BRAMDEAN & HINTON AMPNER PARISH COUNCIL

Meeting to be held on Wednesday 21st July 2021 at 7.30 pm in the Village Hall, Bramdean

**Minutes of Meeting (To be approved at next Parish Council meeting)**

1. Disclosure of interests on agenda items

+

Cllrs McCrystal and Rothery declared interests on their planning applications referred under item 11.

1. Apologies for absence – Lucinda Finlay, Rob Humby, Laurence Ruffell, CllrsTony Harding and Matthew Morton
2. Public Session including City and County Councillor Updates –

Councillor Lumby gave an update on City Council and County Council matters including

* Fly Tipping - The City Council had purchased covert cameras to support their work on fly tipping enforcement. They were asking for fly tipping hotspots for their deployment. Top Corner of Bramdean Common was suggested as a location.

Cllr McCrystal questioned the current tip policy and whether this added to fly tip problem. Cllr Lumby stated there was no proven link but that changes to tip policy were planned including retention of booking system and acceptance of ‘walk in waste’. Glass banks will also be removed from Alresford tip as kerbside option available plus local bring sites.

Spacing on sites to be changes as Covid restrictions lift.

* Cllr Rothery asked if signs could be placed at roadworks asking motorists to turn off engines for air quality reasons. Cllr Lumby agreed to take this back as a suggestion to Highways.

1. Approval of minutes of Parish Council meeting – 19th May 2021. The minutes were approved and signed by the Chairman
2. Matters reviewed from minutes of Parish Council meeting – 19th May 2021. There were no matters raised.
3. Recreation Committee – minutes of meeting held 26th May 2021

Cllr McCrystal gave an update on the earlier Recreation Committee meeting including the following

* The sign in memory of Joe Blake was now installed
* The netball posts referred to in the Safety Inspection report were to be removed shortly
* There would be public consultation on the provision of outdoor equipment using Survey Monkey. The survey would also be promoted in Church and Village magazine.
* Committee asked the Parish Council to approve the £350 costs for replacing the shed felt roof and provision of combination locks on the recreation area. Costs approved.
* There had been reports of antisocial behaviour in the vicinity of the recreation ground. The Clerk will contact PCSO Mills to ask for an increased monitoring of the area

1. South Downs National Park – SPG Consultation response process

Cllrs discussed the recent consultation on a Supplementary Planning Guidance note for the National Park.

Cllr Bulloch agreed to draft a response which would be circulated to Cllrs for comment in time for a response to be submitted by the deadline.

1. 2023 Review of Parliamentary Constituencies Consultation

Parish Council considered the proposals and noted no changes were proposed that would affect the Parish area so did not need to respond.

1. Finance including banking arrangements

The Clerk asked Councillors to agree that options for provision of internet banking be investigated and a further report brought back to the October Parish Council meeting for consideration. Cllrs agreed to this proposal.

|  |
| --- |
|  |

9.1 Cheques raised since last meeting**:**

|  |  |  |
| --- | --- | --- |
| Cheque | Payee | Amount |
| 589 | Graham Rothery - SID Expenses | 44.67 |
| 590 | Came & Co - Insurance Premium 2021 | 513.47 |
| 591 | Bramdean PCC Churchyard Contribution | 386.00 |
| 592 | Church in the Woods - Churchyard Contribution | 163.00 |
| 593 | Hinton Ampner PCC Churchyard Contribution | 225.00 |
| 594 | HMRC-PAYE May 21 | 268.8 |
| 595 | Mrs R Greenwood - Pay & Expenses May 21 | 796.44 |
| 596 | Mr R Heathcock - Pay and Expenses May 21 | 468.41 |
| 597 | Premier Grounds & Garden Maintenance - Lengsthman works Inv 1029 | 351 |
| 598 | Adrian Taylor (Honorarium) | 250 |
| 599 | Mr R Heathcock - Pay and Expenses June 21 | 326.3 |
| 600 | HMRC-PAYE June 21 | 79.20 |

The invoice for the SIDs had still not been received as the units were still being adjusted on site to improve performance. Cllr Rothery confirmed that several SIDs posts were still outstanding and costs would be incurred once they had been completed.

Account balance at 30th June 2021 £26,618.89. The CIL element of this is 18,817.98 leaving a net balance of £7800.91.

