

Minutes of the Meeting of BREAMORE PARISH COUNCIL
Held in Hulse Hall on Monday 7th August 2017 at 7.30pm

1. **PRESENT:** Cllr Lynne Aggas in the Chair, Cllrs Stefanie Lynne Heyck, and Hilary Bowen with Vicky Eden (Clerk), Brian Dixon (previous Clerk) and County/District Cllr Edward Heron in attendance.
2. **APOLOGIES:** Received from Cllrs Peter Turner and Paul Harling. Late apologies received from Cllrs Michael Hulse and Simon Cain.
3. **DECLARATIONS OF INTEREST:** None declared
4. **MINUTES** of the meeting held on 5th June 2017. Following an amendment made by hand by the Chairman to item 11 to reflect that the issue of a new bin outside Hulse Hall was raised and not agreed, it was proposed and seconded and, following an unanimous vote, therefore **RESOLVED** that the updated minutes of the meeting held on 5th June 2017 be signed as a true record.
5. **MATTERS ARISING:**
 - a. **Parish Lengthsman** – Tasks were considered for his next visit on 21st August 2017 and the following will be added to his worksheet:
 - i. Bus Stop On Main Road near The Old Pine Stores – Sweep out and tidy up
 - ii. Marsh – Queen’s 90th Birthday tree and bench – Trim vegetation particularly brambles and grass
 - iii. Footpath from South Charford to Woodgreen – Trim vegetation
 - iv. Hedge located outside of school – Trim vegetation particularly bramblesIt was also noted that the verges near the bus stop leading out of Breamore were reducing visibility for motorists. This is not a suitable task for the lengthsman so the Clerk will report matter online. Parishioners are reminded to report any concerns in relation to Highways online via the Hampshire County Council (HCC) website at <http://www3.hants.gov.uk/roadproblems> or contact Clerk.
 - b. **Signage in relation to the tree on the Marsh** – Some research had been undertaken in relation to suitable signage and it was agreed to forward wording to Cllr Harling so that he can obtain a quotation for discussion at the next meeting. The height of the stake is also to be agreed.
 - c. **Arrangements for new Clerk** –
 - i. Stationery - Clerk happy to produce letterhead template but would require original artwork of Mizmaze to avoid copyright issues and will contact Cllr Hulse accordingly. It was agreed for the Clerk to purchase some stationery (e.g. lever arch files, file dividers and printing paper) with petty cash monies.
 - ii. IT - Suitable IT equipment will be required for the Parish Council to meet Transparency Code, Data Protection and Business Continuity requirements. This matter was discussed further under item 7. Clerk advised that she had set up Parish Clerk email – parish.clerk@breamore.gov.uk and would look to set up parish council emails for all councillors in order to comply with General Data Protection Requirements.
 - iii. Agendas and Minutes – It was agreed for agendas and minutes to be produced electronically so that they can be easily uploaded onto website and forwarded to parish magazine. Any draft minutes are to be clearly marked as such. Councillors to receive agendas and draft minutes via email, unless requesting otherwise. Standing Orders to be reviewed at next meeting to reflect constitutional changes.

- iv. Hours worked – Clerk is to complete regular worksheets reflecting time spent and these are to be monitored accordingly.
- v. Annual Appraisals – To be put in place in due course.

d. Dog Waste Bins –Parishioners had contacted individual councillors about the ongoing problem of dog fouling on the Marsh and the possibility of installing dog bins but it was reiterated that the Parish Council is not the landowner of the area concerned. Information forwarded by Cllr Harling in relation to bovine neosporosis was also considered. After discussion, it was agreed for the Clerk to contact the NFDC dog warden for further advice; to contact the landowner to see if he would be happy for appropriate signage to be displayed on the Marsh; to place a notice in the parish magazine requesting that villagers are responsible and pick up after their dogs; and to contact Breamore Primary to advise that they put suitable signage in place on school bins to advise that dog waste is not permitted and to monitor matter on an ongoing basis.

