

MINUTES OF PARISH COUNCIL MEETING

Tuesday 2nd July 2019 Cliddesden Memorial Hall 7.30pm

Present Parish Councillors Alan Tyler (Chair), Mark Gifford, Hazel Metz, Alison Mosson.
Clerk Susan Turner. Guests Ward Cllr Mark Ruffell, PC Andy Reid, Members of the public 2.

1 WELCOME & APOLOGIES Apologies from Simon Barker.

2 PUBLIC SESSION

2.1 Otters Nursery – Request for ‘parent and child walking’ signs Noted that speed limit is 60mph up to Otters coming into the Village, and cars don’t slow down. Equally going out of the Villager cars speed up to get up the hill. Councillors agreed signs justified, Clerk to submit request to HCC under ‘Community-funded initiative’.

2.2 Church Lane verge The roadside bank above Church Lane should have Road Verges of Ecological Importance (RVEI) status, a Hampshire Biodiversity Information Centre (HBIC) designation. This year it has been cut in June according to Hants sightlines cutting programme. Yellow Rattle flowers in June and sets seed in July. It is semi-parasitic and in itself restricts grass growth. Cllr McNair Scott, Hatch Warren Nature Group and Paul Beevers have all emailed HBIC. From the response it seems the verge’s RVEI status has been removed. (**APPENDIX I**).

From email from Specialist Environmental Services & Hampshire Biodiversity Information Centre: ‘We can add the ‘visibility strip’ verge back into an RVEI so that it also gets a full width April and September cut and we can explore if there is any possibility to reduce the visibility width. Some idea of what native seed is being added would be useful to know for reference and future surveys.’

ACTION Respond to HBIC. Plus Clerk to contact HCC regarding the ‘Station Road’ sign.

3 WARD COUNCILLOR DISCUSSION

3.1 Verges and biodiversity Cllr Ruffell said that with the Natural Environment within his portfolio he will work to maximise biodiversity (already a Pilot project in another Ward). He wishes to engage with Natural Basingstoke to encourage wildflower planting – eg wildflower meadows near schools. It was noted that such schemes now have high profile in the media, but Cllr Ruffell said he is struggling to find established examples of best practice.

Cllr Ruffell requested Alison Mosson map out areas within Cliddesden Parish which are priority for establishing, encouraging, improving areas of biodiversity and planting. He also encouraged using the Neighbourhood Plan to help facilitate this. Landowners wishing to benefit from housing can reciprocate by providing areas of planting, be it trees or wildflowers.

3.2 Bin collections Rationale for the changes is that previously some routes were of unequal length. The first day of the new bin collection rota will be Thurs 24th July, when all bins will be collected - black, green, glass. (Not the brown ‘Green-waste collection is a different service and changed from Friday to Wednesday.)

Ken Rampton noted Village Hall bins are not being collected. Contractors say the bins have to be taken to the entrance - which is on the hill and not safe.

ACTION Chairman is to write to BDBC copied to Councillor Ruffell requesting the bin lorry is back up to the barrier where the bins can be left safely.

For signature

4 PC REID REPORT

PC Reid apologised for late arrival having been attending a burglary in Basingstoke.

4.1 Reported incidents since last meeting

- 13.05 Domestic incident in Parish.
- 01.06 Alarm activation in Parish - False Alarm
- 14.06 Domestic incident in Village.
- 18.06 Damage-only road traffic incident – Woods Lane.
- 21.06 Domestic incident in Parish.
- 26.06 Talk to Cliddesden School – ‘good citizenship’.
- 28.06 Damage-only road traffic incident – Church Lane / Farleigh Road.

4.2 Crime 2019

- Criminal Damage x 2 – both domestic-related
- Non-dwelling burglary x 1
- ‘Other crime’ x 11 – two domestic-related.

Clr Ruffell and PC Reid left the meeting with the thanks of the Parish Council

Note – Clr Ruffell has been selected as one of three Councillors to represent the Conservatives in the May 2020 elections for the new Basing and Upton Grey Ward. The two other Councillors are current Basing Ward Councillors Onnalee Cubitt and Sven Godesen.

5 MINUTES OF LAST MEETING of 7th MAY AGM agreed and signed.

6 DECLARATIONS OF INTEREST in items on the Agenda – None.

7 REVIEW OF PARISH ASSEMBLY Report from Parish Assembly 17th May agreed. Attended by c 20 residents, thanks to Brian Karley for comprehensive update on the Neighbourhood Plan Process. Document in support of nominating the Jolly Farmer as an Asset of Community Value (ACV) was available for signature.

