

BRAMDEAN & HINTON AMPNER PARISH COUNCIL

Minutes of the Annual Council Meeting of Bramdean & Hinton Ampner Parish Council held at the Village Hall,  
Bramdean at 7.30pm on Thursday 18<sup>th</sup> May 2023

24/01) To elect a Chairman of the Council for the municipal year 2023-24

The retiring Chairman sought nominations for the position of Chairman of the Parish Council.

Cllr Rothery proposed Cllr Hawkings with Cllr Morton seconding this nomination. There were no other nominations received.

By a show of hands Cllr Hawkings was elected Chairman of the Parish Council for the municipal year 2023-24.

Having been duly elected Chairman of the Parish Council, Cllr Hawkings signed the acceptance of office declaration.

Cllr Hawkings welcomed everybody to the first meeting of the Parish Council after the recent district elections. She paid tribute to Mr Hugh Lumby after his retirement as a district councillor. She then congratulated Cllr Jerry Pett on his recent election as a Winchester City Councillor for the Upper Meon Valley ward.

24/02) Apologies.

Mrs A Cox	Councillor
Mr A Harding	Councillor
Mr C McCrystal	Councillor
Mr H Lumby	District Councillor
Mr R Humby	County Councillor

Present.

Mrs K Hawkings	Chairman
Mrs J Catling	Councillor
Mr M Morton	Councillor
Mr G Rothery	Councillor
Mr N Bolton	District Councillor
Mr J Pett	District Councillor

Mr B Gibbs	Clerk
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24/03) Declarations of Interest.

None recorded.

24/04) To approve the minutes of the ordinary meeting of Bramdean & Hinton Ampner Parish Council held the 11<sup>th</sup> January 2023 (Previously circulated).

It was resolved to approve the minutes of the ordinary meeting held on the 11<sup>th</sup> January 2023. These were then signed by the Chairman as a true record.

Proposed: Cllr Rothery. Seconded Cllr Hawkings.

24/05) To elect a Vice-Chairman of the Council for the municipal year 2023-24

Cllr Hawkings proposed Cllr Rothery with Cllr Morton seconding this nomination. There were no other nominations received.

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By a show of hands Cllr Rothery was elected Vice-Chairman of the Parish Council for the municipal year 2023-24.

24/06) Public Session

No members of the public were present.

24/07) Reports by the County and District Councillors.

Cllr Pett introduced himself to the Parish Council. He said that he hoped to serve all of the community over the next four years. He said that he had been appointed to the following committees at the City Council:

- Licensing & Regulation Committee
- Licensing Sub-Committee
- Planning Committee (Deputy)
- The Scrutiny Committee

He also said that he had also been appointed to the following outside bodies

- South Downs National Park Authority
- Southampton International Airport Consultative Committee

Cllr Bolton began his report by informing everyone of the recent election results:

- 30 seats for the Liberal Democrat Party
- 12 seats for the Conservative Party
- 2 seats for the Green Party
- 1 seat for Independent

The Liberal Democrats have increased their number of seats by two, the Conservatives have lost two and the Greens have gained another seat compared to the last political year.

Cllr Bolton then spoke about average speed cameras along the A272 and the A32. He said that only time will tell if this reduces the inappropriate speeding on these roads. It is hoped that there is also a reduction in the noise associated with this. He hoped it does not impact areas outside the camera zones. Cllr Bolton Said that it was his understanding that the Police and Crime Commissioner still intends to trial the acoustic cameras but as yet, there is no further information as to when that will likely be.

Cllr Bolton concluded his report with a Broadband update: He said he had campaigned hard with Flick Drummond MP to bring full fibre broadband to as much of the area as possible and in particular to highlight those areas on the edge of developments in danger of being left behind. BD UK had now released the broadband vouchers for North End in Cheriton and that this area is on the edge of the main Cheriton/Kilmeston scheme and will not be left behind. It is also his understanding that BD UK will be imminently progressing the, long awaited, procurement process for other areas, such as Woodlands, which was paused last year.

24/08) Finance and Administration.

a) Orders for Payment

Expenditure January to April 2023.