9.2 Audit 2020-21

Cllrs were advised that the following documents had been submitted to PKF Littlejohn LLP in accordance with Government Annual Governance and Audit Review requirements

* Annual Governance Statement 2020-21
* Approval and signature of Accounting Statements 2020-21
* Approval of Certificate of Exemption
* Contact Details
* Statement of significant variances and high reserves

These documents had also been posted on the Parish Council website and the statutory right to inspect notice for the parish accounts posted on the Parish noticeboards and website. The right to inspect runs from 1st July to the 12th August 2021

The latest VAT claim will be submitted shortly for payment.

The South Downs National Park 2020/21 CIL return had been submitted. The Parish Council’s defibrillator project is listed of an example to other Parishes on the types of projects CIL funding can be used for.

1. Appointment of Internal Auditor

The Parish Council approved the appointment of Mr Ned Densham as the Parish Council’s internal auditor. The Clerk will send a letter of appointment.

1. Planning
   1. Applications Considered since last meeting

SDNP/21/02400/FUL Restharrow House Woodlands Bramdean SO24 0JJ. Erection of Large Shed/ Outbuilding

PC –Support SDNP – Awaited

SDNP/21/03048/NSIPRQ Land In Winchester City and East Hampshire District Councils South Downs

National Park Discharge of Schedule 2 Requirement 6 (Construction Environment Management

Plan) relating to Southampton to London Pipeline Development Consent Order 2020

PC – Note that Env Health have commented on location of compounds and need to minimise nuisance

SDNP – Awaited

SDNP/21/02898/LIS Cart Shed Brockwood Bramdean SO24 0LQ. Proposed Change of Use of 1 No agricultural barns to commercial

PC – Awaited SDNP – Awaited

SDNP/21/03405/LIS and FUL Hinton Marsh Lodge Petersfield Road Cheriton SO24 0NH. Convert 1st floor bedroom into a bathroom. Further details within heritage statement.

PC – Support SDNP – Awaited

SDNP/21/02811/HOUS | (Retrospective) - installation of x2 rooflights into east facing cat slide roof, with unobscured glazing. | The Dairy Pursers Woodlands Bramdean Alresford Hampshire SO24 0HP

PC – Comment of fitting of blinds to skylights SDNP – Awaited

* 1. Decisions Received

None since last meeting

11.3 Decisions awaited

SDNP/20/03081/LIS. Post Cottage, Bramdean. Renewal of three upper dormer wooden window openers and frames to rear of property.

PC – Support SDNP – Awaited

26/2/21/Appeal lodged against non-determination of application for consent (see 8.3)

Abstention from decision-making process: Cllr Rothery, applicant.

SDNP/20/03327/LIS. The Old Rectory, Bramdean. Loft and garage conversion ... single storey side extension to form new guest bedroom suite, enhanced ground floor accommodation and estate office. In addition ... remove existing ca 14m run of Leylandii hedge and close boarded fence to roadside and replace with brick wall to match remainder of boundary.

PC – Support SDNP – Awaited

SDNP/20/04807/HOUS. The Ivy House, Bramdean. Refurbishment of existing annexe, including reroofing and new windows.

PC – Support SDNP – Awaited

SDNP/20/05097/HOUS. Alandale, Bramdean. First floor development, extension and alteration to dwelling.

PC – Support SDNP - Awaited

SDNP/21/00059/LIS. Hinton Marsh Lodge, Cheriton. General repair and refurbishment … internal and … external.

PC – Support SDNP - Awaited

SDNP/21/00117/|LIS. The Old Cottage, Hinton Woodlands. Conversion of two bay carriage shed and workshop to provide home office and gym.

PC – Support SDNP – Awaited

SDNP/21/00116/HOUS. The Old Cottage, Hinton Woodlands. Conversion of two bay carriage shed and workshop to provide home office and gym.

PC – Support SDNP – Awaited

SDNP/21/00290/FUL. Matterley Farm, Ovington. Change of use of land from agriculture to mixed agriculture … holding one music festival event for number of attendees not exceeding 75,999 (+1,000 on Sunday for local residents) in any calendar year … retention of wooden structures within woodland, minor alterations to existing access on A31, both associated with festival use. Storage containers … on site throughout rest of year.

PC – Comment SDNP - Awaited

Abstentions from decision-making process: Cllr Holyome, member SDNPA Planning Committee.

SDNP/21/01473/HOUS. Canterbury Cottage, Bramdean. Demolition of existing side extension, construction of single storey side extension.

