# STRATFIELD SAYE PARISH COUNCIL

Draft - Minutes of the Meeting held in Stratfield Saye Village Hall Monday 13th May 2019 at 7.30p.m

## ORDINARY MEETING

Present:

Cllr Speed Cllr Harborne Cllr Toosey

Cllr Toms Cllr Preston County Cllr Vaughan

Mrs L. Webb (Parish Clerk)

3 members of the public

**17.19. Apologies for Absence**

Apologies were received from Cllrs Hall, Gardiner & Mahaffey.

**18.19 Minutes of the Meeting 4th February 2019**

Cllr Toosey proposed acceptance of the minutes of the meeting of 4th February 2019, seconded by Cllr Harborne and signed by the Chairman Cllr Speed.

**19.19 Matters Arising from the Minutes**

23.18 Cllr Speed confirmed the electricity cabinet on the Recreation Pavilion has been repaired.

36.18 Ordinance Survey Map. Mrs Locke at Daneshill School was going to create a small hand-drawn map for us. However, she has now left the school so Cllr Toosey will email her. It was noted that a new art teacher has been appointed. **CT**

44.18d Purchase of new picnic benches. The Parish Clerk has obtained three quotes for the new picnic benches to comply with due diligence requirements. The Councillors inspected the quotes and discussed the merits of each option. It was decided they should be low maintenance, made of recycled plastic, and easily accessible option for all. Parish Clerk to add the value of benches to the Parish insurance. **LW** We should bolt them to the ground for security. Cllr Speed said the Estate would put a concrete block in between the two benches to tether the chains. **AS**

Cllr Toosey proposed purchasing the seating from www.recycledfurniture.co.uk at a cost of £1190 for 2 tables and this was agreed unanimously. Parish Clerk to liaise with BDBC to arrange the release of the s 106 monies and purchase the seating as soon as possible. **LW**

79.18a The Parish Clerk has exchanged emails with Catherine Daly at BDBC, who has confirmed that the s 106 Monies of £610 set aside for play equipment cannot be used to purchase sporting equipment, planting or signage around the village. However, this money could be used to buy a wooden play structure and the Councillors were shown a number of suitable options. Cllr Speed proposed purchasing the dragonfly play sculpture from [www.handmadeplaces.co.uk](http://www.handmadeplaces.co.uk) at a cost of £525 and this was agreed unanimously. There was a discussion as to whether a special base needs to be put under the sculpture. Cllr Speed advised that it is fine to place it on grass as its low. Parish Clerk to liaise with BDBC to arrange the release of the s 106 monies and purchase the play equipment as soon as possible. Parish Clerk is also to organise insurance requirements. **LW**

86.18 Agreement in respect of land at New Street, Stratfield Saye between (1) BDBC (2) Hampshire Voluntary Housing Society and (3) The Trustees of the Wellington Resettled Estate. Cllr Speed has look at his records and found that allocation is divided between the Estate and the Council – it has nothing to do with the Parish Council.

44.18a Lengthsman. The lengthsman scheme has automatically renewed with Pamber. We are not obliged to use Mr Sanders, whose hourly rate is quite high. Future communication should be exchanged between our clerk and Pamber’s Parish Clerk. Mr Sanders has completed all of our work to date and the sign into the village has been repaired, but it will need replacing by HCC eventually. The new annual budget of £1000 starts in May, so we need to consider if we want to keep using Mr Sanders. Cllr Toosey to look into alternative lengthsmen and to provide a list of jobs for 2019/2020. **CT**

79.18b s106 monies – future projects. Cllr Speed has investigated how we allocate forthcoming s106 monies from future planning projects. S 106 is being phased out in favour of CIL. Notes will be coming from BDBC shortly. We would get a bigger percentage of 25% of CIL monies if we had a neighbourhood plan, but we are not in a position to write one, so we will only get 15%. However, the rules governing what we can spend CIL money on is much broader.

79.18e Flooding by the Iron Duke. Covered by Cllr Speed’s speech in the AGM. **AS**

6.19c Mr Richard Gregory has offered to cut the grass on the pitch for £40 a time, or £50 for the pitch and outside areas including strimming.  The grass will be cut at least once a month, twice if necessary. It was noted that we have not received any requests for payment from Mr Gregory yet.

