

BRAMDEAN & HINTON AMPNER PARISH COUNCIL

Meeting held on Monday 21st May 2018 at 7.30 pm in the Village Hall, Wood Lane, Bramdean.

Present: Cllr M Bulloch, Cllr K Hawkings, Cllr B Holyome (Vice-Chairman), Cllr C McCrystal, Cllr L Ruffell (City Cllr), Mrs R Greenwood (Clerk), 1 member of the public.

1. Election of Chairman

Cllr Morton was proposed by Cllr Bulloch and seconded by Cllr Hawkings and there being no other nomination was duly elected as Chairman.

2. Declaration of Acceptance of Office of Chairman

Arrangements would be made for Cllr Morton to make the Declaration in the presence of the Clerk.

3. Election of Vice-Chairman

Cllr Holyome was proposed by Cllr Bulloch and seconded by Cllr McCrystal and there being no other nomination was duly elected as Vice-Chairman.

4. Declaration of Acceptance of Office of Parish Councillor

Declarations were received from Councillors present. Arrangements would be made for Cllr Harding and Cllr Morton to make the Declaration in the presence of the Clerk.

5. Disclosure of Pecuniary Interests

Parish Councillors were reminded that any changes to their circumstances must be declared.

6. Apologies for absence

Cllr Harding (family illness), Cllr Morton (holiday), Cllr Humby (work commitment)

7. Disclosure of interests on agenda items

None.

8. Casual Vacancy

A notice for the vacancy to replace Graham Budd would be posted until 25th May. The Parish Council was grateful to Mr Budd for his work on behalf of the community.

9. Appointment of Recreation Committee

Cllr Harding, Cllr Hawkings, Cllr McCrystal (in place of Graham Budd).

10. Appointment of Parish Council representatives to local organisations

Cllr Holyome: Village Hall Committee; Blake's Educational Charity; Winchester Villages Trust (to serve 2018- 2022, contact details awaited from Cllr Holyome).

Mrs Flindt: Blake's Educational Charity (Secretary to the Trustees).

11. Election of Parish Representative (Winchester) to SDNPA

The Parish Council nominated Cllr Holyome for appointment as a Parish Member of the SDNPA.

12. Public session

Jonathan Moore explained that Communities Against Noise and Speed (CANS) campaigned for safer and quieter roads in the Meon Valley. Sections of the A32 and A272 were notoriously dangerous and a mandate was needed to act on behalf of the wider community. Parish Councils were urged to press HCC and the Police & Crime Commissioner to enforce the law. Despite problems with number plate recognition, CANS were pressing for average speed cameras where motorcycles could speed: 44% of accidents in the target area involved a motorcycle (27% elsewhere in Hampshire). Cllr Ruffell would raise the issue with the Police & Crime Commissioner.

Cllr Ruffell would continue as Chairman of the WCC Planning Committee. Unresolved Enforcement cases and other matters would be forwarded to Cllr Ruffell for investigation. It was noted that Cllr Thacker had returned from sick leave.

Crime Statistics. December: ASB (parking area, Bramdean Common); Criminal damage (Hinton Hill); Theft (Petersfield Road, Hinton Ampner). January: ASB (near Bramdean Garage). February: ASB (near Woodlane Close); Violence (Hinton Hill). March: Criminal damage (Hinton Hill); Vehicle crime (2 incidents Hinton Hill).

13. Approval of minutes of Parish Council meeting – 15th January 2018

To be deferred to the next meeting.

14. Matters reviewed from minutes of Parish Council meeting – 15th January 2018

The decision on removing service from BT telephone boxes across Winchester District was awaited.

The Lengthsman could work on the A272 (on footway through village, not on carriageway); work was funded directly by HCC. The Parish Council could opt for a year in the first instance (on waiting list for 2019-20). Steep Parish Council would be asked whether the Lengthsman would work in Bramdean and Hinton Ampner. Cllrs Bulloch and Hawkings offered to meet the Lengthsman on site.

15. Approval of minutes of Annual Parish Meeting – 25th April 2018

The minutes of the meeting were approved as a correct record and signed by the Vice-Chairman.