PC – Support SDNP – Awaited

SDNP/21/01656/PA30. Loomies, West Meon. Prior approval Change of Use B1 to C3. Existing caravan has been used for office space for business. Would like to repurpose as living accommodation.

PC – Object SDNP - Awaited

Abstentions from decision-making process: Cllr Holyome, member SDNPA Planning Committee.

SDNP/21/01685/TPO. Poplars, 4 The Spinney, Bramdean. 2 x Poplars in rear garden. Reduce crown of both by 50% for safety and light reasons.

PC – Support SDNP – Awaited

SDNP/21/01687/FUL. Loperty Ltd seek to gain planning permission for Loomies workshop and storage space on the site. Workshop will be inside 4 containers.

PC – Object SDNP – Awaited

Abstentions from decision-making process: Cllr Holyome, member SDNPA Planning Committee.

SDNP/21/01904/HOUS. The Old Cottage, Bramdean. Single storey rear extension. Conversion of existing garage and enlarge existing porch to front elevation.

PC – Awaited SDNP – Awaited

Abstentions from decision-making process: Cllr McCrystal, pecuniary interest.

SDNP/21/02060/LIS. The Old Cottage, Bramdean. Single storey rear extension. Conversion of existing garage and enlarge existing porch to front elevation.

PC – Awaited SDNP – Awaited

Abstentions from decision-making process: Cllr McCrystal, pecuniary interest.

SDNP/21/01944/PRE. The Fox Inn, Bramdean. Change of use from public house to residential. Pre-application. Comments may not be submitted at this time. The possibility of registering the premises as a Community Asset has been suggested and is being investigated by residents. Pre application advice was provided by SDNP and is posted on the SDNP website.

11.3 Other matters

SDNP/19/06035/FUL. Land south west of Woodcote Manor Cottages, Bramdean. Proposed agricultural grain store, agricultural building and associated infrastructure (inclusive of hardstand, attenuation pond and landscaping). 14/12/20 Approved. 04/03/21 Decision quashed. Re-submitted

PC – Awaited SDNP – Awaited

Application withdrawn since last meeting

SDNP/18/05230/FUL. The Plantation, Bramdean Common. Erection of 3 holiday chalets within existing clearing. 27/4/20 Appeal APP/Y9507/W/19/3239485 commenced. 18/1/21 Still in progress.

PC – No further comment Planning Inspectorate – Awaited

SDNP/20/03081/LIS. Post Cottage, Bramdean. Renewal of three upper dormer wooden window openers and frames to rear of property. 26/2/21 Appeal APP/L1765/Y/20/3263841 commenced.

PC – Awaited Planning Inspectorate – Awaited

Abstention from decision-making process: Cllr Rothery, applicant.

Barn, Hinton Woodlands Farm. The Parish Council had pressed since 2001 for the historic barn to be repaired and preserved.  The structure was badly storm damaged in 2014 and had not been rebuilt (SDNP/14/04124/HOUS-04126/LIS refer). 8/7/20 Parish Council requested Link Officer to forward case to SDNPA Conservation Officer with request for a site visit and viewing of beams in storage. 30/9 Conservation Officer unable to visit before retirement. 13/10 Visit deferred until new appointee in post. 20/1/21 New appointee not yet in post. Cllr Holyome confirmed a case officer now allocated and a site visit was pending. Cllr Holyome will check whether this has yet taken place.

.

1. Flooding Update

21377112 Jet drainage pipe under Hinton Ampner crossroads. Pipe in verge outside Yew Tree Cottage, Hinton Hill fed into pipe under A272. 29/6 Cllr Hawkings shown where “open pipe” used to run down hill on left side from gate of Yew Tree Cottage into drain which fed pipe under road (drain totally surrounded by silt on corner). Arrangement pre-dated tarmacking road, would be difficult to dig out and reinstate. 14/05/21 Local Highway engineer dug out drain on northside and jetting of pipe under road requested again. Update requested 05/07/21

21519894 2/10/20 Recent heavy rainfall damaged newly replaced section of highway footpath. Water flooded ¾ across A272 on same corner, presume drainage pipe overwhelmed. 14/5/21 Engineer confirmed 2 pipes run from the road to the watercourse. Councillors noted that where the main watercourse adjoins Moodys Meadow may need improvement works in future but in the meantime both drainage pipes needed to be kept clear.