8 JOLLY FARMER

It is understood Punch Taverns have appointed a caretaker tenant who will open this coming Friday 5th June, but for drinks only for the first two weeks. Also understood the pub has been re-fitted – with works done to meet fire regulations for the accommodation. The request for ACV nomination has been submitted to BDBC.

9 PLANNING**9.1 BDBC Local Plan**

BDBC cannot currently meet its five-year land supply. It is hoped it will be re-gained in November, but until then its housing policies are considered out of date. The exception is for Neighbourhood Plan areas adopted within the last two years who have undertaken their own site selection.

The Local Plan review process has formally begun and the Call for Sites already completed. (See **APPENDIX II** for current timetable.) However BDBC still don't know by how much the Government methodology for calculation will increase the borough housing figures – they are modelling most-likely scenarios. An increase is expected and therefore more sites will be needed..

9.2 Neighbourhood Plan

BDBC Planning Policy hosted a meeting to discuss the impact of the Review on the Neighbourhood Plan process. The LP Review is currently timetabled to be completed in 2023 so too long for the Cliddesden NP to be developed in tandem.

For signature

The NP will always need to be regularly reviewed to ensure its compliance with the Local Plan so business as usual. It remains likely that the Policy SS5 housing figure will be increased. Should the Cliddesden NP decide to undertake site selection, it will be required to conduct its own Call for Sites. So the optimum time to do this would be in the November newsletter following BDBC publication of its submitted sites.

The Neighbourhood Plan questionnaire has seen a return of 86 paper copies and 60 on-line responses. The Questionnaire was discussed at the Parish Assembly – thanks also to Alison Mosson for *Newsletter* notices and promoting via Facebook.

9.3 Parish Planning applications for discussion

see **APPENDIX III** for current applications relating to the Parish.

9/01675/HSE (Validated 24 June) The Beeches, 10 Church Lane, Cliddesden. Erection of two storey rear extension and detached double garage. *Parish Council response: No objection.*

T/00217/19/TCA and T/00216/19/TPO Church Farm House tree applications. *Parish Council response: No objection providing works carried out in autumn.*

18/03172/FUL (3221562) Noted that Appeal for fifth house at Langdale still pending.

10 BUS SHELTER

Thank you to David Brown for offering to fund the re-roofing of the bus shelter.

AGREED Unanimously to proceed with the estimate from Assert Property Services and request draft design ideas. The estimate includes building up the wall height, and using timber shingles (see **APPENDIX IV**).

AGREED The Parish Council will also make a contribution.

11 HIGHWAYS, DRAINAGE, TRAFFIC

11.1 Pond Clerk preparing a report to submit to HCC as lead flood authority. Agreed that funding to be sought to clear the pond.

11.2 Speed Indicator Device Awaiting delivery of the Speed Indicator Device (SID) and data recorder. To confirm post sizes for brackets.

11.3 Parish Lengthsman Agreed tasks – Silt traps – Clearing vegetation from bus shelter and road signs – Cleaning road signs – Strimming back FP1 by Church.

12 VILLAGE HALL Hazel Metz reported the Village Hall now has Wifi. The Village Hall Committee has also taken over the CCTV maintenance contract.

13 FINANCE

13.2 Payments

Cheques approved

760	PlanET (NP) Questionnaire and Position Statement	£1,584.00
761	ST for 1&1 IONOS – Website - May-June-July	£35.96
762	HM for Asda – Assembly expenses	£22.84
763	BK for Rymans etc (NP) Printing	£84.95
764	Personalised Print CVN June (12pp) & July (12pp)	£151.00
765	ST for FinePrint (NP) Questionnaire Printing	£523.20
766	PlanET (NP) Questionnaire and Q Analysis	£396.00
767	Clerk Salary June-July 2019	£536.04
768	Clerk - travel expenses (NP)	£99.99

Speed Indicator Device

Westcotec - to be invoiced on delivery	£4,050.00.
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For signature

13.1 Accounts to date (see **APPENDIX V**)

13.2 Audit 2018/19

Internal Audit completed 16th May (see **APPENDIX VI**).
Annual Governance and Accountability Return (AGAR) published on website.

14 FURTHER REPORTS

14.1 Newsletter

The Chairman commented the July *Newsletter* to be very good for layout and content. Appreciation to be conveyed to Editor and all editors. Clerk to ensure back page always up to date.

15 NEXT MEETINGS Tues 3rd Sept, 5th Nov.

Meeting closed at 9pm with thanks to all present

For signature Date

APPENDIX I – CHURCH LANE VERGE

Mail from Specialist Environmental Services & Hampshire Biodiversity Information Centre

Sent: 20 June 2019 15:51

'The area that has just been mown (from the Station Rd junction to just past the front of drive to the Millennium Hall) is because it requires a visibility cut of 2.5m. Such cuts take precedence over wildlife interests so any views on the justification for this visibility cut and its width will need to be taken up with Highways.

