**STRATFIELD SAYE PARISH COUNCIL**

**MINUTES OF THE ORDINARY MEETING OF**

**STRATFIELD SAYE PARISH COUNCIL HELD ON**

Monday 7th October 2024 at 7.30pm

in the Stratfield Saye Village Hall

**COUNCIL MEMBERS**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **In attendance** | **Apologies** | **Absent** |
| **Cllr Hall** | **R** |  |  |
| **Cllr Harborne** | **R** |  |  |
| **Cllr Preston** | **R** |  |  |
| **Cllr Peck** | **R** |  |  |
| **Cllr Toms** |  | **R** |  |
| **Cllr Toosey** | **R** |  |  |
| **Cllr Wainwright** | **R** |  |  |

**ALSO IN ATTENDANCE:** Louise Webb (Clerk), Borough Councillor Oborn, Borough Councillor Tomblin and 1 member of the public.

|  |  |
| --- | --- |
| **81.24** | **To receive and accept apologies for absence.**Apologies were **RECEIVED** and accepted from Cllr Toms and from Borough Cllr Durrant.  |
| **82.24** | **To receive any declarations of interest relevant to items on the agenda.**None received.  |
| **83.24** | **To sign as a correct record of the minutes of the Stratfield Saye Parish Council meeting held on 23rd July 2024****APPROVED** the minutes of the extraordinary Parish Council Meeting held on 23rd July 2024 as a true record of the meeting.  |
| **84.24** | **Public participation.** A member of the public thanked us for all that we do in the village.A resident sent an email containing comments from two anonymous people disagreeing with the actions of this Parish Council at the last meeting and objecting to the decision to install a memorial garden in the recreation ground. All comments were noted.  |
|  | **To receive reports from Borough Councillors.**  |
| **85.24** | Cllr Oborn introduced himself and thanked Borough Cllr Robinson for all his hard work over the years. Cllr Oborn has been on Bramley PC. Refurbishment of top of Basingstoke - free music events are being organised. Cllr Tomblin - update re Dial a Ride. HCC has finished its consultation about transport services and will vote on the recommendations later this month. The recommendation is that the Dial a Ride system will largely stay the same but they wish to use the same mini buses for taking SEN children to and from school. BDBC subsidises 60-70% cost of service. Leader and Co-Leader want to come and present to PCs about the Local Plan. New government wants BDBC to build 1200 houses per annum. Local Plan in limbo as more sites being identified. Local Plan might need redrafting at a cost of of over £1M - unsure if the Govt. would subsidise. BDBC has not earmarked sites for entire new towns, despite what the media says. Senior planning officers within the government are suggesting that submitting the current draft Local Plans without increased numbers would not be accepted. Government has the authority to take over the local authority planning powers if BDBC does not meet new targets. New bowling alley and laser shooting going into Festival Place. BDBC Councillors Fund reopened in May and funding is available. £2000 grant allowed once per year. Capital items only and can be used as a contribution towards a bigger purchase. SID would be fine. Number plate recognition camera employed by Bramley Speedwatch. They pass the info to the Police. Needs a licence to record data which has a cost.  |
|  | **To receive reports from County Councillors.**  |
| **86.24** | All of Cllr Vaughan’s monthly reports can be found on our website. |
|  | **Clerk’s Report** |
| **87.24** | **To note that a smart meter has been fitted to the electricity meter at the Recreation Ground.** It was **NOTED** that a smart meter has been fitted to the electricity meter at the recreation ground. No future need to submit meter readings. Cost of electricity and supply not affected.  |
| **88.24** | **To note that the fire extinguishers in the pavilion have had their annual service.** It was **NOTED** that the fire extinguishers in the pavilion have had their annual service at a cost of £195.78 |
| **89.24** | **To note that the Wellington Estate has carried out a tree survey and carried out any tree maintenance needed in the recreation ground.**It was **NOTED** that the Wellington Estate has carried out a partial tree survey near the pavilion and carried out any maintenance needed. Several trees removed. Cllr Peck to have a look at the rest of the recreation ground.  |