Water cascading down Wood Lane, overflowing at junction with A272, drainage clearly needed improving. Highways requested to dig deeper run offs further up Wood Lane. Updated requested 05/7/21.

24/5/20 Cllr Hawkings met Adam Cleal (Environment Agency). Mr Cleal undertook field survey; agreed concrete bridge above pond needed second pipe as it was a pinch point (highlighted in Halcrow Report 2002 but not actioned).  Levels from downstream end of pond to the road bridge seemed to show there was no problem with gradient. Landowner asked to dig deposits on downstream side of footbridge and to clear silt from under both bridges. 20/1/21 Work outstanding. Cllr Harding kindly volunteered to dig out if necessary.

24208013 5/11/20 Clear big silt build up in Highway watercourse. Section where culvert emerges opposite garage (A272 junction with Wood Lane) at least 8-10” deep with silt. 15/12 Giles Vodicka (HCC) confirmed funding to clear watercourse from The Old Rectory to western end by Telephone Exchange (timing to be confirmed). Cllr Hawkings wrote requesting culvert be jetted as soon as possible. 4/1/21 Job raised to clear culvert. 14/5/21 chased. Chased for update 5/7/21. Response received stating that not a priority and will be done when resources allow. Cllrs agreed that it will be a priority if not done due to flooding. Letter to be sent stating will become a safety issue if not cleared as promised previously.

23/11/20 Concerns about new pipework in Moodys Meadow (east of Maple Cottage) reported to Environment Agency, HCC and SDNPA Link Officer. 25/11/20 No evidence of illegal work in field or near river. Artur Podsiadly (Environment Agency) asked to be kept informed. 28/11/20 Letter to new owner outlining riparian responsibility, etc, delivered to site. 7/12/20 HCC Investigating Engineer advised enquiry was matter for Environment Agency. 17/12/20 Follow-up letter to new owner delivered to site. 5/1/21 Mr Podsiadly advised of two yellow pipes in watercourse visible from road. 6/1/21 Mr Podsiadly to request removal to avoid blocking watercourse. 12/1/21 Mr Podsiadly spoke to landowner, pipe to be removed shortly, awaiting fork lift to pull out, accidentally rolled into water, not intended to be used to pipe watercourse. 13/1/21 Mr Podsiadly said landowner fully aware of riparian responsibilities. Could not share contact details but would take up any future concerns with owner.

Cllr reported that ditch alongside Broad Lane had become overgrown with hog weed and need clearing. This will be investigated further to consider what remedial action is required.

15/12/20 In view of rising water table at West Meon bore hole, all riparian owners requested to ensure their watercourse were free from obstructions.

Details of Riparian ownership of the watercourse through the parish had been circulated for verification. Letter will be sent to the owners in September reminding them of their responsibilities in maintaining their ditches.

1. Highway Report and Parish Lengthsman

21509792 3/8 Repair/reinstate edging boards to sections of rural footpath Bramdean. Treat weeds on footway. 6/8/20 Job raised for repair, completed but after rain on 2/10/20 footpath had been eroded again. 4/1/21 Job raised to tidy area where wooden sections had detached from gravel footway. Request submitted for scheme of improvements under Operation Resilience. Chased 5/7/21

10/12/18 Lorry stuck in mud when turning on Broad Lane. 10/1/19 Fix “No Turning” signage to “No Through Road” signage. 10/2/21 Cllr Humby advised all signage agreed with Traffic Management had been installed (ie “No Through Road”). “No Turning” signage not legally binding. Full text circulated. 11/2/21 Cllr Holyome to request Andy Smith (HCC Traffic Management) to consider “No Turning” signage in view of construction traffic for viticulture barn.

7/5/20 Traditional cast iron signpost by Inwood School. “Brookwood” roundel/finial needed repair. 12/5/20 Advised West Meon Parish Council, signpost just over parish boundary. 6/8/20 Job raised for repair. 2/3/21 Update requested from West Meon Parish Council.Delayed by absence of their clerk due to illness.

Parish Lengthsman. 24th June – 13 hrs of work carried out in Wood Lane (clearance of run offs) and along the A272 (mowing of grass and strimming of watercourses).

1. Bramdean Common

2 further incidents of encampments at the common since the last meeting -

29/06/21 – 2 caravans on right hand side of the Common going from Bramdean towards Ropley and slightly hidden in the bushes in front of Wood Farm Cottages.