6. CORRESPONDENCE: The Clerk presented an overview of correspondence (Appendix 1) to councillors. Amendments to the electoral register will continue to be advised to members in due course. Consultation periods were highlighted and attention was drawn to the following items:

- 2. NFNPA Recreational Management Strategy Consultation closes on 13th August 2017
- 13. Consultation on strategy for mitigating environmental impact on the coast in the wider Solent region closes on 17th September 2017
- 15. Poster for Fordingbridge Taxishare to be displayed in Hulse Hall and on the noticeboard
- 16. Cllrs to contact Clerk should they wish to attend the NFDC traffic management meetings on 15th September 2017
- 21. Serving Hampshire - Balancing the Budget consultation closes on 21st August 2017
- 22. Next NW Quadrant Meeting to be held on 21st August 2017
- 24. Clerk advised that she would like to attend the SLCC 2017 Regional Training Seminar on 1st November 2017. This matter to be discussed on next agenda once Clerk has clarified costs with the other parish councils that she works for.

7. SPECIFIC ITEMS:

- a. **Application to the Transparency Fund** – Following the introduction of the Transparency Rules in 2015, Clerk advised that she would like to forward an application to the Transparency Fund so that a laptop, suitable software and an anti-virus application can be purchased to meet the new regulations. Next deadline to HALC after the next meeting will be 11th October 2017 and application will be prepared for discussion accordingly.
- b. **RTI Reporting** - All employers are now required by law to submit an RTI return every time employees are paid as part of payroll arrangements (deadline for micro employers April 2016). Although there is still some leeway for the very smallest employers and new employers when submitting their very first RTI return, the vast majority of employers or their payroll agents are now reporting PAYE information to HMRC in real time. Clerk to liaise further with internal auditor to set this up as soon as possible.

- c. **Pensions Regulator** - Under the Pensions Act 2008, every employer in the UK must put certain staff into a pension scheme and contribute towards it (if employee earning over £183 per week). This is called 'automatic enrolment'. If you employ at least one person you are an employer and you have certain legal duties - even if your employees do not meet relevant criteria, a letter must be forwarded to staff and a compliance declaration completed. Clerk to liaise further with internal auditor once RTI Reporting in place.
- d. **Footpaths on the Marsh** – The Chairman gave an overview of a letter received advising of an obstruction to the footpath on the Marsh but it was noted that the matter had already been resolved.
- e. **Donation to the Breamore News and Views Magazine** - It was proposed and seconded and, following an unanimous vote, therefore **RESOLVED** that a donation of £100 be forwarded to Breamore News and Views

8. FINANCIAL REPORT:

Bank of Ireland balance is £7526.66 as at 30th June 2017. Most recent bank statement not yet received but after two further payments in July 2017, balance should be £7122.66

9. ACCOUNTS FOR PAYMENT:

It was proposed and seconded and, following an unanimous vote, therefore **RESOLVED** that the following cheques were written and signed accordingly:

£324-00 Clerks Salary to 31st May 2017
 £17-00 NALC LCR Subscription
 £100-00 Donation to Breamore News and Views

10. PLANNING MATTERS:

a. Decisions

APPLICATION NO: 16/10602
 SITE: OLD FORGE, SALISBURY ROAD, BREAMORE SP6 2EA
 DESCRIPTION: Use as 1 holiday let; retention of 1st floor side window
 DECISION: Granted Subject to Conditions

APPLICATION NO: 16/11477
 SITE: FARM COTTAGE, NORTH STREET, BREAMORE SP6 2DG
 DESCRIPTION: Strip roof; repair & replace timber; breathable membrane; battens; re-use tiles & ridge; lead soakers & flashing to 3 chimneys (Application for Listed Building Consent)
 DECISION: Granted Subject to Conditions

APPLICATION NO: 16/10770
 SITE: NORTH STREET FARM, NORTH STREET, BREAMORE SP6 2DG
 DESCRIPTION: Boiler flue (Retrospective) (Application for Listed Building Consent)
 DECISION: Granted Subject to Conditions

11. REPORTS OF PARISH COUNCIL REPRESENTATIVES AND DISTRICT/COUNTY COUNCILLOR

Police Liaison – Nil to report

Hulse Hall – Cllr Bowen advised that the planters had been done; that the BBQ had gone well but that there were still ongoing problems with the heating.

