braishfield Road (No Objection – Notwithstanding part of the application is outside the settlement boundary it doesn't meet policy set 03)**

**f) Correspondence:** The Clerk reported on the Ashfield Tyre Site. The County Council have continued to monitor the site. The Environment Agency are following up on outstanding matters regarding the tyre storage and site drainage, which are in breach of the permit and would need to be remedied before the site would be allowed to re-start operations.

**g) Outstanding Issues:** Nothing further to report.

**11 FINANCE****a) To Approve:****(i) Annual Governance Statement 2016/17**

**RESOLVED:** That the Council considers, completes the Annual Governance Statement & is signed by the Chairman & Clerk (as the Responsible Financial Officer) at the meeting after the following resolutions were unanimously agreed:

1. We have put in place arrangements for effective financial management during the year and for the preparation of the accounting statements.
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 this smaller authority 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 this smaller authority 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 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 this smaller authority and, where appropriate have included them in the accounting statements.
9. Trust Funds not applicable.

**(ii) Parish Annual Accounting Statements 2016/17**

**RESOLVED:** That the Council approves the Accounts for the Year Ended 31 March 2017 with a carried forward balance of £63,237.75.

**b) Payments for Approval:****i) Other:**

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

Details	Authority	Total
Chris Wesson – Chairman's Expenses	LGA 1972 ss15(5) & 35(5)	£107.33
Romsey Electrical Services – Installation of timer switch for parish light on St Swithun's Church £110 + VAT	PCA 1957 s3 & HA 1980 s301	£132-00
John Murray – Internal Audit 2016/17	Acc&Audit Reg 1996	£260-00
LTVAS – Donation for APA Presentation	LGA 1972 ss15(5) & 35(5)	£100-00

John Chambers Tree Warden Expenses	T&CPA 1990 para 8 s1	£5-85
Newsquest Media Group – Newspaper Notices – 7/04/17 & 5/5/17 £26-84 + VAT each	LGA 1972 s142	£64-42
Marc Nokes – L/scape Maintenance Work Apr	OSA 1906 ss9,10	£115-00
C McFarland - Expenses – Postage £7-84	LGA 1972 s111	£158-33
- Mileage £70-85	LGA 1972 s111	
- APA Exps £62-79 + VAT		
- Stationery Green Paper £11-66 + VAT		
Hampshire Pension Fund- payment May £52-40 & £192-66	LGA 1972 s111	£245-06
C McFarland – Salary – May	LGA 1972 s111	£868-55

**c) Payments Received:** Nothing.

**d) Grants for Approval: RESOLVED:** "That this Council grants £200-00 to Churches Together in Romsey towards the costs of the Woodley Fun Day on 24 June. That this Council grants £2090-92 to Abbotswood Community Association towards the furniture cost for the new Community Hall. Further it was agreed that this is funded from Warren Farm Solar Fund". Finally, it was **RESOLVED:** "That this Council sponsors the Romsey Show 2017 £300".

**e) Outstanding Issues:** Nothing further to report.

## 12 COUNCIL ADMINISTRATION

**a) Newsletter** – Summer Edition: The Clerk requested more articles. ST to write an article on fire safety. **ALL**

**b) Project Groups** – Update: The council considered looking at the Sport England Community Asset Fund with a view to providing outdoor gym stations and connecting them as part of a fitness circuit/trail around the town. It was agreed in principle that the Council would fund up to £10,000 from the Warren Solar Fund **subject to** further information on provision of maintenance, risk checks and insurance cover. **All Cllrs** to e-mail the Clerk with the issues and questions they have. **ALL**

**c) Meeting Date** – Confirm June Meeting Date to be changed to 15<sup>th</sup> due to General Election on 8<sup>th</sup>.

**d) Outstanding Issues:** Nothing further to report.

## 13 FOOTPATHS & ROADS

**a) Outstanding Issues:** Nothing further to report.

## 14 PARISH AMENITIES

**a) Defibrillator:** CW to write to Abbotswood Community Association and ask if they would consent to a defibrillator being placed on the new building. **CW**

**b) Light at St Swithun's Church:** The Clerk reported that the timer switch had now been installed and set to operate between 3pm until 11.15pm subject to the light sensor. Further St Swithun's Church have agreed to cover the cost of the electricity for the light approx £7pa as the parish council has been generous to the church and also the church does benefit from the light on evenings when meetings take place. The Clerk to write and thank the church. **CM**

**c) Outstanding Issues:** Nothing further to report.

## 15 CORRESPONDENCE

**a) Relating to Meetings:**

**i) Minutes:** Nothing received.

**ii) Dates:**

17/05/17 – TVBC Romsey Future Cycling & Walking (5pm Crosfield Hall Annex)

18/05/17 – TVAPTC AGM (7.30pm Kings Somborne Village Hall)

11/06/17 – Test Valley Civic Service (3pm Romsey Abbey CW to attend)

18/06/17 – HCC Annual Civic Service (3.30pm Winchester Cathedral CW to attend)

24/06/17 – Woodley Fun Day

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

HCC & TVBC – Road Closures / Halterworth Lane Level Crossing the road will be closed each night 23:30 - 05:30 from 12 - 16 June 2017

**c) Other Correspondence, Circulars & Publications:** All Noted.

ALC e –Updates (e-mailed)

Rural Focus (e-mailed)

Action Hampshire

CPRE Hampshire Monthly eNews (e-mailed)

CPRE Fieldwork Spring 2017 (e-mailed)

HCC Access Hampshire Newsletter (e-mailed)

Clerks and Councils Direct May 2017

TVBC Mayor Cllr Hamilton – Letter of thanks for inviting her to the Annual Parish Assembly

**16 MEETINGS ATTENDED**

23/04/17 – St George's Day Service Romsey Abbey Chris Wesson attended.

02/05/17 – Internal Audit Clerk attended.

09/05/17 – RNP Joint Committee & Steering Group Chris Wesson & Andy Carter attended.

**17 GENERAL BUSINESS AT CHAIRMAN'S DISCRETION**

Nothing reported.

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DRAFT