| **90.24** | **To confirm that the Parish Council Insurance was renewed in June** **NOTED** that the Parish Council Insurance was renewed in June at a cost of £1042.86 |
| **91.24** | **To confirm that the annual accounts for 2023-2024 have been approved by the Auditor.** It was **NOTED** that no issues of concern raised we raised by the Auditor and no recommendations made. Financial documents are on our website.  |
| **92.24** | **To confirm no update received regarding the Community Transport scheme (formerly known as Dial-a-Ride and Call & Go)** **NOTED** update given by Cllr Tomblin earlier.  |
| **93.24** | **To confirm there is no update regarding the application to register new footpaths and byways in the village - email from BDBC Planning Department dated 17th November 2023.****NOTED** that a decision from BDBC Planning Department is still awaited.  |
| **94.24** | **To note that new Financial Regulations will be circulated for consideration at the next meeting.**It was **NOTED** that new Financial Regulations will be circulated for consideration and/or adoption at the next meeting.  |
| **95.24** | **To confirm all decisions and actions taken under the Scheme of Delegation reported at Appendix A.** The decisions listed in the table in **Appendix A** were **APPROVED** as made under the Scheme of Delegation. |
|  | **Parish Matters** |
| **96.24** | **To discuss and agree how to insure the pavilion in future. Resolution on rebuild value.** Our insurance premium is inflated by high rebuild cost for pavilion, which is not in use. **RESOLVED** that the pavilion should be continued to be insured for its full rebuild value in accordance with the Insurance property grid at **Appendix B.** Discussed and approved by all. Clerk to confirm public liability insurance unaffected by removal of assets from schedule. Clerk to check whether PC required to replace phone box as listed. |
| **97.24** | **To discuss and resolve to remove the boiler in the village hall from the Parish Council’s insurance policy.** **AGREED** that the boiler should be removed from the Parish Council’s insurance policy.  |
| **98.24** | **To discuss the broken memorial plaque on New Street.**It was **AGREED** that Cllr Peck will report this to Sovereign.  |
| **99.24** | **To discuss a New Defibrillator being installed in West End Green.** It was **NOTED** that we are unable to identify a suitable location at West End Green. Cllr Wainwright to investigate Granary Court.BHF Scheme reopened but needs an address and confirmation that planning requirements are met to progress.PC would be responsible for ensuring electricity supply (approx. £60 per year), monthly checks and replacing pads & batteries.  |
| **100.24** | **To discuss the new War Memorial and garden on the recreation ground following advice from the Planning Department. To note £1530 available in S.106 monies allocated to the recreation ground.** It was **AGREED** the Clerk is to complete Pride In Place update report. It was **NOTED** BDBC Planning requires full planning permission. General permitted development - **Appendix C** - could permit us to proceed without applying for full planning permission. s106 monies of £1530 must be claimed by end of financial year 2025/2026 and will only be paid out once project is complete. Height restrictor will cost approximately £3200 - Cllr Peck to confirm.**AGREED** clerk to apply for a lawful development certificate via the planning portal. It was **RESOLVED** by all to use s106 monies and obtain the balance from BDBC Cllr fund for a height restrictor.  |
| **101.24** | **To discuss the removal of the shed in the recreation ground.** It was **AGREED** that the shed would be removed by the Estate.  |
| **102.24** | **To discuss the private access between the houses on New Street and the recreation ground and implications for our insurance.** It was **NOTED** that several houses have private access to the recreation ground. Cllr Preston to consider and report.   |
