

# MINUTES OF LOCKERLEY PARISH COUNCIL ANNUAL GENERAL MEETING

Held on Monday 16<sup>th</sup> May 2011 at 7.30 p.m. in the Parish Room

**PRESENT:** Parish Cllrs. Michael Bowyer for item 1) (Retiring Chairman) [MB], Paul Butler [PJB], Len Arthur [LA], Peter Batten [PB], Barbara Boby [BB], Roger Fawcett [RF] Andy Harper [AH], Tim Iles [TI], Clerk: Frances Hanks [FH]. 15 members of the public were present.

**APOLOGIES:** none.

## ACCEPTANCE OF OFFICE AND UNDERTAKING TO OBSERVE THE CODE OF CONDUCT:

Before the meeting commenced all elected councillors signed a declaration of acceptance of office and undertaking to observe the adopted code of conduct, witnessed by the clerk. All elected parish councillors handed the clerk completed Notification of Financial and other Interests forms for submission to Test Valley Borough Council's [TVBC] legal department.

### RETIRING CHAIRMAN MICHAEL BOWYER IN THE CHAIR

#### 1) ELECTION OF CHAIRMAN:

Len Arthur was proposed by Tim Iles and seconded by Andy Harper.

Paul Butler was proposed by Barbara Boby and seconded by Peter Batten.

A vote by show of hands gave Len Arthur 4 votes and Paul Butler 3 votes. Len Arthur was declared the elected Chairman and he signed a Declaration of Acceptance of Office of Chairman at the meeting.

### COUNCILLOR LEN ARTHUR IN THE CHAIR

2) **ELECTION OF VICE CHAIRMAN:** Paul Butler was proposed by Peter Batten and seconded by Barbara Boby. No further nominations were made and Paul Butler was unanimously elected.

3) **DECLARATIONS OF INTEREST:** None.

4) **CHANGES to NOTIFICATIONS OF INTEREST:** None.

5) **ADMINISTRATION:** Len Arthur and Peter Batten confirmed receipt of the Parish Council's adopted Standing Orders and Financial Regulations.

6) **MINUTES OF MEETING HELD 21/03/11:** were unanimously agreed and signed as a correct record by the chairman at the meeting.

#### 7) OPEN FORUM:

a. **Lockerley Green Roadway:** thanks were given to Tim Iles by Rosemary Pritchard for the excellent job he had done on the unmade roadway.

b. **Horse in field behind Coombs Meadow:** The clerk confirmed the horse had now been removed.

c. **Caravan parked in Coombs Meadow:** The clerk explained that this had previously been reported to Hyde Housing who took action and it was removed. As it had returned *the Chairman agreed to telephone Hyde Housing to discuss.*

**LA**

d. **Stiles Critchells Green:** Mike Thompson gave his thanks for the repair of the stiles which were now in good order. Agreed *the clerk would pass on thanks to Hampshire County Council [HCC].*

**FH**

e. **Removal of garage Portacabin:** The clerk confirmed that this was now subject to appeal.

2) **ELECTION OF REPRESENTATIVES:** The following appointments were agreed:

#### Appointment

Planning Representatives

Public Transport

Monitoring of Travellers

Glebe Field

Fireworks

Footpaths

Parish Room

Sarah Rolle

Tree Warden

#### Representative

Paul Butler – chair, Peter Batten, Andy Harper, Tim Iles

Barbara Boby

Len Arthur, Tim Iles, Andy Harper

Len Arthur, Tim Iles, Andy Harper

FULL COUNCIL

Roger Fawcett (North), Andy Harper (South).

Barbara Boby

Barbara Boby

Michael Bowyer

Press Officer	Clerk
Low Cost Housing	Len Arthur, Paul Butler
Youth Link	Tim Iles, Andy Harper
Flood Warden	Michael Bowyer
Butts Green Conservation Scheme	Barbara Boby - chair, Paul Butler, & Roger Fawcett + 2 representatives from Greens Preservation Society
Playframe Inspector	Roger Fawcett
Pavement Project	Len Arthur, Paul Butler, Tim Iles
Village Hall Representative	Paul Butler, Tim Iles
Quality Coordinators	Len Arthur, Roger Fawcett
TVAPTC	Roger Fawcett, Clerk.
Health & Safety – Lockerley Green	Roger Fawcett
Lockerley Green Roadway	Roger Fawcett
Butts Green	Barbara Boby
Parish Room	Barbara Boby
Glebe Field	Roger Fawcett
Tote Hill	Barbara Boby
Noticeboard	Clerk
Top Green Seat	Clerk

