

**ROMSEY EXTRA PARISH COUNCIL ANNUAL GENERAL MEETING**

The Court Room, Romsey Town Hall, Romsey: 10<sup>th</sup> May 2018 7.15 – 9.15pm

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

**Attending:** Clerk: Carol McFarland (CM). County Councillor: Mark Cooper (MC). Members of the public: One.

**ACTION****APOLOGIES RECEIVED**

Parish Councillors: County Councillor: Roy Perry (RP). Borough Councillors: Ian Hibberd (IH) & Alison Johnston (AJ).

**01 ELECTION OF CHAIRMAN FOR 2018/19**

**RESOLVED:** that Chris Wesson is appointed to Chairman of the Parish Council for the year 2018/19. CW thanked everyone for electing him for the 5<sup>th</sup> year and said he would do his best for the Council and more importantly the members of the public.

**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 2018/19**

**RESOLVED:** that Andy Carter is appointed to Vice Chairman of the Parish Council for the year 2018/19.

**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 To Consider Extended Leave of Absence for Cllr Peter Westbrook**

**RESOLVED:** that Peter Westbrook be granted extended leave of absence to care for his wife.

**Meeting adjourned for the next item:**

**05 PUBLIC PARTICIPATION**

Mr Breedon as the agent for planning application 18/01052/FULS Bracken Wood summarised the new scheme and answered questions raised.

**Meeting resumed.**

**06 ANNUAL APPOINTMENT OF REPRESENTATIVES 2018/19**

**RESOLVED:** that the following be appointed the **liaisons** for Romsey Extra Parish Council:

Footpath Officer/Walker (2 +R&DS)

Teresa Hibberd & Sue Tippet

Public Transport (1)

Dorothy Baverstock

Tree Warden (1)

Jennifer Adams

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 Tippet

Ampfield Countryside Heritage Area (1)

The Clerk (Observer)

Squabb Wood Liaison Panel (1)

Sue Tippet

Romsey Youth Council (1)

Sue Tippet

Internal Audit Panel (3)

Chairman, Teresa Hibberd & Andy Carter

TVAPTC (3)

Chairman, Dorothy Baverstock & Karen

Dunleavy

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 Roke Manor Liaison Teresa Hibberd  
 Panel Teresa Hibberd  
 RTC Planning Sue Tippet  
 Romsey Joint Neighbourhood Planning Cttee Chairman, Andy Carter plus one  
 and Steering Group  
 Romsey Community Emergency Plan Group Clerk & Dorothy Baverstock  
**RESOLVED:** that the following be appointed health and safety representatives:  
 Woodley Village Hall & Grounds inc the Chris Wesson & Andy Carter  
 Green  
 St Swithun's Church Lamp Chris Wesson  
 Straight Mile Noticeboard Clerk  
 Canal Seat (2) Teresa Hibberd  
 The Thicket Seat Sue Tippet  
 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

## 07 ANNUAL TIMETABLE

Agreed to add in May arrange annual parish tour.

## 08 COUNTY COUNCILLOR/ BOROUGH COUNCILLOR REPORTS (if present)

MC had circulated his report all to read.

ALL

## 09 TO AGREE THE MINUTES OF THE MEETING HELD ON 12<sup>th</sup> April 2018

**RESOLVED:** Minutes of 12<sup>th</sup> April 2018 to be signed by Chairman as a correct record.

CW

## 10 CLOSING ACTIONS FROM PREVIOUS MEETING HELD ON 12<sup>th</sup> April 2018

The Clerk reported that before the Parish Lengthsman can be started a new contract has to be drawn up by the Lead Council in conjunction with the cluster group.

CM

## 11 PLANNING

a) **TVBC Draft Residential Areas of Special Character Supplementary Planning Document Consultation (Deadline 29 June 2018)** – Was noted without comment.

### b) New Applications:

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

**18/01052/FULLS** Construction of detached dwelling with garage and installation of package treatment plant **Bracken Wood Jermyns Lane Ampfield**

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

**18/00834/FULLS** Construction of building within garden to provide garaging with ancillary residential accommodation above **Bramble Cottage, Braishfield Road. Comment:** Inadequate plans showing exact location of windows. Noted the objections made by neighbouring property – loss of amenity; light & privacy. Overdevelopment of site.

**18/01101/FULLS & 18/01102/LBWS** Installation of fixed garden seating and furniture, external lights, extended hard standing, erection of fence and gates as marquee screen and other associated works (retrospective) **The Cromwell Arms 23 Mainstone. Comment:** Light pollution inappropriate for a Listed Building.

