

OVERTON PARISH COUNCIL
Committee Meetings
Held on 23 March 2004 at the Community Centre, Overton

MEET WITH REPRESENTATIVES OF BASINGSTOKE AND DEANE BOROUGH COUNCIL TO DISCUSS LITTER AND GROUNDS MAINTENANCE IN OVERTON

Present: - Mrs Atkins, Mr Attwell, Cllr Baker, Mr Baker, Mr Bennett, Mr Hensman, Ms Mills, Cllr Tilbury, Mrs Harley Clerk). From Basingstoke and Deane Borough Council – Blanche Miles (Education and Enforcement), Vic Lee (Head of Street Cleaning), Brian Bartlett (Street Care Manager), John Williams (Team Leader).

Mr Lee informed the parish council that the grounds maintenance and street cleansing work forces had now been combined to give more flexibility.

Steve Featherstone had agreed that the cut level would be raised in Overton so that the grass would not be shaved. The same number of cuts would be carried out – 13 in a 34-week period so the grass would always be kept under control. Hampshire County Council paid for 6 of the cuts. It was noted that the speed of cut was also causing the mower to bounce, consequently missing areas of grass, and the borough council agreed to try and address this problem.

Another problem was that a large amount of grass was sprayed when weeds were being killed around signs, under hedges etc. Mr Lee stated that a lot of time was saved by spraying, carried out 3 times per year, as opposed to strimming, which was carried out 6 times per year. It was agreed that areas would be more carefully sprayed.

With regard to street cleaning, nearly £1,000,000.00 was spent each year in the borough council on picking up litter. In the six years before the Best Value Study carried out in 2002, the amount of waste collected from the streets had doubled, and the sign were that this figure had increased by 14% over the last two years. A great deal of this money was spent on picking up litter that people had dropped mainly because of poor education, a lack of discipline and respect and an increase in fast food outlets. A lot of work was being done working with children and young people to educate them against dropping litter.

It was noted that a great deal of fly tipping took place around Overton, and it was stated that once reported, the borough council would clear in a few days. Mr Hensman suggested that there was a shortage of civic sites and that providing a village skip could ease the burden. It was agreed that there was scope for discussion on this item. Mr Attwell queried the closure of the civic waste site near Tadley. Officers replied that the site was now open two days per week, and that it would be useful if the site were reopened on a full time basis.

Blanche Miles stated that a covert camera was soon to be purchased in an attempt to dissuade people from fly tipping. It was hoped that it could be used as a deterrent, but also as a way of providing evidence to use for prosecution.

Mr Baker, who had organised the recent Overton litter pick was concerned that litter was escaping from the back of the dust cart as it carried out collections. Mr Bartlett stated that they were aware of the problem and were trying to work with the contractor to do something about this. Mr Baker was also concerned that the introduction of a £10.00 charge for the removal of bulky waste would increase the amount of fly tipping in the borough. Mr Lee stated that a great deal of research had been carried out regarding the question of charging, and he did not believe that it would increase the cases of fly tipping. He went on to say that great deal of the furniture and electrical items would be collected and recycled by the 'Furniture Store' and that these collections would still be free.

Mr Baker hoped that in the future the Overton litter pick could be coordinated with neighbouring parishes in an attempt to clear larger areas at one time.

PLANNING (7.30 pm)

Present: Mrs M Atkins (Chair), Mr M Attwell, Cllr P Baker, Mr P Baker, Mr J Bennett, Mr G Hensman, Ms S Mills, Cllr I Tilbury, Mrs L Harley (Clerk).

1. APOLOGIES

Apologies were received from Dr S Johnson, Mr B Langer and Mrs L Sloane Williams.

2. CONSIDER PLANNING APPLICATIONS AS LISTED

BDB 57890 – erection of single storey extension following demolition of conservatory at Venetta, Winchester Street – no objection.

BDB 57900 – installation of new sash window to ground floor west elevation at Court Farm House, Church Road – no objection.

BDB 57850 – erection of a replacement front porch and attached garage to side of property at 1 Sapley Lane – no objection.

BDB 57898 – application for Certificate of Lawfulness for change of use of land to be included within the domestic curtilage at Well House, Burley Lane (Mrs Atkins declared an interest) – objection – agreed that land was agricultural. Concerned that a change of use would alter the nature of the area.

3. OTHER PLANNING MATTERS

3.1 Developer Contributions – to discuss report of meeting (11.03.04), prioritise wishes and agree OPC actions – it was agreed to defer this item to the full parish council meeting on 14 April 2004. It was agreed that a wish list and action list should be compiled for this meeting.

