

ROMSEY EXTRA PARISH COUNCIL ANNUAL GENERAL MEETING

The Court Room, Romsey Town Hall, Romsey: 16th May 2019 7.15 – 9.25pm

Present: Chris Wesson (part - in the Chair to open meeting) (CW), John Parker (Chairman) (JP), Dorothy Baverstock (Vice-Chairman) (DB), Janet Burnage (JB), Janet Cairney (JC), Mark Cooper (MC), (also County Councillor) Matthew Southey (MS) & Sue Tippett (ST).

Attending: Clerk: Carol McFarland (CM). Members of the public: Peter Macfarlane, Chairman of Woodley Village Hall.

ACTION**APOLOGIES RECEIVED**

County Councillor: Roy Perry (RP). Borough Councillors: Abbey Ward: Nik Daas (ND) & Sandra Gidley (SG); Blackwater Ward: Nick Adams-King (NA-K) & Gordon Bailey (GB), Chilworth, Nursling and Rownhams Ward: Alison Finlay (AF).

CW opened meeting

01 ELECTION OF CHAIRMAN FOR 2019/20

RESOLVED: That John Parker be appointed to the office Chairman of the Parish Council for the year 2019/20.

CW said that it had been a privilege serving on the council and he wished the new council all the best.

a) Declaration of Acceptance of Office of Chairman

JP

JP signed the Declaration of Acceptance of Office, countersigned by the Clerk.

JP then expressed his thanks CW as the outgoing chair and to all the other councillors who decided not to stand, those not elected and the two councillors still on the council. CW left.

b) Declarations of Acceptance of Office Parish Councillors

ALL

The Clerk confirmed all declarations had been received.

02 ELECTION OF VICE CHAIRMAN FOR 2019/20

RESOLVED: That Dorothy Baverstock be appointed to Vice Chairman of the Parish Council for the year 2019/20.

03 DECLARATIONS OF INTERESTS, GIFTS or HOSPITALITY

(i) Code of Conduct - Register of Interests: All councillors to complete and return to the Clerk within 28 days. The Clerk confirmed they had all been completed.

ALL

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

Meeting adjourned at 7.29pm for the following items:

04 PUBLIC PARTICIPATION

Mr Macfarlane Chairman of Woodley Village Hall came to introduce himself to the new council.

05 COUNTY COUNCILLOR / BOROUGH COUNCILLOR REPORTS (if present)

MC had one county matter in RP's area – the Traffic Order on Cutforth Way has been made permanent. DB asked what was happening at Nightingale Lodge as the work had appeared to have stopped. Other ward members for TVBC said they were looking at priorities. JP told the meeting the Whitenap Pathfinder meeting was taking place on 24 May. The Clerk reported that the parish council had not received an invite. It was agreed ST to attend and JP to arrange with the developers.

JP ST

Meeting resumed at 7.40pm.

06 MEETING DATES 2019

The following dates and venues were agreed subject to availability:

DATE	VENUE	MEETING
6 th June	Romsey Town Hall	Monthly Meeting
4 th July	Romsey Town Hall	“
8 th August	Romsey Town Hall	“
5 th September	Romsey Town Hall	“
10 th October	Romsey Town Hall	“
7 th November	Romsey Town Hall	“
12 th December	Romsey Town Hall	“

CM

07 ROMSEY NEIGHBOURHOOD PLAN JOINT COMMITTEE

i) RESOLVED: That this Council continues with this joint committee. JP reported that the Romsey Neighbourhood Plan was currently in abeyance until clarity from TVBC, but it was important to have the freedom of action when needed. A meeting to be scheduled and the Terms and Reference to be reviewed.

ii) RESOLVED: That the Chairman Janet Cairney, Matthew Southey and Sue Tippett are the representatives for Romsey Extra Parish Council on the Neighbourhood Plan Joint Committee.