44.18b Football Pitch. Loddon Sports Youth FC has now met with the Parish Clerk on a number of occasions and remain keen to hire the recreation ground from September 2019 onwards. They would like to rent the pitches on both Saturdays and Sundays and parking arrangements have been approved by the Iron Duke, although we were asked to remind them to park under the oak tree. Mornings would be the best time for the pub.

The Parish Clerk needs to provide a rental agreement to Loddon Sports Youth FC by August. Hire Charges were set by the Parish Council on 16th July 2018 to be £10 per week, plus £15 per month for use of the pavilion, but this was for single once a week and did not include grass cutting.

In the last precept we allowed a budget of £600 for grass cutting (Dec 2018 to March 2020) and it costs an estimated £145 per month to maintain the recreation ground (including bills and if the grass is cut twice).

Mr Bernsten of Loddon Sports Junior FC confirmed does not have a price in mind, but he accepts that the prices will have increased since 2 years ago. The pitch needs to be marked out and measured. The Parish Clerk asked Mr Bernsten to let her know what the pitch requirements are.

Mr Bernsten confirmed they will tidy up the pitches and clean the pavilion. Parish Council to provide cleaning materials.

The Councillors discussed this year’s hire fees. Cllr Speed proposed that we charge £20 per week for use of the football pitches, plus £30 per month for pavilion. This was agreed unanimously. **LW**

6.19b The Cesspit at the Recreation Ground has now been repaired. It was discovered that water from a leaking mains pipe was seeping in to one of the lateral bungs that is pre-fitted into the plastic inspection chamber. It has been sealed by Hartley Services and the mains leak was reported to Thames Water.

7.19.2 The Parish Clerk has been informed that the defibrillator at the Iron Duke Pub may need new batteries. The Parish Clerk has spoken to Wel Medical who supplied the defibrillator, and been advised on how to check whether the pads or batteries need replacing. The defibrillator was inspected by the Parish Clerk last week was found not to be in need of new batteries.

7.19.1 Injunction update and measures to discourage trespassers. Bramley is part of an injunction obtained by BDBC, which prohibits travellers from moving into the parish and setting up permanent structures without planning permission. Unfortunately, this injection does not cover Stratfield Saye, nor does it cover the Cufaude Lane area, as this land is owned by the travellers themselves and it has been occupied since 2014.

There was an unsuccessful appeal against this injunction heard in the High Court on 3rd April. The High Court granted a final injunction lasting 5 years against the setting up of unauthorised encampments within Basingstoke, Bramley, Silchester, Tadley Common and parts of Stratfield Turgis. As a result, some travellers may now look for new sites in our parish due to its proximity to Bramley School.

It is suggested that Stratfield Saye Parish Council should consider putting in cattle grids, raised earth banks, wooden posts and ditches to discourage trespassers.

The key area of risk is the car park of the village hall. The recreation ground is protected as it is locked and if the lock is removed it becomes a police matter. Should we install lockable bollards in the car park? This physical deterrent would be more of a problem for authorised users of the village hall. The Estate deals swiftly trespassers and has previously employed bailiffs. We should wait to see if this becomes an issue.

Cllr Toms identified the land near Mr & Mrs Wainwright as vulnerable, but it was noted that there is no electricity or water on that site.

**20.19. Borough Councillors’ reports**

There was no report available.

**21.19. County Councillor’s Report**

Hampshire County Councillor Vaughan gave a report at the AGM earlier today.

**22.19. Parish Matters**

a Electricity supply at the Pavilion. Although the pavilion is not in use at the moment, and therefore the electricity consumption is minimal (although the heaters are on), we are currently charged  £42 per quarter by SSE. Any electricity used is charged on top of this fixed rate. According to uSwitch, our projected energy costs over the next 12 months are £168.00.There are a number of cheaper alternatives available on the market, the cheapest being Spark with an estimated cost £118 per year if we are happy to pay by direct debit. There is no fixed contract and no early exit fee with this plan. The cheapest ‘big six’ energy deal available to us is with Scottish Power at £150 per year, if we want to pay on receipt of a bill. However, the contract price is only until March 2020 and we will incur a £30 charge if we switch to another provider afterwards.

The next cheapest option is with Bristol Energy. There is a 12-month fixed contract, no exit fee and it uses 100% renewable energy.