### c) Decisions:

App No:	Application Details	PC View	Decision
18/00143/FULLS	Single storey rear orangery extension, two storey / first floor side extension including the enlargement of the existing garage, formation of additional onsite parking space 20 Campion Drive * to principle but object on Highways grounds	No Objection *	PERMISSION st to conditions & notes
18/00323/FULLS	Demolition of existing dwelling and erection of replacement dwelling including provision of package treatment plant Robin Hill , Straight Mile	No Objection	PERMISSION st to conditions & notes

18/00536/CLES	Certificate of existing lawful development for the use of the dwelling in breach of an agricultural occupancy condition (Condition 4 of TVS.00127/7) 93 Greatbridge Road	No Comment	ISSUE CERTIFICATE
18/00570/FULLS	Erection of four bedroomed detached dwelling Land Adjacent Spring Cottage, Crampmoor	No Objection	WITHDRAWN
18/00668/FULLS	Erection of orangery to rear elevation 37 Wyndham Drive	No Objection	PERMISSION st to conditions & notes
18/00687/FULLS	Side extension to provide kitchen, utility and w.c with bedroom accommodation on first floor and dressing room on second floor - 2 Freemantle Road	No Objection	REFUSE*
*Insufficient information has been submitted to the Local Planning Authority in order to make an assessment of the impact of the proposal to the highway regarding the parking provision. Evidence has not been submitted to demonstrate why the proposal should not meet the criteria of Policy T2 and Annex G of the Test Valley Borough Revised Local Plan 2016.			
18/00035/FULLS	Car barn conversion to include fenestration alterations to provide ground floor disabled bedroom and wet room, ramp and balustrade to rear 1 Furze Drive	Objection	PERMISSION st to conditions & notes
18/00335/RESS	Reserved Matters seeking approval for the design and appearance of 46 dwellings, with associated open space and landscaping Abbotsford Braishfield Road	No Objection	APPROVAL st to conditions & notes
17/03215/ADVS	Development security timber hoarding with sales signage applied and illuminated capping (Retrospective) Oxlease Cupernham Lane	Objection	CONSENT st to conditions & notes

**d) Tree Matters:**

**(i) New:**

**18/01157/TPOS** Fell 1 Cedar (T1) **Hillbrow Belbins (No comment defer to Tree Officer)**

**18/01017/TPOS** Removal of silver birch tree in rear garden **Woodcot, Yokesford Hill (No comment defer to Tree Officer)**

**18/01021/TPOS** Fell area of Holly trees **28 Straight Mile (No comment defer to Tree Officer)**

**e) Appeals:** Nothing to report.

**f) Correspondence:** Nothing received.

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

## 12 FINANCE

**a) Internal Auditor John Murray's Report on the Parish for the year ended 2017/18:**

**RESOLVED:** "That this Council notes the John Murray's Report on the Council's accounts 2017/18 dated 3 May 2018 and that there were no matters arising during the course of the Audit that need to be drawn to the Council's attention".

**b) To Approve:**

**(i) Annual Governance Statement 2017/18**

**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 authority to conduct its business or manage 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

**CW  
CM**

**Cont'd**

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 2017/18**

**RESOLVED:** That the Council approves the Accounts for the Year Ended 31 March 2018 with a carried forward balance of £70,102.66. The Clerk was thanked for all her hard work on the accounts this year.

**CW  
CM**

**c) National Salary Award 2018/19 wef 1/4/2018: RESOLVED:** "That this Council notes the National Salary Award 2018/19 and that the Clerk's salary is increased in line with the award and backdated to 1 April 2018.

**d) Payments for Approval:**

**i) General Power of Competence:**

**RESOLVED:** "That this council in accordance with its powers under sections 1-8 of the Localism Act 2011, should incur the following expenditure:"

Details	Authority	Total
Churches together in Romsey donation towards the costs of Woodley Fun Day on 23 June 2018	Localism Act 2011 s1-8	£200-00

**ii) Other:**

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

Details	Authority	Total
Cedar – Newsletter printing & postage £1,310-27 + VAT CREDITOR	LGA 1972 s142	£1495-32
J K Murray – Internal Audit 2017/18	Acc&Audit Reg 1996	£265-00
Chris Wesson Chairman Expenses 2017/18	LGA 1972 ss15(5) & 35(5)	£5-00
TVBC – SLR Management 2018/19	HA 1980 s274A	£295-34
Romsey Town Council – Room Hire & refreshments Apr, May & June Meetings £138-90 + VAT	LGA 1972 s12 p7&23	£142-68
Newsquest Media Group – Newspaper Notices – 13/04/18 + 04/05/18 £26-84 + VAT each	LGA 1972 s142	£64-42
Marc Nokes – L/scape Maintenance Work Apr	OSA 1906 ss9,10	£120-00
C McFarland - Expenses – Postage £6-96	LGA 1972 s111	£100-56
- Mileage £93-60	LGA 1972 s111	
Hampshire Pension Fund- payment May £55-78 & £211-49 inc backpay for Apr	LGA 1972 s111	£267-27
C McFarland – Salary – May	LGA 1972 s111	£921-04