'The (much longer) RVEI in question was on our system designated for the presence of the rare striped lychnis moth caterpillar which feeds on Dark Mullein. As the caterpillar and host plant have not been recorded along this verge for many years (pre-2006 as far as I can tell) we decided to recently remove the RVEI status - based also on a 2017 survey report which puts the plant diversity of the verge similar to most of the rural verges on the chalk in this area. I should make clear the removal of this RVEI has yet to appear on the contractors mapping.

'We also had no knowledge that Cliddesden PC were undertaking special management of the area within the visibility cut (i.e. raking off and adding native seed) until we had sight of Cllr McNair Scott's email. If we had known we would have discussed the RVEI with the parish council with a view to retaining the area of most interest - which happens to be the bit within the visibility cut - which itself demonstrates that regular cutting of what is a perennial sward on a road verge can often encourage greater diversity - especially when on banks on thin soils. There should be a 2nd flush of most species. I've attached an image of a roundabout splay nr Alresford which gets a visibility cut at least every couple of months.

Any queries on HCC standards for rural and urban verge cutting widths please contact Tristan.meekins@hants.gov.uk (copied in)

'We can add the 'visibility strip' verge back into an RVEI so that it also gets a full width April and September cut and we can explore if there is any possibility to reduce the visibility width. Some idea of what native seed is being added would be useful to know for reference and future surveys.'

Specialist Environmental Services & Hampshire Biodiversity Information Centre
Economy, Transport and Environment Department, Hampshire County Council

APPENDIX II – BDBC LOCAL PLAN REVIEW TIMETABLE

The current timetable for updating the Local Plan is outlined below:

Milestone and explanation of milestone	Expected date
<p>Potential Issues and Options consultation</p> <p>The Issues and Options consultation would represent the first public consultation stage in the update process. This would be a non-statutory stage of consultation.</p>	<p>October-December 2019</p>
<p>Consultation on draft Plan (Regulation 18)</p> <p>This statutory stage includes a six week consultation on the draft Plan, which will set out the council's preferred strategy for accommodating future growth. Comments made at this stage will help to shape the next stage of the Plan</p>	<p>April-May 2021</p>
<p>Publication of Submission Draft Local Plan (Regulation 19)</p> <p>This involves the publication of the Plan in a form which the council believes to be sound and which it intends to submit for examination. This stage includes a further six week consultation period. Comments must specifically relate to the legal compliance and soundness of the plan.</p>	<p>April-May 2022</p>
<p>Submission (Regulation 22)</p> <p>This is when the plan is submitted by the council to the Secretary of State. The evidence base and the representations made during the Submission Plan consultation are also provided to the Secretary of State. The Examination of the Local Plan starts at this point.</p>	<p>Summer 2022</p>
<p>Examination and Main Modifications</p> <p>The examination involves an independent Planning Inspector testing the plan for legal compliance and soundness. This process includes an examination in public when public hearings are held.</p>	<p>Autumn 2022-Spring 2023</p>
<p>Adoption</p> <p>The final stage in the process is the formal adoption of the Plan by the council. Once adopted it forms part of the development plan for the area and will guide future development.</p>	<p>Summer 2023</p>

APPENDIX III – CURRENT PLANNING APPLICATIONS RELATING TO THE PARISH
PARISH PLANNING APPLICATIONS

9/01675/HSE (Validated 24 June) The Beeches, 10 Church Lane, Cliddesden. Erection of two storey rear extension and detached double garage.

19/01413/HSE (Validated 31 May) Mulberry Cottage, Farleigh Road, Cliddesden. Erection of a front porch

T/00217/19/TCA (Approved 14 June, Validated 13 May 2019) Church Farm House, Church Lane, Cliddesden. T1345 Horse Chestnut: Prune to improve old pruning stubs, prune southern canopy bias by no more than 1.5m. T1346-1349 Leyland Cypress: Prune to tidy hedge. T1363-1365 Birches: Crown reduce to no smaller than 10m in height. T1366 Goat Willow: remove broken/hanging limb. Sycamore (in the Vine House, Farleigh Road): Tip reduce southern canopy over Church Farm House by no more than 1.5m.

T/00216/19/TPO (Validated: Fri 10 May 2019) Church Farm House, Church Lane, Cliddesden. T1350 Horse Chestnut: Reduce to height of 22m and 9m spread. T1351/T1352 Horse Chestnuts: Reduce to height of 10m. T1361 Lime: Pollard to 8m. T1362 Sycamore: Tip reduce over extended canopy over road.