Agenda item – 14.04.034. Clerk and BL to compile list.

4. CORRESPONDENCE

1) BDBC – the following applications have been approved by BDBC:

BDB 57579 – erection of single storey side extension and a front porch following demolition of utility room/store at 3 Beech Close

BDB 57560 – construction of new shop front at Co-op, Winchester Street

BDB 57269 – erection of two storey side extension and rear porch. Creation of vehicular access and off street parking for two vehicles at 68 Winchester Street

BDB 57641 – erection of single storey rear extension at 67 Woodlands

BDB 57500 – felling of an Ash tree on land to rear of 7 Oak Close

BDB 57489 – display of two non illuminated signs at Portals Ltd - noted

2) BDBC – TCA 1629 – to repollard 7 Crack willows at Bridge Cottage, Bridge Street - noted

3) BDBC – land adjacent to 3 New Cottages, Silk Mill Lane – **Clerk to respond supporting reinstatement of hedge**

4) BDBC – change of name from upper Ashe to Upper Ashe Barn – noted.

FINANCE AND GENERAL PURPOSES COMMITTEE

Present: Mr M Attwell (Chairman), Mrs M Atkins, Cllr P Baker, Mr P Baker, Mr J Bennett, Mr G Hensman, Ms S Mills, Mr I Tilbury, Mrs L Harley (Clerk).

1. APOLOGIES

Apologies were received from Dr S Johnson, Mr B Langer and Mrs Sloane Williams.

2. 2.1 Approve design for new bus shelters on Overton Hill – Stuart Michael Associates had provided a plan showing the location of the new bus stops on Overton Hill. They were happy for the shelters to be provided by Macemain Amstad, the company who had supplied the other shelters within the village, and the parish council chose a matching design for the east and west bound shelters. Councillors were concerned that the toll wall would not be affected by the installation of the westbound shelter.
Clerk to contact Stuart Mitchell Associates.

2.2 Parking at Overton School – Mr Langer, who was not present at the meeting, was concerned that the school, the parish council and the Biodiversity Group did not have a coordinated opinion with regard to the problem of parking at the school and had suggested that representatives of the three groups together with a member of the school's staff meet on site to discuss the matter. It was agreed to try to organise such a meeting.
Action Clerk.

3. APPROVE AND SIGN CHEQUES

The following cheques were approved and signed (p: B Langer; s: M Attwell):

1642 St Luke's Hall Trust	Grant towards architect's fees	1,300.00
1643 BT	Office telephone	51.81
1644 District Audit	External audit fees	763.75
1645 OSS	Subscription	30.00
1646 TVBC	Grounds Maintenance	878.43
1647 HAPTC	Mentoring training for Clerk	55.00
1648 Vic Bates	Revision of Overton maps	65.00
1649 Mr B Langer	Expenses	38.10
1650 CPRE	Subscription	25.00
1651 Ken Marchment	Tree planting SLPF	293.75
1652 K Birch	Cleaning bus shelters	40.00
1653 BDBC	Building Regs Fees - SMH	897.48
1654 Overton Harriers	Grant towards Festival of Running	300.00
1655 Teresa Reynolds	Expenses - News and Views	73.95
1656 Overton Photographic Club	Grant towards projector	100.00
1657 OCA	Office rent	203.50
1658 Business Connections	Stationery	23.15
1659 BDBC	News and Views/playground inspections	157.45
1660 Staples	Stationery	26.48
1661 Laura Harley	Salary/expenses	689.59
1662 Inland Revenue	Tax/NI	205.78
1663 HCC	Pension	118.44

4. NEWS AND VIEWS

John Bennett had agreed to write News and Views for May 2004. The Clerk agreed to draw up a rota from May 2004. It was agreed to remove the Green Lanes piece until another issue.

5. ANNUAL PARISH MEETING

Representatives from St Mary's Hall, St Luke's Hall and the Community Centre had agreed to make a short presentation at the Annual Parish Meeting to outline future plans for the three buildings. It was therefore agreed that written reports only would be required from the borough and county councillors.

Clerk to organise.

6. AMENITY MATTERS:

6.1 Consider quotes for basketball post at Sapley Lane Playing Field – two quotations had been received and it was agreed to seek a further quotation from EJ Services before making a decision regarding the contractor.

Recommendation to FPC – to accept the quote of £1140.00 from Universal Playgrounds for a basketball post at Sapley Lane Playing Field unless a more favourable quote is received from EJ Services.