NF Consultative Panel – Nil to report

NW Quadrant Meeting – Cancelled on 19th June 2017, rescheduled for 21st August 2017

AONB – The Chairman highlighted future events

NFALC – The Chairman attended meeting on 20th July 2017 and advised that this meeting focused on cutting lists; flytipping and The Garage (a youth project in Totton) with the next meeting on 19th October 2017 scheduled to focus on Planning.

County/District Cllr Edward Heron also provided an update. Skanska has now started as the new contractor for Hampshire Highways. He also stressed the importance of forwarding comments in relation to the Serving Hampshire - Balancing the Budget consultation, which closes on 21st August 2017

12. MATTERS TO BE RAISED ON NEXT AGENDA: Standing Orders; Application to the Transparency Fund; Budget; Previous Clerk's certificate of service; Dog Fouling on Common

13. DATE OF NEXT MEETING – Monday 2nd October 2017 at 7.30pm

There being no further business the Chairman closed the meeting at 9.04pm

Contact details: Clerk: Vicky Eden, 24 Lyster Road, Fordingbridge, SP6 1QY

Email: parish.clerk@breamore.gov.uk Tel: 01425 655707 (normal working hours only please)

Minutes, including appendices and other documentation, can also be found on our website:

www.breamore.gov.uk

These are draft minutes until approved at the next meeting

Appendix 1 - Correspondence 06.06.2017 – 07.08.2017

Ref.	Date Received	Delivery Method	Received From	Details	Meeting date / Deadline / Consultation Period
1	08/06/17	Email	NFALC	NFALC Minutes - 20.04.17	
2	19/06/17	Email	NFNPA	RMS consultation	13-Aug-17
3	20/06/17	Email	HCC	The Small Grants Scheme COUNTRYSIDE ACCESS is changing...	
4	22/06/17	Email	Fordingbridge Town Council	Parish Lengthsman - Call for more worksheets please	
5	26/06/17	Email	NFDC	Emergency Planning Advice	
6	04/07/17	Email	UK Cycling Events	Advance notification of cycle event	16th - 17th September
7	06/07/17	Email	NFNPA	RMS consultation	13-Aug-17
8	06/07/17	Email	HALC	Transparency Fund	
9	07/07/17	Email	HALC	HALC July E-update	
10	10/07/17	Email	NFALC	NFALC Agenda - 20 July 2017	
11	13/07/17	Email	Wiltshire Council	Consultation on the Pre-submission draft Wiltshire Housing Site Allocations Plan	22-Sep-17
12	13/07/17	Email	NFNPA	Consultation on strategy for mitigating environmental impact on the coast in the wider Solent region	17-Sep-17

Ref.	Date Received	Delivery Method	Received From	Details	Meeting date / Deadline / Consultation Period
13	18/07/17	Email	HALC	Invitation to Hampshire ALC's 70th Anniversary Celebrations - 10th October 2017 - 17.00-19.00 - Great Hall, Winchester	
14	19/07/17	Email	NFDC	HCC are changing the system for the email account you use from POP3 to Office 365. The timetable for this is September 2017.	
15	20/07/17	Email	HCC	Fordingbridge Taxishare	
16	21/07/17	Email	NFDC	Traffic Management Meetings	15-Sep-17
17	26/07/17	Email	NFNPA - Treeworks	South East Tree Wardens Regional Forum 2017	
18	27/07/17	Royal Mail	NFDC	Year Book - 2017-2018	
19	27/07/17	Email	HCC	Hampshire Highway Service Contract for Highway Maintenance	
20	27/07/17	Email	NALC	LCR Subscription	
21	31/07/17	Email	HALC	Serving Hampshire - Balancing the Budget consultation 3 July - 21 August	21-Aug-2017
22	02/08/17	Email	NFNPA	NW Quadrant Meeting	21-Aug-2017
23	03/08/17	Email	NFNPA	Free land management event	13-Sep-17
24	05/08/17	Royal Mail	SLCC	2017 Regional Training Seminar - 1st November 2017 - Cost £82.80 incl of VAT	11-Oct-2017
25	07/08/17	Royal Mail	HALC	HALC Annual Review 2016-2017	
26	07/08/17	Email	NFALC	Minutes dated 20.07.2017	
27	07/08/17	Email	SLCC	Travellers in Marchwood	