T/00207/19/TCA (Approved 17 June, Validated: Wed 15 May 2019) Thatches Farleigh Road Cliddesden RG25 2JL. T1 Yew: Crown reduce to no smaller than 5m in height, with a 5m canopy spread, crown raise to 7m over the public highway. T2 Norway Maple: Crown reduce to no smaller than 5m in height with a 6m canopy spread, remove the lowest limb. T3 Beech: Crown reduce to no smaller than 6m in height, with a 5m canopy spread, remove deadwood and ivy from all three trees as necessary.

18/03172/FUL (Pending Appeal decision) Appeal ref APP/H1705/W/19/3221562. Land At Langdale, Woods Lane, Cliddesden. Erection of a detached dwelling and new access (new plot – between plots 3 and 4 – approved at 18/01162/FUL).

M3 J6 Moto 17/03487/FUL (Pending decision).



Asset Property Services

Telephone: +44 (0) 1256 765125
 Mobile: +44 (0) 7964 760 395
 Email: gwilson@assetprojectsolutions.com

Company No. 07978328
 VAT No. 132 5086 43

Quote

Client Name
 Clidesden Parish Council
 C/O Sue Turner - Parish Clerk
 2 Ashfield Cottage
 Newnham

Reference:
 APS_QUOTE-CLIDESDEN-BUS-SHELTER
 14 JUNE 2019

Dear Clidesden Parish Councillors

Below is detailed quote for the construction of a new roof for the Clidesden Bus Shelter. This includes design work, revisions following review by Parish council and any other interested parties, roof construction and all materials needed. Quote is valid for 90 days from date of issue. First draft design can be available for review by 21 June 2019.

Yours Faithfully
 Gareth Wilson

Design of new roof and revisions following review
 clearing of vegetation on site
 construction of roof frame and trusses includes
 raising the trusses approx 300mm above current
 shelter wall to give sufficient head height
 roof covering - batton and cedar shingles with 55%
 overlap
 cladding to side of roof either also in shingles or
 shiplap

Sub Total £ 1,900.00

Total Including VAT £ 2,280.00

Payment Terms: APS operate stage payments for work as it is completed on a weekly basis. Please pay each invoice within 5 working days. New Bathroom Suite, Kitchens, Boilers etc to be paid for when they arrive on site. Thank you.

Money Transfer to the account below:

Asset Project Solutions Limited
 Lloyds Bank Plc
 Sort Code: 30-96-52
 Account No: 221 18368
 IBAN: GB91LOYD30965222118368
 BIC: LOYDGB21553

Registered Address:

6 Kingsbridge End
 Newnham
 Hook
 Hampshire
 RG27 9QQ

24 hour emergency call out, No call out charges: Please call or email for free quotes. Finance available for new boilers on request

Services

Gas Boilers, Cookers and Fires:
 Installs, Servicing, and Repairs

Plumbing and Heating
 Kitchen Fitting
 Bathroom Fitting
 Tiling and Wood Flooring
 Grounds Maintenance:
 Fencing
 Patios and Decking
 Roofing and Gutters
 Garden Buildings



APPENDIX V.I – ACCOUNTS TO DATE

CLIDDESSEN PC – INCOME 2019/20 - - 2nd July 2019

£15,680.91

Date	Item	Precept	Grants	NP	News letter	Interest	VAT	Total
24/04/18	Parish Precept (six months)	£3,932.50						£3,932.50
2018/19	Bank interest					£1.69		£1.69
TOTALS		£3,932.50	£0.00	£0.00	£0.00	£1.69	£0.00	£3,934.19