9) **DATES OF MEETINGS:** The dates for forthcoming meetings were agreed as;

- Monday 18<sup>th</sup> July 2011
- Monday 19<sup>th</sup> September 2011
- Monday 21<sup>st</sup> November 2011
- Monday 16<sup>th</sup> January 2012
- Monday 19<sup>th</sup> March 2012
- Annual Parish Meeting - Monday 16<sup>th</sup> April 2012
- Annual General Meeting – Monday 21<sup>st</sup> May 2012

10) **FINANCE:**

- a) **Current financial position:** Treasurers account (as at 30/04/11) £3,330.64  
Premier Interest Account (as at 30/04/11) £10,953.36

Total Funds -----  
£14,284.00

- b) **The Financial Statement for period up to 30/04/11:** was approved.  
c) **Quotation:** *from Came & Company for insurance renewal, due 01 June 2011, at £520.41 (with a new 3 year long term agreement discount) was approved.* (£528.15 previous year). **FH**  
d) **Payments Approved:** [R] = retrospective

Apogee Corporation – photocopier Maint. £37.11 + VAT [R]	LGA 1972 s111	£44.53
HALC – annual affiliation fee [R]	LGA 1972 s111	£231.00
T W Iles Building Company – Lockerley Green Road Maint. (north side) £1875.00 + VAT	OSA1906s9+10	£2,250.00
TVBC - Business Rates [DD]	LGA 1972 s111	£77.74
Winchester Diocesan Board of Finance – rent increase arrears	OSA1906s9+10	£15.00
**F Hanks – Salary April	LGA 1972 s112	£510.09
- Salary May	LGA 1972 s112	£510.09
F Hanks – Reimburse Stationary & Expenses	LG(FP)a1963s5	
2 months Office All. £25.00	“	
Broadband (2 x £10.12) £20.24	“	
Postage £4.14	“	

Mileage	£ 7.65	“	
APM refreshments (24 people)	£20.00	LGA 1972 s137	
Voucher for Rosemary Pritchard	£15.00	LG(FP)a1963s5	
Stationary (pens)	£2.00	“	
Parish Room Cleaning materials	£3.31	LGA 1972 s67	
Photo Frames & card	£10.17	LG(FP)a1963s5	£107.51
Bill McClintock – Donation towards wedding mugs		LGA 1972 s137	£50.00

e) **Payments Received: TVBC Precept (50%)** £6,590.00

**Lockerley Silver Band Cont’ towards Parish Room Costs** £135.00

**John Hanks Hire of Parish Room** £ 60.00

f) **EOY Accounts for year ending 31 March 2011** and supporting documentation were approved.

g) **Annual Audit Return for the year ending 31 March 2011;**

i) **Statement of Accounts:** & supporting documentation was approved.

ii) **The Annual Governance Statement :** (as follows) was approved.

(1) We have approved the statement of accounts which has been prepared in accordance with the requirements of the Accounts and Audit regulations and proper practices.

(2) We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

(3) We have taken all reasonable steps to assure ourselves there are no matters of actual or potential non-compliance with laws, regulations and codes of practice, which could have a significant financial effect on the ability of the council to conduct its business or on its finances.

(4) We have 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 have carried out an assessment of the risks facing the council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

(6) We have maintained throughout the year an adequate and effective system of internal audit of the council’s accounting records and control systems and carried out a review of its effectiveness.

(7) We have taken appropriate action on all matters raised in reports from the internal and external audit.

(8) We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on the council and, where appropriate have included them in the statement of accounts

## 11) HIGHWAYS:

a) **Pavement project:** *Agreed clerk to draft a thank you to Peter Kershaw for the gift of the land. FH. Clerk to get an estimate for the section from the Railway Bridge to the Church.*

FH

b) **Lengthman project:** *Agreed clerk to request sign cleaning and for the Cooks Lane ditch to be done by the alternative contractor mentioned who specialises in ditches.*

FH

c) **Outstanding Issues - Carters Clay pothole:** noted now filled.

d) **New Issues:**

i) **Drain o/s Cranbourne House blocked:** *Clerk to report.*

FH

ii) **Pains Hill:** *Agreed clerk request road to be tarmaced.*

FH

## 12) GREENS AND OPEN SPACES:

a) **Play Area Survey:** Roger had analysed the 22 replies (out of approx 400 issued). Only 3 had children of their own and 14 had visiting children. 20 had been in favour of a play area. *Agreed to put on*