Cllr Speed proposed that the electricity supplier be changed to Bristol Energy and the motion was passed unanimously. Parish Clerk to implement the switch over. **LW**

**23.19. Correspondence**

a. Correspondence has been received encouraging us to commemorate the 75th Anniversary of VE Day on 8th May 2020. However, this falls on a Friday so it is suggested we do something on Saturday 9th May 2020. The initial idea is for a party on the recreation ground, with an Estate marquee near the pavilion toilets and pub. It would be something for the village, with a bouncy castle, farmshop BBQ catering, pub bar. Keep it a simple and effective community event. Cllr Speed and the Parish Clerk will organise it. Parish Clerk to consider insurance requirements. **LW**

b. Correspondence has been received from Mrs Mayo reporting a new scam targeting elderly residents in our village. People are receiving a telephone call informing them that there will be a police presence in the area “…to target 50-80 year olds”. Residents are please advised to be aware of this scam and to report any new incidents to 101.

c. Cllr Gardiner has emailed the Parish Council with details of the new HCC Council Tax. Hampshire’s council tax remains one of the lowest in the country, even after a recent budget increased it by 2.99%. This equates to an increase of just under £36 per year for a Band D property. It will generate an additional £18million for HCC services.

d. The Local Government Boundary Commission has completed its review of Basingstoke & Deane. They have provided a report that proposes:

- the number of BDBC councillors be reduced from 60 to 54

- those councillors should represent 18 three-councillor wards across the borough

- the boundaries of all wards will change, except for Chineham and Norden.

- Stratfield Saye will be included in the ward of Bramley

The recommendations must be approved by Parliament and enforced by a draft order. These new arrangements will come into force at the local elections in May 2020.

There is also an online opinion survey that you can complete if you would like – please contact the Parish Clerk for further details.

**24.19. Highways**

81.18a Cllr Preston has followed up with HCC about the speeding along Mortimer Lane and reported: -

1. A parishioner, Martin Bruty, is concerned about speeding past his house on Mortimer Lane. This is the road from the five cross roads up towards Butler’s Lands Farm. 4 councillors also live on this road, but perhaps some are less affected.
2. Martin Bruty paid for a vehicle and speed survey by Hampshire County Council. This survey showed that there was speeding. The remedies suggested included painting lines along the side of the road to give an illusion of narrowness, and having SLOW painted on the road at key points. Picket fences/gates on the verge are possible, too – the kind that are at the entrance to a number of local villages.
3. HCC are restricted on what can be done. This is partly because of legislation and central government policies, and partly because of what they feel may be acceptable in a rural area. There’s also the fact that lorries and agricultural vehicles use the lane.
4. Cost is a factor. Apparently we may be looking at between £2000 and £5000. HCC will not pay. Cutbacks mean they only pay for speed reduction measures where there is a safety issue – ie, if there has been a casualty. We have had an offer of £1,000 from a separate HCC fund, via Rhydian Vaughan. The rest would have to come from residents affected by the speeding. Or the parish council might feel that as a policy, wherever speeding measures are being funded by local residents, the Council could consider a contribution.
5. Suggestions from HCC – lines down the sides of the lane to make it appear narrower, and SLOW painted on the road, and picket gateway fences, or planting instead of a gateway fence. Or they mention deliberately narrowing the road by widening the verge, without kerb stones – in order to keep the rural feel of a lane. Rumble strips and speed bumps are not favoured. Bollards and road narrowing could cause problems for farm vehicles. There are two useful HCC documents worth looking at, explaining their policies.
6. Views of local residents obtained so far – they say don’t have anything that makes the lane appear urban, but lines down the edge and picket fence gates seem possible. Widening the verges has not been considered by residents yet.
7. Next step – whether to have anything, if so what, and if so exactly where.

Mr Bruty confirmed that it was HCC who cut back the verges. We need to find out what residents want and what they will contribute financially, as it only affects 8 houses. Cllr Toms reported 2 near misses in just the last week. It is disappointing that we have to wait for an accident to happen. It is possible to borrow a speedwatch camera from Hartley Wespall - but we would need training to use it. The Police will not add our village to the speed enforcement programme as there are no accidents to date.

Cllr Toms will find out what the PCSO’s view is on this and will gather the views of the Mortimer Lane residents, including their a willingness to contribute money to any speed enforcement remedies. He will also write to Cllr Vaughan and ask that our concerns be passed on to the Police Inspector. **MT**

**25.19. Hampshire Constabulary Matters**

A report from PCSO Emma Page was read out at the AGM earlier today.