Chq	Supplier	Description	Amount
BT1	Running Imp Ltd	Coronation Mugs	501.83
BT2	Playdale Playgrounds Ltd	Service Call (one of three)	75.00
BT3	B.V. Gibbs	Jan 23 Salary	297.40
BT4	HMRC	PAYE/NIC to Jan 23	74.94
BT5	Playdale Playgrounds Ltd	Service Call (two of three)	15.00
BT6	B.V. Gibbs	Feb 23 Salary	297.40
BT7	Premier Grounds Ltd	Lengthsman Fee March 2023	420.00

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BT8	B.V. Gibbs	March 23 Salary	297.60
BT9	HMRC	PAYE/NIC to March 23	148.77
BT10	Playdale Playgrounds Ltd	Service Call (one of three)	90.00
BT11	HMRC	PAYE/NIC to April 23	74.20
BT12	B.V. Gibbs	April 23 Salary	297.60

The Parish Council resolved to approve these orders for payment.

Proposed: Cllr Hawkings. Seconded Cllr Morton.

Income January to April 2023

Date	Cash/Cheque/Bank Transfer	Description	Amount
06/02/23	Cheque	Defibrillator donations	150.00
28/02/23	Bank Transfer	Running Imp Ltd (Damages refund)	48.18
11/04/23	WCC	Precept (1 <sup>st</sup> Payment)	4275.00

b) To note the bank statements and current account figures.

The Clerk present the bank statements from January to April 2023

Jan 2023	£22,000.79
Feb 2023	£21,811.63
Mar 2023	£20,647.86
Apr 2023	£24,461.86

The Parish Council resolved to note these figures and authorise Cllr Hawkings to sign the bank statements.

Proposed: Cllr Rothery. Seconded Cllr Catling.

c) The Parish Council's 2023-24 Insurance schedule.

The Clerk presented the new schedule and quote from AJ Gallagher for £814.49. Although the Parish Council felt itself obliged to accept the quote the members asked the Clerk to contact the broker for an explanation of the increase in premium and report back to them.

The Parish Council **resolved** to pay the 2023-24 insurance policy premium of £814.49

d) Financial Risk Assessment 2023-24.

The Clerk presented a draft Financial Risk Assessment document to the Parish Council. He said that this would be a living document with updates added throughout the year. He said that the document was recommended by the new internal auditor.

This information was **noted** by the Parish Council.

e) Community Infrastructure Levy (CIL) receipts.

The Clerk presented a further report to remind everyone about the current position with the Community Infrastructure Levy (CIL).

The Clerk said that £8,934.87 is still available in the Parish Council's bank account from the original sum received (£21,572.15).

The timescale for spending the remaining funds from this CIL payment is as follows:

- £7,462.72 by 30th September 2023
- £1,472.15 by 31st March 2024

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Two CIL payments each of £1,724.54 were received by the SDNPA in April 2022. The Parish Council received these payments on the 20th October 2022.

The Clerk told the meeting that the timescale for spending the figure of £4,339.08 is 30th September 2027.

Taken together, the Parish Council currently holds a CIL figure of £12,383.95 at the time of the meeting.

24/09) Annual Governance and Accountability Return 2022-23.

a) The Internal Auditor has carried out a review of the Parish Council's accounts for the year ended 31<sup>st</sup> March 2023 and has completed an audit report.

It was **resolved** to receive the Internal Audit report.

b) To approve the annual governance statement - Section 1 on page 5 of the Annual Governance & Accountability Return.

It was **resolved** to approve this item.

c) To approve the accounting statements for 2022-23 - Section 2 on page 6 of the Annual Governance & Accountability Return.

It was **resolved** to approve this item.

d) Authorise the Chairman and the Clerk to sign Section 1 and Chairman and the Clerk (acting as the RFO) to sign Section 2 of the Annual Return.

It was **resolved** to approve this item.

The Clerk and Cllr Hawkings signed sections 1 and 2 of the Annual Governance & Accountability Return later.

e) Authorise the Chairman and the Clerk (acting as the RFO) to sign the Smaller Authorities Certificate of Exemption on page 3 of the Annual Governance & Accountability Return.

It was **resolved** to approve this item.

f) To approve the Notice of Public Rights for publication.

It was **resolved** to approve the publication of this notice.

The Clerk and Cllr Hawkings signed the Certificate of Exemption of the Annual Governance & Accountability Return before the end of the meeting.

24/10) Planning

SDNP/23/01898/HOUS Tytheland Farm Bramdean: Construction of an Outbuilding with associated landscaping

The Parish Council does not consider this application to be sustainable development given its bulk and also its isolation from the main curtilage of the existing property. The proposed location of the outbuilding at Tytheland Farm seems somewhat remote from the main house. There is no material planning reason for this to be built away from the main dwelling with the provision of a separate access, the absence of screening, and the within its own curtilage. The Parish Council is concerned about the potential for further development of the outbuilding (if permission is granted for this application) as it could potentially be converted into a separate dwelling at some point in the future.