£3,934.19

RECEIPTS & PAYMENTS SUMMARY

Bal brought forward 1st April 2019

£15,680.91

Plus income

£3,934.19

Minus expenditure

£4,811.17

Balance**£14,803.93**

April	£0.49
May	£0.59
June	£0.61
Jul	
Aug	

BANK RECONCILIATION

Treasurers account

£4,248.90

Inst Accesss

£11,205.67

plus VAT outstanding 16/17

£150.08

plus VAT outstanding 17/18

£313.14

plus VAT outstanding 18/19

£962.39

minus cheques not cleared

£2,076.25

Balance**£14,803.93**

Sept	
Oct	
Nov	
Dec	
Jan	
Feb	
Mar	

Total £1.69

CLIDDESSEN PC – EXPENDITURE 2019/20 - 2nd July 2019

Date	Supplier	Description	Chq	Salary	Expenses	Finance/ Admin	N'letter	Maint/ce	PROJECT	Community	NP	VAT	TOTAL
07/05/19	Personalised Print	CVN April (12pp) May 12pp	753c				£151.00						£151.00
07/05/19	HALC	HALC (incl NALC) subs	754			£251.00							£251.00
07/05/19	Came & Co	Parish Council Insurance	755c			£321.33							£321.33
07/05/19	Clerk	Salary April - May 2019	756c	£536.04									£536.04
07/05/19	Royal Mail Group	Freepost licence	759c								£99.00	£19.80	£118.80
17/05/19	PlanET	Questionnaire	760c								£180.00		£180.00
		PositionStatement	"								£1,140.00	£264.00	£1,584.00
17/05/19	ST for 1&1 Internet	WebsiteMay/Jun/July2019	761c			£29.97						£5.99	£35.96
17/05/19	HM for ASDA	Assembly expenses	762c		£19.03							£3.81	£22.84
05/06/19	BK for Ryman's &	NP-Printing	763c								£68.98	£15.97	£84.95
02/07/19	Personalised Print	CVN June (12pp) July 12pp	764				£151.00						£151.00
02/07/19	ST for FinePrint	NP-QuestionnairePrinting	765								£436.00	£87.20	£523.20
02/07/19	PlanET	NP-Qu & Qu Analysis	766								£330.00	£66.00	£396.00
07/05/19	Clerk	Salary June - July 2019	767	£536.04									£536.04
02/07/19	Susan Turner	NP Travel expenses	768								£99.01		£99.01
TOTALS				£1,072.08	£19.03	£602.30	£302.00	£0.00	£0.00	£0.00	£2,352.99	£462.77	£4,811.17

£4,811.17

cheques to clear £1,956.25
Jolly Farmer £120.00

APPENDIX V.II – ACCOUNTS TO DATE

TREASURERS ACCOUNT 30-90-53 00320253
PARISH COUNCIL OF CLIDDESSEN

£ 4,248.90 Current balance

[View statement](#)

£4,248.90 Available funds ?

[More actions](#)

BUS BANK INSTANT 30-90-53 02914789
CLIDDESSEN PARISH COUNCIL

£ 11,205.67 Balance

[View statement](#)

[More actions](#)

Your matured products

APPENDIX V.III – ACCOUNTS TO DATE - NEIGHBOURHOOD PLAN**CLIDDESSEN PC – EXPENDITURE - Neighbourhood Plan**

Date	Supplier	Description	Chq	NP	VAT	TOTAL
04/09/18	HALC	meeting-2711	733c	£45.00	£9.00	£54.00
05/03/19	Plan-et (NP)	VAO-1096.	743c	£120.00	£24.00	£144.00
05/03/19	AM for Office Outlet	LaminatedPosters-TR01	744c	£12.49	£2.50	£14.99
05/03/19	MG for Expenses	Meetingexpences-TR02	746c	£4.06	£0.81	£4.87
05/03/19	Jolly Farmer	Meeting-JF-CPC-1-19-	747	£120.00		£120.00
30/03/19	PlanET	Expenses 1117	758	£239.85	£47.97	£287.82
				£541.40	£84.28	£625.68
17/05/19	Royal Mail Group	Freepost licence	759	£99.00	£19.80	£118.80
17/05/19	PlanET	Questionnaire		£180.00		
			760	£1,140.00	£264.00	£1,584.00
05/06/19	BK for Rymans &	NP-Printing-TR3	763	£68.98	£16.97	£85.95
02/07/19	ST for FinePrint	NP-QuestionnairePrinting	765	£436.00	£87.20	£523.20
02/07/19	PlanET	NP-Qu & Qu Analysis	766	£330.00	£66.00	£396.00
02/07/19	ST - ref 19-1	travel expenses	768	£99.01		£99.01
				£2,253.98	£453.97	£2,707.95
TOTALS				£2,795.38	£538.25	£3,333.63
Date	Supplier	Description	Chq	NP	VAT	TOTAL

£3,333.63

Grant received

£3,680.00

APPENDIX VI – AGAR FORM - INTERNAL AUDIT

Annual Internal Audit Report 2018/19

CLIDDES DEN PARISH COUNCIL ENTER NAME OF AUTHORITY

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			no petty cash
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. (<i>"Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR</i>)	✓		
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			Not applicable ✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

16/05/2019

Name of person who carried out the internal audit

John K Murray, DMS, FCPFA AUDITOR

Signature of person who carried out the internal audit

SIGNATURE

Date 16/05/2019

*If the response is 'no' please state the implications being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).