16. Matters reviewed from minutes of Annual Parish Council Meeting – 25th April 2018

The meeting had gone well. It was suggested that the Parish Council requested the Neighbourhood Watch co-ordinator to encourage residents to join “Hampshire Alert” for breaking news by email. PCSO Griffiths would raise the possibility of a deterrent police presence at Loomies Cafe’ wit5h PS Wood. Residents said motorcyclists constantly crossed the double white lines outside The Fox; there was also disturbance from speeding motorcyclists from 6.00 am. Cars and heavy haulage drove at consistently high speeds around bends on the A272; vehicular access to properties was extremely hazardous. A new officer was being trained to use a speed gun but, as a second officer was needed to pull in offenders, action was dependent upon staffing levels. PCSO Griffiths would enquire whether

the Police could encourage hauliers to install speed tracking systems to penalised drivers who exceeded the speed limit.

In the discussion that followed, it was agreed that the Clerk should suggest that the Neighbourhood Watch co-ordinator publicised “Hampshire Alert” in Church & Village. PS Wood had since reported there had been several speeding operations at the West Meon Hut. Hauliers would be recommended to install speed tracking systems when vehicles were stopped for speeding: the Parish Council felt this might not be effective as many vehicles were driven by employees rather than the actual haulier.

17. Approval of minutes of Extraordinary Parish Council Meeting – 10th May 2018

The minutes of the meeting were approved as a correct record and signed by the Vice-Chairman.

18. Matters reviewed from minutes of Extraordinary Parish Council Meeting – 10th May 2018

The following documents based on NALC templates were amended, approved for implementation and for posting on the website as soon as practicable after 25th May 2018: Consent Form; Consent Form Under 16s; Data Protection Policy; Disclaimer for Website and Correspondence; Privacy Notice; Privacy Notice for Staff, Councillors and Other Role Holders.

The Consent Form would be emailed-posted to all local contacts whose data was currently held by the Parish Council (including website documents). Advice would be taken as to whether a separate Consent Form was needed for WCC and HCC contacts. The Disclaimer would be posted under “Contact Us” and circulated in Word to be a footnote to all Parish Council correspondence from 25th May. Parish Councillors would use the title of Cllr; ditto for the minutes. All current Staff, Councillors and Other Role Holders would receive the relevant Privacy Notice. Advice would be taken as to whether this applied from 25th May or retrospectively. Implementation of the Data Retention Policy was deferred pending a query on Certificates for Insurance and compilation of a Log of Information held by the Parish Council and the source.

Wizbit would be asked to cost an extra website heading, post the Disclaimer and additional @bhpc.org.uk email addresses. Official guidance recommended Councillors used a separate .org.uk address for Parish Council work. The Clerk’s Contract of Employment would be amended to comply with GDPR. The Clerk would need a small lockable filing cabinet. Provision would be made for a laptop for Parish Council business in 2019/20. The Emergency Action Plan would be circulated for amendment prior to posting on the website.

19. Recreation Committee

The meeting scheduled for 21st May had been cancelled. The annual safety inspection report had been circulated to the committee for comment in advance of the meeting on 16th July.

20. Finance

20.1 Accounts

The Lloyds Bank account was £8354.42 in credit to 31st March 2018 (£11105.61 to date, bank statement awaited) including £3750.00 (50% Precept) and £333.26 (VAT reclaim).

Cheques raised since last meeting:

470	WCC safety inspection 18	44.95
471	Bramdean Garage fuel account top-up 18	65.00
472	HMRC 4 re R Greenwood 1 Jan – 31 Mar	184.60
473	HALC training 26 Mar	48.00
474	R Greenwood 4 pay/expenses 1 Jan – 31 Mar	816.86
475	HALC fee/NALC levy 18/19	229.00
476	HPFA sub 18/19	40.00
477	Raimes wine tasting APM 25/4	59.90
478	A Harding refreshments APM 25/4	95.88
479	Came & Co insurance 18/19 (sums insured increased by 4% from 2017/18, index-linked)	474.03
480	R & L Lancefield bind minute books	100.00

Cheques signed at meeting:

481	Bramdean PCC churchyard/war memorial 18/19	351.00
482	Hinton Ampner PCC churchyard 18/19	204.00
483	Church in the Woods churchyard 18/19	147.00

In recognition of the GDPR workload, Cllr Morton had recommended the Clerk be paid for 10 hours per week in April and May: 90 hrs @ £12.44 per hr = £1119.60 (usually 51.39 hrs @ £12.44 per hr = £639.29). After discussion, it was agreed to continue the arrangement until 30th June and to review the Clerk's hours for implementation from 1st April 2019.