| **103.24** | **To discuss and agree tasks for the Lengthsman****AGREED** to give the lengthsman these tasks: -* Entrance to recreation ground needs tidying
* Pond clearance at WEG
* Edging to pavements
* Signage
 |
| **104.24** | **To discuss the condition of the book library in the phone box on New Street.** **NOTED** the Lengthsman has painted the phone box but the paint has dried unevenly. Can only be fixed by removing all paint, priming and then repainting. **AGREED** to take no further action. Cllrs Preston and Wainwright to take some books away.  |
| **105.24** | **To discuss the email from G. Martin dated 23rd September asking to use the recreation ground for monthly meetings.** It was **NOTED** that no response has been received to our last email. We cannot restrict access but we will not give permission for an organised event. They would need insurance.  |
| **106.24** | **To discuss Thames Water and the pumping station at West End Green****NOTED** Tankering has resumed but its hopefully temporary. Ongoing issue of tankers speeding through village. Cllr Toms to monitor.  |
|  | **Highways** |
| **107.24** | **To consider speed calming measures with HCC and the possible purchase of additional Speed Indicator Devices.** **RESOLVED** to purchase one more bracket at £27 plus VAT. All in favour. Cllr Toms to contact HCC to renew the 30mph sign on the road by Goodchilds.  |
|  | **Planning** |
| **108.24** | **To consider applications received and resolve on recommendations to be made on planning applications contained on BDBC weekly lists (basingstoke.gov.uk): -** |
| **108.24.1** | **Car Port on Wigmore Farm - zinc roof.** **AGREED** Cllr Peck already spoken to resident and will follow up. To be discussed at the next meeting.  |
| **108.24.2** | **Variation of condition 1 of 22/02381/LBC and variation of condition 1 of 22/02380/HSE at Goodchilds Hill West End Green**Variation of condition 1 of 22/02381/LBC and variation of condition 1 of 22/02380/HSE (Single storey extensions, first floor extension to create additional bedroom with dormer windows, and associated alterations) - Minor internal and external design changes, including dormers on north elevation.**NOTED** Dealt with under the Scheme of Delegation.  |
| **108.24.3** | **24/01255/AGPD at Lavells Farm, West End Green Stratfield Saye Hampshire** Erection of agricultural building for storage of grain and farm machinery**NOTED** Dealt with under the Scheme of Delegation.  |
| **108.24.4** | 24/01607/AGPD at Lavells Farm, West End Green Stratfield Saye Hampshire Erection of agricultural building for storage of grain and farm machinery**NOTED** Dealt with under the Scheme of Delegation.  |
| **108.24.5** | **24/01637/HSE and 24/01638/LBC at Ives Farm Mill Lane Stratfield Saye Hampshire RG7 2DE**Removal of an existing single storey rear extension and replacement with double storey extensions and single storey glazed extension connecting the dwelling and an existing outbuilding to the site.**NOTED** Dealt with under the Scheme of Delegation.  |
| **108.24.6** | **24/01679/HSE and 24/01680/LBC at Heywoods Farm  Mill Lane Stratfield Saye Hampshire RG7** Demolition of existing side extension/pool room and construction of areplacement two storey extension to the existing house**NOTED** Dealt with under the Scheme of Delegation.  |
|  | **Finance** |
| **109.24** | **To confirm payments made and received since last meeting.**The payments as listed in the table in **Appendix D** were **APPROVED** as paid.  |
| **110.24** | **To authorise any requests for payment due before the next meeting.**The payments as listed in the table in **Appendix E** were **APPROVED** for payment. |
| **111.24** | **To note the current financial situation and sign the Bank Reconciliations.**The current financial situation was **NOTED** at **Appendix F** and the reconciliation of the bank balance was **AGREED**. The Bank Reconciliations can be found as **Appendix G**.  |
|  **112.24** | **To agree the date of the next Parish Council meeting as 2nd December 2024 at 7.30pm.**  **AGREED** The next meeting will be on 2nd December at 7.30pm in Stratfield Saye Village Hall.  |
| **113.24** | **Closing.**The meeting was closed at 9.30pm pm by Cllr Peck.  |