08 ANNUAL APPOINTMENT OF REPRESENTATIVES 2019/20

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

Footpath Officer/Walker (2 +R&DS)	Janet Cairney & Sue Tippett
Public Transport (1)	Dorothy Baverstock
Tree Warden (1)	Vacant
Abbotswood Community Centre	Chairman
Woodley Village Hall Assoc (2)	Chairman & Vacancy
Romsey Forum (2)	Chairman & Dorothy Baverstock
Romsey Town Allotments Committee (2)	Vacant
Ampfield Countryside Heritage Area (1)	The Clerk (Observer)
Squabb Wood Liaison Panel (1)	Sue Tippett
Romsey Youth Council (1)	The Clerk to check if still exists
Internal Audit Panel (3)	Chairman, Janet Burnage & Janet Cairney
TVAPTC (3)	Chairman, Dorothy Baverstock & vacancy
HALC	Councillors as available
Website Project Group	Chairman and the Clerk
Website Editor	The Clerk
Newsletter Editor	The Clerk
Grant Co-ordinator (2)	As required
Yokesford Hill Liaison Panel	Mark Cooper
Lee Lane Liaison Panel	Dorothy Baverstock
Roke Manor Liaison Panel	John Parker
RTC Planning	Not necessary
Romsey Joint Neighbourhood Planning Cttee and Steering Group	Chairman, Janet Cairney, Matthew Southey & Sue Tippet
Romsey Community Emergency Plan Group	Clerk & Dorothy Baverstock
Allotments (2)	Clerk & Janet Cairney
Lengthsman	Clerk & Janet Burnage
RESOLVED: that the following be appointed health and safety representatives:	
Woodley Village Hall & Grounds inc the Green	John Parker
St Swithun's Church Lamp	Janet Cairney
Straight Mile Noticeboard	To be removed as transferred to Ampfield PC
Canal Seat (2)	Janet Cairney
The Thicket Seat	Sue Tippett
Ashfield Roundabout signs	Sue Tippett
Luzborough Roundabout signs	Sue Tippett
Crampmoor Lane Gate	John Parker
Winchester Road Bus Shelters	John Parker

09 ANNUAL TIMETABLE

Agreed any additions or changes to be taken by the Agenda.

ALL**10 TO AGREE THE MINUTES OF THE MEETING HELD ON 11th April 2019**

RESOLVED: Minutes of 11th April 2019 to be signed by Chairman as a correct record.

JP**11 CLOSING ACTIONS FROM PREVIOUS MEETING HELD ON 11th April 2019**

DB reported that item 172 Emergency Plan practice had been postponed until June 16. Further item 162 white lines on Highwood Lane traffic calming have not been repainted. MC stated the corner of Highwood Lane was being resurfaced on 20 May it maybe done with this work.

CM

12 PLANNING

a) New Applications:

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

19/00910/FULLS Erection of self-contained annex and garage **Hillbrow Belbins. Comment:** Subject to it being ancillary to the main property.

19/01056/FULLS Replacement single storey side extension enlarged bay window, and Juliet balcony **Willow Bank Belbins. Comment:** Does it have a new access as stated in application form?

(ii) **RESOLVED:** That an **No Comment** be made on the applications below:

19/01015/VARS Variation of Condition 2 (Approved plans) of Planning Permission
18/00323/FULLS (Demolition of existing dwelling and erection of replacement dwelling including provision of package treatment plant) to substitute approved plans to allow internal and external alterations **Robin Hill Straight Mile Ampfield***

Amended Plans:

19/00489/FULLS Erection of entrance walls, piers, gates and a high close boarded fence **Robin Hill, Straight Mile, Ampfield (PC – Obj)***

* These applications are now in Ampfield Parish

(iii) **RESOLVED:** That an **Objection** be made on the applications below:

19/01019/OBLS Modification of planning obligation on 17/02183/OUTS Part 2, Clause 1.3 to allow for affordable housing to be constructed in clusters of more than ten units **Land West of Cupernham Lane. Comment:** Contrary to Test Valley Policy Affordable housing should be pepper potted within the development.

19/01110/OBLS Modification of planning obligations on 15/00679/OUTS - 1st Schedule, Part 6 to remove requirement to provide 40% affordable housing **Land South of Wrens Corner Cupernham Lane. Comment:** Contrary to Test Valley Policy.