*the next agenda to give more time to consider the way forward. Clerk to put a thank you for those returned. FH in the newsletter.*

**FH**

**b) Lockerley Green:**

- i) **Climbing Frame:** Roger reported all weekly inspections had been satisfactory.
- ii) **Unmade Road:** This was now complete and positive feedback had been received. *Agreed clerk to write to residents and request payment of their contributions.* **FH**

**c) Critchells Green:** Michael Perkins reported that 3 caravans had arrived yesterday and horses were still illegally grazing on the green. The chairman explained that the police were currently looking at the feasibility of a “theft of crop” charge so the Parish Council would not take any action regarding the horses until this had been fully explored. He explained he had started discussions with Neville Whiteley and with TVBC. *Agreed the Chairman would continue his discussions with David Gorgon, TVBC. LA He would talk with Andrew Gibson and consider contact with HCC legal department if appropriate. He would also arrange a meeting with the police.* **LA LA**

**13) TRANSPORT – Local Bus Service Consultation:** *Agreed Roger to look at and liaise with clerk who would provide a copy of completed form to Barbara.*

**RF/FH**

**14) OTHER OUTSTANDING ISSUES:**

**a) Clerk’s Gratuity Review:** *Agreed Len and Paul to look at.*

**LA/PB**

**b) Glebe Field:** *Agreed Len would arrange a committee meeting to agree the rent for next year for Scouts and Football Club. Agreed this year it should remain at £175 and clerk to invoice accordingly.* **LA/FH**

**c) Silver Band Insurance:** *Agreed clerk to check the legality of the Hire Agreement’s disclaimer of the parish council liability for the Silver Band’s property, with HALC.*

**FH**

**d) Noticeboard:** Clerk confirmed that Michael Bowyer would erect the shop board by postbox.

**e) Glebe Field Bonfire Site:** Noted this was now cleared.

**15) PLANNING:**

**a) New applications (since last meeting)**

**i) No Objection:**

**11/00657/FULLS** Erection of Garden Shed [R] **Yew Tree House, Top Green**

**11/00666/FULLS** 2 storey side extension to provide lounge, additional bedrooms, front and rear porches **Patsan, Carters Clay**

**11/00460/FULLS** Rear conservatory **26 Butlers Close**

**ii) Objection:**

**11/00574/FULLS** Change of use from industrial to residential **Little Fosters, Tote Hill**

**Reason:** Whilst in principle Lockerley could support a number and variety of new properties, the design, siting and size of the proposed house would have a significant impact in this very rural location. A number of the immediate neighbours are strongly opposed to the proposal on the grounds of impact and the location of proposed new entrance.

**b) Decisions:**

10/02651/FULLS	Demolition of industrial buildings and erection of dwelling	Claymore, Carters Clay Road	PERMISSION
10/01623/FULLS	New agricultural dwelling	Cowleaze Farm	PERMISSION
11/00460/FULLS	Rear Conservatory	26 Butlers Close	PERMISSION

**c) New Appeal:** 10/02664/FULLS Reposition portacabin, Lockerley Motors Appeal to be decided on an exchange of written statements and a site visit by an Inspector.

- d) **Furb, Newtown Road:** Note that building work already commenced requires planning permission. A retrospective application had been submitted but which was invalid. A further application was required.

**16) CORRESPONDENCE:**

The following correspondence requires parish council attention/action;  
Request for a Christmas Tree on Lockerley Green – *Agreed Len to ask Eve to canvas residents.* LA  
All other correspondence was available to councillors at meeting

**17) MEETINGS AND EVENTS:**

a) **Police Local Action Group:** Roger reported on the priorities of burglaries, farmwatch, speed, travellers and antisocial behavior. *Agreed current priorities in this parish were Travellers and antisocial behaviour.*

b) **TVAPTC 26/05/11:** *Agreed Roger and clerk to check if they were available to attend*  
RF/FH

c) **Training:** *Agreed clerk to pass new councilors training dates to Peter and TVBC planning training information to all (when received).*

FH

**18) PARISHIONERS QUESTIONS:**

a) **Pavement Project:** It was explained that no plans had yet been received for the section from bridge to Church. It was confirmed that the land outside the church which was being used to temporarily dump waste material was highways land.

**19) DATE OF NEXT MEETING: 18<sup>th</sup> July 2011**

The meeting closed 09.15 pm