**STRATFIELD SAYE PARISH COUNCIL**

**APPENDIX A - Decisions made under the Scheme of Delegation**

**Planning Decisions made under the Scheme of Delegation**

|  |  |
| --- | --- |
| **Date** | 20th May 2024 |
| **Full Council** | No  |
| **Proposal** | Goodchilds Hill West End Green Stratfield Saye Hampshire RG7 2DRProposal: Variation of condition 1 of 22/02381/LBC and variation of condition 1 of 22/02380/HSE (Single storey extensions, first floor extension to create additional bedroom with dormer windows, and associated alterations) - Minor internal and external design changes, including dormers on north elevation. |
| **Interests declared** | Yes |
| **Vote & Decision**  | Vote not required as no comments received  |

|  |  |
| --- | --- |
| **Date** | 6th June 2024 |
| **Full Council** | No  |
| **Proposal** | 24/01255/AGPDLavells Farm, West End Green Stratfield Saye Hampshire RG7 2DRProposal: Erection of agricultural building for storage of grain and farm machinery |
| **Interests declared** | Yes  |
| **Vote & Decision**  | Vote not required as no comments received  |

|  |  |
| --- | --- |
| **Date** | 12th July 2024 |
| **Full Council** | No  |
| **Proposal** | 24/01607/AGPDLavells Farm, West End Green Stratfield Saye Hampshire RG7 2DRProposal: Erection of agricultural building for storage of grain and farm machinery |
| **Interests declared** | Yes  |
| **Vote & Decision**  | Vote not required as for information only - application for permitted development determination |

|  |  |
| --- | --- |
| **Date** | 23rd July 2024 |
| **Full Council** | Yes |
| **Proposal** | 24/01637/HSE and 24/01638/LBCIves Farm Mill Lane Stratfield Saye Hampshire RG7 2DEProposal: Removal of an existing single storey rear extension and replacement with double storey extensions and single storey glazed extension connecting the dwelling and an existing outbuilding to the site. |
| **Interests declared** | No |
| **Vote & Decision**  | Vote not required as no comments received  |

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| --- | --- |
| **Date** | 26th July 2024 |
| **Full Council** | Yes |
| **Proposal** | 24/01679/HSE and 24/01680/LBCHeywoods Farm  Mill Lane Stratfield Saye Hampshire RG7 Demolition of existing side extension/pool room and construction of areplacement two storey extension to the existing house |
| **Interests declared** | No |
| **Vote & Decision**  | Vote not required as no comments received  |

**Payments made under the Scheme of Delegation**

|  |  |  |  |
| --- | --- | --- | --- |
| TO | ITEM | Approval/Paid | AMOUNT - £ |
| Vision ICT | Invoice  | 16th May 2024In favour (7) Against (0) | 161.62 |
| Castle Water  | Invoice  | 16th May 2024In favour (7) Against (0) | 6.46 |
| AJGIBL (insurance) | Invoice  | 31st May 2024In favour (7) Against (0) | 1042.86 |
| James Christmas | Chairman Allowance - donation | 12th June 2024 | 50 |
| Paul Reynolds | Invoice  | 12th June 2024In favour (7) Against (0) | 230 |
| Castle Water  | Invoice  | 12th June 2024In favour (7) Against (0) | 6.67 |
| Vision ICT | Invoice  | 8th July 2024In favour (7) Against (0) | 168 |
| Castle Water  | Invoice  | 8th July 2024In favour (7) Against (0) | 6.46 |
| Louise Webb | Expense  | 31st July 2024In favour (7) Against (0) | 106.69 |
| Castle Water  | Invoice  | 4th September 2024In favour (7) Against (0) | 6.67 |
| Castle Water  | Invoice  | 12th September 2024In favour (7) Against (0) | 6.67 |