**26.19.** **Planning Matters**

There were no matters to discuss. However, the Parish Clerk advised the Parish Council that she has recently submitted an application to BDBC in respect of her home. The Parish Council will receive the official paperwork from BDBC shortly, but the Councillors were reminded that the Clerk will have a conflict of interests at that time.

**27.19.**

**a. Basingstoke & Deane Borough Council (BDBC) Matters**

**b. Basingstoke & Deane Association of Parish & Town Councils (BDAPTC)**

**c.** **Hampshire County Council (HCC) Matters**

**d. Hampshire Association of Local Councils (HALC) Matter**s

There were no reports available for any of these items

**28.19 Finance**

a. Payments Made. The Clerk read out the payments listed below made on behalf of the Council since the last meeting: -

 Society of Local Council Clerks Membership £ 63.00

 SSE Electricity – pavilion £ 76.33

 SSE Electricity – pavilion £ 65.06

 HALC Membership £ 178.00

 Hampshire Playing Fields Membership £ 40.00

 Vision ICT Website hosting (Jul 2019 to June 2020) £ 150.00

 Lightatouch Internal Audit £ 150.00

 **TOTAL £ 722.39**

Payments Received.

 BDBC Precept£2100.00

 SSE Refund £ 30.00

 **TOTAL £2130.00**

b. Payments to come: –

 Refund to Mr Bruty Overpayment for traffic survey £100

Mr Bruty requested that the £100 due to him be retained by the Parish Council and put towards the cost of any new speed enforcement measures.

c. The Chairman and Parish Clerk signed the Bank Reconciliations for January, February, and March 2019. They also retrospectively signed the Bank Reconciliations for April, May, June, July, August and September 2018.

d. The Parish Clerk informed the Council that the insurance for SSPC is due for renewal on 1st June 2019 and the necessary paperwork has been filed with Came & Company.

e. External Audit Forms 2018/19 and Exemption Form. The Parish Clerk read out the Internal Audit Letter for Stratfield Saye Parish Council dated 8th May 2019 received from Tim Light of Lightatouch.

It can be summarised as follows: -

* All bankings and bank reconciliations agree to the cash book between 1 April 2018 and 31 March 2019.
* All income and expenditure agreed to the cash book for the same period
* All invoice payments were correctly shown on the bank statements although to strengthen internal control it was recommended that invoices should be marked as paid, cross referenced in the cash book and initialled by the Parish Clerk.
* The Parish Council last renewed the Risk Assessment on 16 May 2018, but the website was not updated. It is recommended that the 2019/2020 Risk Assessment be carried out at this meeting and published on the website as soon as possible.
* The insurance cover and risk assessment carried out for the Parish Council is sufficient.
* The Minutes were checked and approved
* The end of year documents provided by the Parish Clerk were confirmed as accurate.

The Parish Clerk read out all of the statements set out in Section 1 of the Annual Governance Statement for 2018/2019. The Councillors confirmed to the best of their knowledge and belief that those statements were correct and the Parish Council duly completed the checklist.

Cllr Speed signed the audit forms listed below as accurate and to be sent to the external auditor PKF Littlejohn LLP:

 1. Section 1 Annual Governance Statement 2018/2019

 2. Section 2 – Accounting Statements 2018/2019

 3. Confirmation of Certificate of Exemption

 4. Analysis of Variances

 5. Bank Reconciliation

 6. Notice of the period for the exercise of public rights and other information required by Regulation 15(2) Accounts and Audit Regulations 2015

 7. Contact details

Cllr Speed confirmed that they would all be posted on the Parish Council website as required by law.

f. Ratification of schedules for internal audit –

 1. Statement of Internal Control for 2019/2020

 2. Risk Assessment for 2019/2020,

 3. Standing Orders for 2019/2020,

 4. Financial Regulations for 2019/2020

 5. All items of expenditure above £100 for 2018/2019

 6. End of Year Accounts for 2018/2019

The Chairperson Cllr Speed signed all of the schedules, which will be in effect for the financial year 2019/2020 where stated.

**29.19 Parish Councillors Comments**

No comments were made.

**30.19 Open Forum**

No comments were made.

**31.19.** **Dates of Next Meetings**

Parish Council meetings will be held on the following dates in the Village Hall, New Street:

7th October 2019 7.30pm Ordinary Meeting

2nd December 2019 7.30pm Ordinary Meeting (to include the setting of the precept)

**32.19. Closing**

The meeting was closed by the Chairman Cllr Speed at 8.45pm.