The application lacks crucial information about the planned use of the outbuilding. This may lead to additional questions being asked about the potential negative impact on the surrounding area. The size of the building is also

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of concern. Since the application does not specify the actual purpose of the outbuilding, it prompts doubts about the necessity of its scale, massing and bulk.

The original planning permission contained sixteen planning conditions (SDNP/17/04172/FUL). We hope that all of these are still being complied with.

The Parish Council would like this proposal to be determined by the SDNPA Planning Committee if the delegated officer is minded to approve the application.

SDNP/23/01674/PA3R Bramdean Farm: Change of use of farm building to B8 Storage and Distribution Use

The Parish Council is happy for this application to be left to the delegated officer for determination.

SDNP/23/01595/FUL & SDNP/23/01596/LIS Coach House at Woodcote Manor Bramdean: Alterations to existing residential building.

The Parish Council is happy for this application to be left to the delegated officer for determination.

SDNP/23/01541/FUL Hinton Ampner House: Construction of new external steps to the east elevation of the existing barn-stables.

The Parish Council is happy for this application to be left to the delegated officer for determination.

SDNP/23/01430/LIS | Post Cottage Wood Lane Bramdean: Replacement of six single glazed window units with six double glazed window units.

The Parish Council is happy for this application to be left to the delegated officer for determination.

SDNP/23/01115/FUL Wood Farm Woodlands Bramdean: Proposed Change of Use from agricultural to equestrian use.

The Parish Council is happy for this application to be left to the delegated officer for determination.

24/11) Recreation Committee.

The Parish Council **resolved** to re-appoint the following Councillors to membership of the Recreation Committee for the year 2023-24.

Cllrs Hawkings, Harding and McCrystal.

Proposed: Cllr Rothery. Seconded Cllr Catling.

The Parish Council **resolved** to appoint Cllr McCrystal as Chairman of the Recreation Committee for the year 2023-24.

Proposed: Cllr Rothery. Seconded Cllr Catling.

The Parish Council **resolved** to co-opt the following members of the public to membership of the Recreation Committee for the year 2023-24.

Mr Adrian Taylor and Mrs Anne Newsom.

Proposed: Cllr Rothery. Seconded Cllr Catling.

24/9) Employer Responsibilities.

The Parish Council **resolved** to accept that work undertaken by Mr David Coppendale and Mr Philip Hunt in their management of the Speed Indicator Devices is an approved duty for insurance purposes.

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Proposed: Cllr Morton. Seconded Cllr Catling.

The Parish Council **resolved** to accept that work undertaken by Mr Adrian Taylor and Mrs Anne Newsom as part of the work of the Recreation Committee is an approved duty for insurance purposes.

Proposed: Cllr Rothery. Seconded Cllr Hawkings.

24/9) Employee Responsibilities.

At present, the Parish Council meets up to four times a year with meetings arranged about once every three months.

With the Council only meeting once a quarter there have been occasions when planning applications are received and are not discussed in time to provide a response to the Local Planning Authorities (Winchester City Council or the South Downs National Park Authority) before their deadlines are reached.

It was proposed that the Clerk be given delegated powers under Section 101 of the Local Government Act 1972 to respond to planning applications (having previously consulted with councillors and collected their responses) that are received between meetings for the duration of the municipal year 2023-24.

The Parish Council **resolved** to approve this. This power will be reviewed at the Annual Council Meeting in May 2024.

Proposed: Cllr Rothery. Seconded Cllr Hawkings.

24/12) Environment, Highways & Transport.

a) Parish Lengthsman Scheme.

Cllr Hawkings said the next visit of the Lengthsman would be in late June and that she would issue the work sheet before then.

b) Brockwood Turn Bus Shelter

Everyone is aware the bus shelter at Brockwood had been demolished by a motorist in mid-January. An insurance claim is now under consideration.

A new bus shelter is on order from Mr Jason Silk and should be complete by the end of July 2023.

24/13 Correspondence.

a) There was no other correspondence to receive.

23/14 Exempt Business: To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press from the discussion of the following matters where publicity might be prejudicial to the special nature of the business.

As there was no further business the meeting closed at 8.55pm.

The next meeting of the Parish Council will take place on 26<sup>th</sup> July 2023 at the Village Hall in Bramdean.

Brendan Gibbs,  
Clerk to Bramdean & Hinton Ampner Parish Council.

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