**e) Payments Received:** TVBC ½ Precept 2018/19 £23,910.50.

**f) Grants for Approval: RESOLVED:** "That this Council donates £500-00 to the Romsey Community Emergency Plan Group towards its costs. That this Council donates £2000-00 to Romsey Town Council towards the costs of renewing the Christmas lights which need bringing up to the required safety standards.

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

## 13 COUNCIL ADMINISTRATION

**a) Newsletter – Summer Edition:** The Clerk requested more articles. It was agreed that an article on the Men's Shed further the Clerk reported that Phoebe Merrick's history article on Murder at Ashfield – all agreed.

**ALL**

**b) Project Groups –** It was agreed in principle to donate £1000 from the Warren Farm Community Solar Fund to the volunteers at Fishlake Meadows. DB to get contact details.

**DB**

**c) Parish Business Plan – RESOLVED:** "That this Council adopts the Forward Plan 2017-22 updated May 2018". The Clerk to circulate.

**CM**

**d) Outstanding Issues: GDPR:** The Clerk reminded the Council that it comes into effect on 25 May 2018, whereupon there is a legal obligation to treat information fairly and transparently by accounting for what the Council does and how it is done. It was agreed that the Clerk start to review Council policies in line with the new legislation and update the Council. Nothing further to report.

**CM**

**14 FOOTPATHS & ROADS**

**a) Outstanding Issues:** The Clerk reported that HCC had responded to the parishioner concerning the recently completed signalisation of the A3090 Winchester Rd junction. Some hatching will be removed to facilitate easier access onto Campion Drive. The contractor has been requested to complete reinstatement of the junction at Campion Drive. The concern in relation to the hazard caused by the dragon teeth and parking at Coltsfoot and Bramble Drive has been passed to the officers locally for review.

The Clerk to ask HCC to review signage for the Crematorium.

Finally the parking at the corner of Ganger Farm Lane to be looked at on the parish tour.

**CM**  
**ALL**

**15 PARISH AMENITIES**

**a) Defibrillator: RESOLVED:** "That this Council purchases a defibrillator for the Abbotswood Community Association at a cost of £1500 to be delivered to the Chairman. In addition this Council fund the electrical work required up to £300".

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

**CW**

**16 CORRESPONDENCE****a) Relating to Meetings:**

**i) Minutes:** Nothing received.

**ii) Dates:**

16/05/18 – HCC Town & Parish Councils Event re-arranged (6pm Ashburton Hall CW to attend)

27/05/18 – TVBC Annual Civic Service (5.30pm Houghton Lodge TH to check diary)

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

HCC & TVBC – Road Closures

TVBC Neighbourhood Plan Pre-Submission Consultation Thruxton (Deadline 4 June 2018)

Royal Mail Street Furniture Works - WO No.2504718 - Post Box Removal Greatbridge Road, Romsey SO51 0HB

TVBC Community Governance Review – 2<sup>nd</sup> Public Consultation deadline 6 July 2018 – this item to go on next agenda

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

ALC e –Updates (e-mailed)

Rural Focus (e-mailed)

Action Hampshire

CPRE Countryside Fieldwork Spring 2018 (e-mailed)

Clerks & Councils Direct May 2018

**Agenda**

**17 MEETINGS ATTENDED**

21/04/18 – Abbotswood Court Open Day Dorothy Baverstock attended.

21/04/18 – Woodley Grange Open Day Dorothy Baverstock attended.

22/04/18 – St George's Day Service Romsey Abbey Dorothy Baverstock attended.

24/04/18 – Romsey Community Emergency Plan Dorothy Baverstock attended.

27/04/18 – Romsey Art Group Exhibition Private View Andy Carter attended.

03/05/18 – Internal Audit Clerk attended.

09/05/18 – TVBC Mayor Making Chris Wesson attended.

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

The Chairman suggested that the Parish Council fund a permanent screen and projector at Woodley Village Hall (WVH) it was agreed that the Chairman ask WVH if they would agree to have them. All to check diaries for a date for the annual parish tour. The Clerk to investigate the costs of using Abbotswood Community Centre for the Council's meeting.

**CW**

**ALL**