18/01248/RESS Reserved matters applications for 16 dwellings, Outline 15/00679/OUTS (access, appearance, landscaping, layout and scale) **Land South of Wren's Corner, Cupernham Lane. Comment:** Revised plan does not identify affordable housing required by Test Valley Policy.

b) Decisions:

App No:	Application Details	PC View	Decision
19/00563/FULLS	Erection of a conservatory - 43 Ambrose Way	No Objection	PERMISSION st to conditions & notes
19/00636/FULLS	Use of subdivided unit for use class A1 (Retail) purposes and creation of a new shopfront Unit Adjacent The Co-Operative Store, Abbotswood Common Road	No Objection	PERMISSION st to conditions & notes
19/00807/FULLS	Single storey rear extension to provide W/C 8 The Green	No Objection	PERMISSION st to conditions & notes
19/00632/FULLS	Two storey front, side and rear extensions and single storey side extension to provide additional bedrooms and extended living space Thirstane Straight Mile	No Objection	PERMISSION st to conditions & notes

c) Tree Matters:

(i) Decisions:

19/00921/TPOS T1 - Twin stem oak - Fell, tree obscuring view Willow Bank, Belbins **No comment CONSENT st conditions & notes**

19/00794/TPOS T1 Oak - Remove major deadwood. End weight reduction by 3 metres on lowest lateral extending toward the North East. T2 Oak - Remove major deadwood; T3 Oak - Remove major deadwood; T4 Oak - Remove major deadwood; T5 Oak - Remove major deadwood; T6 Beech- Remove major deadwood. Crown lift over driveway to 5.2 metres; T7 Beech - Remove major deadwood. Crown lift over driveway & highway; T8 Beech - Remove major deadwood. Crown raise 1 lateral limb that extends over the road to 5.2 metres; T9 Beech - Remove major deadwood **39 Straight Mile Ampfield PC – No comment CONSENT st conditions & notes**

d) Appeals:

(i) Outstanding:

18/01039/FULLS Change of use of land to open storage with hardstanding, bunds and landscaping **Wynford Ind Park, Belbins (PC – No Objection)**

(ii) Decisions:

18/02170/FULLS Erection of dwelling and garage and installation of package treatment plant **Bracken Wood Jermyns Lane (PC – No Objection). Appeal Dismissed.**

17/00451/FULLS Retention of Garage **29 Footner Close (PC – Objection). Appeal Dismissed.**

e) Correspondence: Nothing received.

f) Outstanding Issues: Nothing further to report.

13 FINANCE

a) RESOLVED: "That this Council under Part 1 of the Localism Act confirms its eligibility for the General Power of Competence and readopts this power".

b) Internal Auditor John Murray's Report on the Parish for the year ended 2018/19:

RESOLVED: "That this Council notes the John Murray's Report on the Council's accounts 2018/19 dated 30 April 2019 and that there were no matters arising during the course of the Audit that need to be drawn to the Council's attention".

c) To Approve:

(i) Annual Governance Statement 2018/19

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 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 authority and, where appropriate have included them in the accounting statements.
9. Trust Funds not applicable.

(ii) Parish Annual Accounting Statements 2018/19

RESOLVED: That the Council approves the Accounts for the Year Ended 31 March 2019 with a carried forward balance of £144,790.51. The Clerk was thanked for all her hard work on the accounts this year.

d) Bank Mandate:

RESOLVED: "That the Council updates the bank mandate to remove councillors no longer on the Council and adds the new councillors - Janet Burnage, Janet Cairney, Mark Cooper, John Parker and Mathew Southey. Dorothy Baverstock, Sue Tippett and the Clerk to remain". The Clerk to arrange the paperwork with the bank and individual councillors.

e) 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
Romsey Sea Cadets – Canoe (from Community Fund)	Localism Act 2011 s1-8	£890-00

ii) Other:

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

Details	Authority	Total
BT Plc – Calls, Rental & Broadband £145.36 + VAT	LGA 1972 s111	£174-43
J K Murray – Internal Audit 2018/19	Acc&Audit Reg 1996	£265-00