**STRATFIELD SAYE PARISH COUNCIL**

**APPENDIX B - Property grid for insurance**

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| --- | --- | --- | --- |
|   | Current Insurance Value | Suggested Value | Value Agreed |
| Buildings - Pavilion | 73,627 | debris removal or full value | 73,627 |
| Office Contents (£5K Included as standard) | 5000 | 5000 | 5000 |
| General contents | 0 | 0 | 0 |
| Outside Equipment  |   |   |   |
| SID x 1 | 2,385 | 2385 | 2385 |
| Street Furniture | 17,577 |   |   |
| benches x 4 |   | 1600 | 1600 |
| picnic tables x 2 |   | 1600 | 1600 |
| dragonfly sculpture |   | debris removal  | 0 |
| bus shelters |   | debris removal  | 0 |
| noticeboards |   | 4000 | 4000 |
| Oil boiler - village hall |   | remove  | Remove |
| Cesspit |   | 3850 (in 2015) | 3850 |
| Phone Box |   | debris removal  | 0 |
| Defibrilators (£5K Included as standard) | 5000 | 5000 | 5000 |
| Gates and Fences | 0 | 0 | 0 |
| War Memorials | 1288 | 1288 | 1288 |
| Playground equipment | 0 | 0 | 0 |
| Mowers and machinery | 0 | 0 | 0 |
| sports equipment | 0 |   |   |
| Goal Posts |   | debris removal | 0 |
| surfaces | 0 | 0 | 0 |
| skatepark/BMX track/zipwire | 0 | 0 | 0 |
|  |  |  |  |
| All values insured are index linked, so they go up each year in line with inflation.  |  |

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**APPENDIX C -** Town & Country Planning (general permitted development) (England) Order 2015 schedule 2 part 12

**STRATFIELD SAYE PARISH COUNCIL**

**APPENDIX D - Payments made since last meeting**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TO | ITEM | INVOICE  | METHOD | AMOUNT |
| Vision ICT | Website hosting | Invoice18369 | Bank Payment | 161.62 |
| Castle Water  | Water | Invoice | Bank Payment | 6.46 |
| AJGIBL (insurance) | PC Insurance | Invoice | Bank Payment | 1042.86 |
| James Christmas | Chairman allowance 2024 | Donation | Bank Payment | 50 |
| Paul Reynolds | Auditor | Invoice 24/068 | Bank Payment | 230 |
| Castle Water  | Water | Invoice | Bank Payment | 6.67 |
| Vision ICT | 2024 Email hosting | Invoice18485 | Bank Payment | 168 |
| Castle Water  | Water | Invoice  | Bank Payment | 6.46 |
| Louise Webb | Food & Drink for D-Day commemoration | Receipt | Bank Payment | 106.69 |
| Castle Water  | Water | Invoice  | Bank Payment | 6.67 |
| Castle Water  | Water | Invoice | Bank Payment | 6.67 |
|  |  |  | **TOTAL** | **£1792.10** |

**Payments received since last meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| FROM | ITEM | METHOD | AMOUNT |
| Louise Webb/WellesleySchool | Purchase of tea and coffee left over from D-Day commemoration | Bank transfer | 25 |
| BDBC | 1/2 annual precept | Bank transfer | 2100 |
|  |  | **TOTAL** | **£2125** |

**APPENDIX E - Payments to be made before next meeting**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| FROM | ITEM | INVOICE No | METHOD | AMOUNT |
| Berkshire Extinguisher Service | Extinguisher service | 48860 | Bank Payment | 195.78 |
| SSE | Electricity | 12th September 2024 | Bank Payment | 91.52 |
|  |  |  | **TOTAL** | **£287.30** |

Please note the SSE invoice was being queried by the clerk as the service charge seemed high.

Confirmed the service charge is 61p per day - approximately £57 per quarter. Invoice is correct and clerk will pay.