20.2 Audit 2017/18

The Internal Audit had been carried out by Seamus McLaughlin with no issues arising.

20.2.1 The Parish Council resolved to approve and sign the Annual Governance Statement 2017/18.

20.2.2 The Parish Council resolved to approve and sign the Accounting Statements 2017/18.

20.2.3 The Parish Council resolved to approve and sign the Certificate of Exemption for 2017/18.

21. Planning

21.1 Decisions received (circulated)

SDNP/17/05002/HOUS. Sheep Dip, Hinton Ampner. Detached annex for family occupation.

PC – Refer to Committee

SDNP - Refuse

WCC refused under Delegated Powers (request for referral to committee withdrawn).

Note: Cllr Morton declared a personal interest and abstained from the decision-making process.

SDNP/17/06129/FUL. The Fox Inn, Bramdean. Remove existing asbestos/concrete garage and replace with oak framed garage with office over.

PC - Support

SDNP – Approve

SDNP/17/06237/CND. Wolfhanger Farm, Bramdean. Variation of condition 2 of planning consent

SDNP/17/04172/FUI to reflect new drawings.

PC – Object

SDNP - Approve

SDNP/17/15618/HOUS. 4 The Spinney, Bramdean. Demolish and replace existing garden shed and log store with proprietary structure.

PC – Support

SDNP – Approve

SDNP/18/00049/HOUS. Hunters Cottage, Bramdean.

PC – Support

SDNP – Approve

SDNP/18/01069/HOUS. Joan’s Acre, Hinton Ampner. Installation of PV panels on stable roof.

PC – Support

SDNP – Approve

Note: Cllr Morton declared an interest as a next door neighbour and abstained from the decision-making process.

SDNP/18/01373/HOUS. Dales Cottage, Bramdean. Single storey side extension.

PC – Support

SDNP – Approve

21.2 Decisions awaited

SDNP/17/06495/FUL. St Simon & St Jude, Bramdean. Review detail of parapet wall on east gable. Reinstall roof as originally detailed prior to stone coping being introduced, new drainage and soakaways to stop softening of ground.

PC – Approve

SDNP – Awaited

SDNP/18/00639/FUL-00540/LIS. Woodcote Manor, Bramdean. Conversion/alterations of coach house, stables, squash court to residential; conversion/ extension of water tower to residential; repair/restoration of barn, continuation of use for ancillary purposes to main house; demolition of lean-to pole shed, associated hard/soft landscaping, relocation of oil tank, partial removal of wall for access.

PC – Support

SDNP - Awaited

Note: Cllr Morton declared an interest as a tenant of Woodcote Manor farm land and would abstain from the decision-making process. Mrs Holyome would abstain as a member of the SDNPA Planning Committee.

SDNP/18/00939/CND. The Matterley Estate. Variation of Conditions 2, 9, 10 and 11 on planning consent SDNP/15/06486/FUL.

PC – No objection

SDNP – Awaited

Note: Mrs Holyome would abstain as a member of the SDNPA Planning Committee.

SDNP/18/01255/HOUS. Elm Cottage, Bramdean. Replacement of outbuilding with new shed and storage building.

PC – Support

SDNP – Awaited

SDNP/18/01891/HOUS. The Old Cottage, Bramdean. Erection of wooden summer house with plain glazed windows and door to rear of the property.

Note: Cllr McCrystal declared an interest as property owner and would abstain from the decision-making process.