Test Valley Borough Council Replacement Dog Bin £334-20+ VAT	Litter Act 1983 ss 5&6	£401-04
Romsey Town Council – Room Hire May and refreshments £46-30 + VAT	LGA 1972 ss15(5) & 35(5)	£47-56
Newsquest Media Group – Newspaper Notices – 10/05/19 £27-64 + VAT	LGA 1972 s142	£33-17
Marc Nokes – L/scape Maintenance Work Apr	OSA 1906 ss9,10	£125-00
C McFarland - Expenses – Postage £17-82	LGA 1972 s111	£108-01
- Mileage £70-20	LGA 1972 s111	
- Cable for Projector £16.66 + VAT		
Hampshire Pension Fund- payment May £57-61 & £235-30	LGA 1972 s111	£292-91
C McFarland – Salary – May	LGA 1972 s111	£950.39
Viking – Stationery – ink binders £123-90 + VAT	LGA 1972 s111	£148-68

f) **Payments Received:** TVBC ½ Precept 2019/20 £23,930.00.

g) **Grants for Approval:** None received.

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

14 COUNCIL ADMINISTRATION

a) **Electronic Summons - RESOLVED:** "That this Council receives its summons for meeting via e-mail". The Clerk confirmed all councillors have completed their forms authorising an electronic summons. The clerk to arrange councillor @romseyextra-pc.org.uk e-mails.

ALL

b) **Newsletter** – Summer Edition: It was agreed that all councillors prepare a short biography to be included in the next newsletter due out in July. It was agreed that there should be an article on the Whitenap development. Other articles to include asking parishioners for ideas the monies from developers could be spent on and Phoebe Merrick's history article on Crampmoor.

CM

ALL

c) **Project Groups** – It was agreed that the suggested location by TVBC for the Council's sponsored site for the Romsey Fitness Circuit at Mountbatten was not appropriate as it would not be open to the public during school hours. DB to look with Marianne Piggin at placing football goals on the Campion Drive open space.

DB

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

CM

15 FOOTPATHS & ROADS

a) **Outstanding Issues: Joint SLR with Town Council:** The Clerk asked the council for possible locations. JP to draw up a schedule with locations for both councils. JP reported that he may have some volunteers for the Speed Indicator Device (SID).

JP

16 PARISH AMENITIES

a) **Outstanding Issues: Allotments:** The Clerk reported that she had chased the developers – Barratt Homes on 3 May regarding the outstanding requirements prior to handover and has no response. **Defibrillator: RESOLVED:** "That this Council purchases two defibrillators including cabinets – one for the Abbotswood Community Association and one for the Sports Centre on Southampton Road a cost of £1250 + VAT each. In addition, this Council fund the electrical work required up to £300 per unit". The monies to be taken from the reserves for defibrillators.

17 CORRESPONDENCE

a) Relating to Meetings:

i) Minutes:

14/03/18 – Romsey Forum (e-mailed)

ii) Dates:

18/05/19 – CPRE Hants AGM (10.30am Colden Common Community Centre)

21/05/19 – Romsey Town Council Mayor Making (ST to attend)

28/05/19 – Hampshire Pension Fund Workshop on Proposed Changes (9.30am Winchester the Clerk to attend)

30/05/19 – TVAPTC (7.30pm King's Somborne Village Hall DB to attend)

02/06/19 – Test Valley Civic Service (3pm Romsey Abbey JP to attend)

21/22/28/29/06/19 – Nomads Summer Show (7.30pm WVH JP to check availability)

27/06/19 – Romsey Forum (7.30pm RTH)

JP

a) Requiring Parish Council Attention/Consideration: All noted.

HCC & TVBC – Road Closures – Gardeners Lane northwest from Oakridge, a point approximately 130 metres from its junction with A3090 Pouncefoot Hill to Tanglewood, 770 metres further northwest 7 May for periods of 4 days; Carriageway Surface Treatment.

Location of fitness circuit station at Mountbatten School (see item 14c)

Location of shared SLR with Romsey Town Council (see item 15)

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

ALC e-Updates (e-mailed)

CPRE Hants Monthly News April 2019 (e-mailed)

Clerks and Councils Direct May 2019

CPRE Hants Hampshire Voice Spring Summer 2019

CPRE Countryside Views Spring 2019

18 MEETINGS ATTENDED

30/04/19 – Internal Audit Clerk attended.

19 GENERAL BUSINESS AT CHAIRMAN'S DISCRETION

Nothing reported.

ALL

DRAFT