08/07/21 Evicted – moved to another part of the common. WCC restarting proceedings

Cllr Holyome confirmed next meeting of Winchester District Association of Local Councils would take place in September this year which would be the opportunity for them to consider taking up the issues incurred on the common as some of its members probably had similar problems with travellers. Update to be provided at the next meeting.

1. General Data Protection Regulation and Parish Website

Cllr McCrystal confirmed Wizbit had amended the Clerk’s contact details on parts of the website which could not be edited by the Parish Council.

Annual Governance and Audit Review information had been posted on the website as referred to elsewhere in these notes.

Parish Council agreed that future development of the website should be investigated and Cllr McCrystal agreed to meet with the Clerk to discuss this and report back at the October meeting.

1. Traffic Calming and Signage

Councillor Rothery provided an update on progress with the SIDS. 2 Units were in operation but were limited to 30mph zones as the 40mph option had not been pre set by manufacturer. Work to resolve this was being pursued.

Considerable data had been collated and sent to traffic management agencies. The data reporting process was still being enhanced including comparison graphs for different seasons.

8/2/21 Cllrs Hawkings, Bulloch, Holyome and Rothery attended a Teams Meeting with Andy Smith (HCC Safer Roads). The following signage improvements were agreed: “Slow” to be painted on road at A272/Wood Lane junction and before bend at Little London; Children crossing” sign at Wood Lane junction; “Pedestrians in road” signage for Wood Lane.

Village gateways for the A272 and Wood Lane and an extension to the footway (north side of A272 opposite Fox Lane) would be considered for potential funding. Full report circulated previously.

01/07/21 Update requested from Andy Smith regarding likely date to progress the CFI funded Bramdean gateways design. Signs and lines work scheduled for this summer. Reply received confirming site meeting held so that drawings can be prepared and works orders raised.  Expected that works for signs and lines will be progressed through August and September although lining is weather dependant.

15/3/21 Safer Roads Team have installed Hinton Ampner nameplates with “Please drive carefully” signage on the reverse of the Cheriton gateways at New Cheriton. If shared identity signage was agreed for the National Park, this could be installed later (SDNPA to be responsible for funding replacements).

1. Defibrillator Update

Chairman reminded all Cllrs that the Parish Council was only a custodian of the defibrillator for legal reasons as the project was a community led initiative.

Local resident Graeme Lunn had agreed to carry out weekly checks of the defibrillator and log these on-line to satisfy the Community Heartbeat Trust insurance policy. A problem with the unit had recently been identified so it had been returned to the manufacturers for checking/repair. Out of service signs have been displayed in the phone box. A replacement unit has been installed whilst the original unit is away

Investigations were also underway regarding the absence of the Emergency Phone Unit using mobile phone signal which was due to be included during installation.

Confirmation of the ongoing annual maintenance costs is required so that the community volunteers can arrange fund raising to cover these in the future.

The Chairman will meet with the original community project leader to discuss the future management of the defibrillator.

1. Queens Platinum Jubilee tree planting campaign and possible site for a Woodland Trust donated tree.

It was agreed that the Parish Council would like to participate in this scheme with some tree planting on Bramdean Common. Clerk to write to the City Council and ask for their agreement to this proposal.

1. Correspondence

Thank you letters have been received for the financial contributions towards the maintenance of the churchyard and War Memorial at Bramdean and also from the Church in the Wood.

A request has been received from Winchester CAB asking for a donation towards their 2021 costs. They have been advised that this will be considered alongside all other such requests at the January 2022 meeting as agreed at the last Parish Council meeting.

Reply received from New Alresford Town Trust following the clerk’s email to them confirming their request for a donation will be considered next January. They have stated that the Community Minibus can be used by residents of neighbouring parishes and residents can book and use these buses irrespective of whether the Parish Council provides a grant or not as they are community buses and NATT are a registered charity. They have asked that the Parish Council communicate this to residents via notice boards, parish magazines, social media, Parish Councillors and local organisations especially those who need minibuses either for shopping or leisure trips.

1. Reports from Parish Councillors and Clerk

Nothing to report

1. Items to be considered for the next meeting

Village Air Quality

1. Date of next meeting

Wednesday 20th October 2021 at 7.30 pm in the Village Hall, Bramdean.

KH/RH

Meeting ended 2120hrs