PC – Support

SDNP - Awaited

21.3 Other matters

SDNP/16/03490/LIS. Manchester House, Bramdean. Permanent retention of temporary access, related gates and fences (time limit 6 months from 2/3/17, SDNP/15/01419/LIS refers). 29/11 Applicant said wall to be rebuilt once reimbursement received from HCC/WCC for damage not covered by insurance. 4/12 WCC Enforcement pressing for removal of boundary hedge (condition 3 of planning consent). 14/5 Case Officer on leave, update requested. 21/5 Restricted visibility onto A272 compromised road safety.

Note: Cllr McCrystal declared a pecuniary interest and would abstain from the decision-making process.

On 19th June 2017, the tenant said an application form had been requested for consent for the wooden structure erected in the garden of 8 Hinton Hill. 20/11 Referred to WCC Enforcement. 14/5 WCC apologised for overlooking original request. Case opened reference number SDNP/18/00296/LB.

Note: Cllr Budd declared an interest and would abstain from the decision-making process.

There was no objection to the proposed diversion of part of FP 19 (from junction with Blackhouse Copse Lane to Parish Boundary).

New fencing either side of entrance to Bramdean Cottage would be reported to Enforcement.

22. Flooding Update

HCC advised that the drainage pipe under the Hinton Ampner crossroads could not be cleared unless the ditch which runs up Broad Lane was dug out. Although the adjoining landowner was uncertain whether the ditch was his responsibility, it had been cleared as a goodwill gesture (HCC had since confirmed the landowner was responsible for the ditch).

31/1 Final section of highway ditch to Maple Cottage cleared (not to depth of remainder of ditch).

21333845 Clear drain by The Fox. 21/5 Query whether it had been cleared.

21333867 Cllr Morton had arranged for existing drainage grips on bridleway to be re-cut and for fallen trees to be cleared to safeguard Hunters Cottage and keep the Fox Lane/A272 junction clear of debris.

21/5 Chase RoW for further action. No space to cut grips on Wood Lane.

21364007 Clear ditch and pipe under road outside Woodland Gate Cottage to reduce back up of water and gravel collecting at Hell's Bottom cross roads. 8/5 Enquiry resolved. 21/5 Cllr Morton to verify.

3/5 Mrs Hawkings and Mrs Bulloch met Adam Cleal (Environment Agency) to inspect the ditch to the left of Maple Cottage. Mr Cleal agreed to remind the owners of the field of their riparian responsibilities. 21/5 Update requested. The EA would carry out desk-top research on the information held on that particular stretch of watercourse.

It was understood that all the trees in Fox Lane were the responsibility of adjoining landowners. HCC would be asked to confirm whether this also applied to the Bridleway.

23. Highway Report

21228421 Footpath sign by Manor Farmhouse, Church Lane (FP 14) had fallen down. 13/6 Referred to RoW for action. 21/5 Cllr Hawkings to inspect.

21284330 Footpath, Church Lane to War Memorial. 26/5/17. Footpath cleared. 21/5 Footpath may still not wide enough for wheelchair access (legal minimum width 1.5m). Refer to Ray Gardner.

21325793 Footpath cleared, Bramdean Farm House to Church Lane.

21333808 Replace chevron sign at bottom of Wood Lane. 18/1 Job passed to contractor

21312075 11/9 Road breaking up outside The Old Cottage, A272, centre Bramdean, causing increased noise nuisance; potholes between central white lines. 12/9 No maintenance work required. 25/5 Resident reported same response.

The Highways Operation Team had been asked to establish ownership of the hedge from the drive to Mead Cottage to The Fox (possibly unregistered with the Land Registry, definitive answer awaited).

Cllr Morton to confirm whether one finger of the cast iron road sign (near Inwoods School, Brockwood) still needed cleaning.

The Parish Council had requested WCC to remind the refuse contractor to drive with utmost care along Broad Lane to avoid being stuck in the mud.

Potholes marked for repair: by Woodland Gate signpost (Cllr Morton to confirm whether repaired); Tithelands Lane junction with A272. 19/1 HCC advised that the chunk of the road/verge, Mariners

Farm, Wood Lane (right hand side) which had completely worn away exposing sharp edges was not deep enough to warrant repair (must be 6"/15cm deep).

RoW had confirmed the priority cutting lists for 2018: FP 502, 503, 504.