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**APPENDIX F - Current Financial Situation**

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**APPENDIX G - Bank Reconciliations**

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| --- | --- | --- |
| **BANK RECONCILLIATION FOR THE MONTH OF MAY 2024** |  |  |
|  |  |  |
| LLOYD'S BANK BALANCE AS AT | 31/5/2024 | 8756.79 |
| MINUS UNREPRESENTED CHEQUES |  | 0 |
|  |  | **8756.79** |
|  |  |  |
| ADD INCOME NOT YET BANKED |  | 0 |
| TOTAL |  | **8756.79** |
|  |  |  |
|  |  |  |
|  |  |  |
| **CASH BOOK RECONCILLIATION** |  |  |
|  |  |  |
| BALANCE PER CASH BOOK IS |  | **8756.79** |
| DIFFERENCE EXCLUDING ADJUSTMENTS IS |  | 0 |
| UNRECONCILED DIFFERENCE IS  |  | 0 |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **BANK RECONCILLIATION FOR THE MONTH OF JUNE 2024** |  |  |
|  |  |  |
| LLOYD'S BANK BALANCE AS AT | 30/6/24 | 8470.12 |
| MINUS UNREPRESENTED CHEQUES |  | 0 |
|  |  | **8470.12** |
|  |  |  |
| ADD INCOME NOT YET BANKED |  | 0 |
| TOTAL |  | **8470.12** |
|  |  |  |
|  |  |  |
|  |  |  |
| **CASH BOOK RECONCILLIATION** |  |  |
|  |  |  |
| BALANCE PER CASH BOOK IS |  | **8470.12** |
| DIFFERENCE EXCLUDING ADJUSTMENTS IS |  | 0 |
| UNRECONCILED DIFFERENCE IS  |  | 0 |
| **BANK RECONCILLIATION FOR THE MONTH OF JULY 2024** |  |  |
|  |  |  |
| LLOYD'S BANK BALANCE AS AT | 31/7/24 | 8213.97 |
| MINUS UNREPRESENTED CHEQUES |  | 0 |
|  |  | **8213.97** |
|  |  |  |
| ADD INCOME NOT YET BANKED |  | 0 |
| TOTAL |  | **8213.97** |
|  |  |  |
|  |  |  |
|  |  |  |
| **CASH BOOK RECONCILLIATION** |  |  |
|  |  |  |
| BALANCE PER CASH BOOK IS |  | **8213.97** |
| DIFFERENCE EXCLUDING ADJUSTMENTS IS |  | 0 |
| UNRECONCILED DIFFERENCE IS  |  | 0 |

|  |  |  |
| --- | --- | --- |
| **BANK RECONCILLIATION FOR THE MONTH OF AUGUST 2024** |  |  |
|  |  |  |
| LLOYD'S BANK BALANCE AS AT | 31/8/24 | 8213.97 |
| MINUS UNREPRESENTED CHEQUES |  | 0 |
|  |  | **8213.97** |
|  |  |  |
| ADD INCOME NOT YET BANKED |  | 0 |
| TOTAL |  | **8213.97** |
|  |  |  |
|  |  |  |
|  |  |  |
| **CASH BOOK RECONCILLIATION** |  |  |
|  |  |  |
| BALANCE PER CASH BOOK IS |  | **8213.97** |
| DIFFERENCE EXCLUDING ADJUSTMENTS IS |  | 0 |
| UNRECONCILED DIFFERENCE IS  |  | 0 |

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| --- | --- | --- |
| **BANK RECONCILLIATION FOR THE MONTH OF SEPTEMBER 2024** |  |  |
|  |  |  |
| LLOYD'S BANK BALANCE AS AT | 30/9/24 | 10,300.63 |
| MINUS UNREPRESENTED CHEQUES |  | 0 |
|  |  | **10300.63** |
|  |  |  |
| ADD INCOME NOT YET BANKED |  | 0 |
| TOTAL |  | **10300.63** |
|  |  |  |
|  |  |  |
|  |  |  |
| **CASH BOOK RECONCILLIATION** |  |  |
|  |  |  |
| BALANCE PER CASH BOOK IS |  | **10300.63** |
| DIFFERENCE EXCLUDING ADJUSTMENTS IS |  | 0 |
| UNRECONCILED DIFFERENCE IS  |  | 0 |