5/2 HCC cleared gravel and mud from bottom of Hinton Hill. 21/5 Need to be cleared again.

Ray Gardner (HCC) would be requested to meet Parish Councillors on site to discuss highway jobs requiring urgent attention.

15/5 Verges cut in Wood Lane. Bank above boundary with 19 Woodlane Close (owned by HCC) omitted. Long grass restricted visibility when turning onto Wood Lane. WCC asked to cut bank without delay.

24. Bramdean Common

No response from WCC regarding provision of 1-2 bins near the parking areas. 14/5 Update requested.

25. General Data Protection Regulation (GDPR) and Parish Website

It was agreed to accept Wizbit's estimate (£40 + VAT) for a Data Protection heading, posting of disclaimer, etc; also £5 + VAT per Cllr.Surname@bhapc.org.uk email addresses including set-up time and forwarding sending instructions, etc; ditto to change clerk@bhapc.org.uk to proper mailbox. Cllr McCrystal would lock the narrative in the Consent Forms to prevent editing when the text was downloaded for completion.

HALC advised that a Privacy Notice should accompany the Consent Form when seeking consent from external contacts. However, no Consent Form was needed when contacting a person (eg at HCC or WCC) in a work capacity via .gov.uk email address (only personal data when sent via a personal email address). Privacy Notices did not apply retrospectively and should just be issued to current members of staff, councillors, etc. The legislation had been amended to exempt Town and Parish Councils from the requirement to appoint a Data Protection Officer.

26. National Trust

Cllr Holyome awaited a response from the SDNPA as to whether the National Trust required planning permission for the sign at the bottom of Hinton Hill directing vehicles to access the Hinton Ampner estate from the A272 (not from Hinton Hill).

27. Traffic nuisance on A272

Two estimates had been obtained for three pairs of speed gates: James White £819 + VAT; Glasdon £1637 + VAT. The Evolis Radar Speed Sign was considered. The option was considered worth pursuing. A second estimate would be obtained (details to be circulated).

28. Correspondence

Local consensus favoured retaining the original route for the Esso Southampton to London Pipeline installed in 1965. Some maintenance had already been carried out. The proposal to move the route to avoid ancient woodland on the Hinton Ampner estate was not supported.

The Parish Council approved signing of the HALC Membership Document for 2018-19.

Details of the Traffic Management Plans for the British MX GP Event at Matterley on 2nd-3rd June had been circulated for information.

29. Reports from Parish Councillors and Clerk

Following the meeting, “An Affordable Housing Scheme in every Parish” on 15th March, at the request of Steve Lincoln (WCC Community Planning Manager), staff from Housing Services would attend the July meeting to discuss the scheme further.

The Clerk attended HALC training on GDPR on 27th March.

Cllrs Holyome and Bulloch and the Clerk attended the GDPR briefing (WALC meeting) on 16th April.

Cllr Bulloch attended the Boomtown Meeting for Local Residents on 14th May. The SO24 postcode was eligible for complementary Sunday tickets. Applications had opened in October and closed on 18th May. It was agreed to request that Bramdean & Hinton Ampner Parish Council was added to the mailing list for future notifications. Planning permission was granted. A public information sheet would be available on 1st July. Traffic control would be the same as 2017, with 40 mph speed limit and traffic lights on the A272. Ovington and Easton would be closed (passes for residents). The organisers intended 12,000 arrivals on the Wednesday; there would be a holding area for early arrivals to keep people off the lay-bys and verges.

Cllr Holyome attended The Mayor’s Sunday Morning Service on 20th May.

Cllrs Bulloch, Holyome and Hawkings met Mark Alden and Chris Paterson (SDNPA) on 21st May to discuss S106 money which might be used for a Housing Needs Survey. Cllr Holyome would update Cllr Morton. Further details were expected after the SDNPA and WCC met on 14th June.

30. Items to be considered for the next meeting

An Affordable Housing Scheme in every Parish
Election of Parish Representative (Winchester) to SDNPA
General Data Protection Regulation (GDPR)

31. Date of next meeting

Monday 16th July at 7.30 pm in the Village Hall, Wood Lane, Bramdean.

The meeting closed at 9.50 pm.

BH/RG