6.2 Consider other Youth needs at Sapley Lane Playing Field – the Clerk reminded councillors that as part of the original planning application there was still permission to install a trim trail at the playing field. Other items that needed consideration were fixed bins, a teen shelter, seating and ramps for less experienced skaters. See item 6.4 below.

6.3 Consider quotations for gates at Edward Kersley Playing Field – a quotation had been received from EJ Services to install two new gates at either end of the path at a cost of £575.00 each. It was agreed to recommend this quote to FPC and to request that some sort of bar or meshing be placed on the gates to stop children swinging on them.

Recommendation to FPC – to ask EJ Services to install two new gates at Edward Kersley Playing Field at a cost of £575.00 each.

6.4 Consider quotations for two items of playground equipment at Edward Kersley Playing Field – quotations had been received for a cable way and space net to be installed at Edward Kersley Playing Field. It was agreed that before going any further with this issue, that children at Overton School and Testbourne be asked what sorts of play items they would like to have at both the council run recreation grounds. Ms Mills and the Clerk agreed to devise and distribute a simple questionnaire. Mr Attwell requested that Forward Planning be an item on the next FGP agenda.

SM and Clerk to devise and distribute questionnaire.

Forward Planning to be an agenda item for FGP.

6.5 To consider wording of signs for Playing Fields and quotations received – the wording for the new signs was considered by the parish council and amended accordingly. It was agreed that Focal Signs would be asked to make the signs.

Recommendation to FPC – that Focal Signs be asked to make the signs for the playing fields.

6.6 To consider wording for signs at the Allotments, Cemetery and St Mary's Hall – the wording for these signs was discussed and it was agreed to ask Focal signs to quote for the additional work.

Action Clerk.

7. RISK ASSESSMENTS

Mr Attwell stated that the Risk Assessments were now complete. He suggested that any contractors who were required to do work should be asked for a Risk Assessment, and that if one was not forthcoming, that the parish council would prepare a 'task based' risk assessment for the work to be carried out.

The Clerk stated that it had been a useful exercise, as it had highlighted a number of areas where maintenance was required. The main concern was that several of the gravestones in the cemetery were loose, and it was agreed that this matter needed to be dealt with in conjunction with the PCC.

Action Clerk.

8. TO DISCUSS WHO SHOULD HOLD THE PLANS FOR THE PROPOSED NEW HALL ON OVERTON HILL (OVERTON PARISH COUNCIL OR ST LUKE'S HALL)

It was suggested that the plans for the new hall should be kept in the parish office if the St Luke's Hall Trustees were in agreement.

Clerk to contact the Trustees on the matter.

9. PROCEDURES AND SYSTEMS

9.1 - Quality Parish Status – no further matters to discuss.

9.2 - Clerk's Salary – the Clerk was asked to leave the meeting while this matter was discussed. Mr Atwell proposed that the Clerk's hours be increased to 20 per week and this was seconded by Mr Bennett and unanimously agreed. This would now be a recommendation to full parish council.

Recommendation to FPC – that the Clerk's hours be increased to 20 per week.

9.3 - Internal Audit – the Clerk had met with the Internal Auditor who had made the following recommendations, which were duly noted by the parish council.

1. Both parish councillors who sign the cheques must also sign the cheque stubs to enable an audit trail to be established. Currently this is being carried out on an intermittent basis.

2. Any expenditure made under S137 must be minuted as such. S137 can be used to make payments for items beyond the normal powers of a parish council. The total that can be spent on S137 payments in the year to 31 March 2004 equals the number of electors x £3.50. This increases to the number of electors x £5.00 from 1 April 2004.

3. The cheques for St Mary's Hall should be approved at FGP. Generally cheques have been approved at sub-committee meetings – but this needs to be formalised by approval at FGP. A list of cheques and standing orders for the year 01.04.03 – 31.03.04 is attached for approval.

Clerk to produce list of cheques and St Mary's Hall accounts at the FGP meeting on 27 April.

4. The date on which invoices for the rental of St Mary's hall are paid should be marked on the copy invoice. The date on which invoices are sent should be marked in Bookings' Diary.

9.4 - To discuss the idea of delegating some or all powers to FGP - it was agreed that there were several matters that could be agreed at the FGP meeting. It was suggested that a quorum of 7 councillors would be

required and that there would need to be a financial limit with regard to decisions made. The Clerk agreed to draw up a draft Term of Reference for consideration by the parish council.

Action Clerk.

9.5 - Inter meeting emails - Mr Hensman had expressed some concern about the content and subject of emails being sent between meetings. All councillors agreed that emails were a useful way of discussing issues in details and agreed that all decisions would continue to be made as a part of the formal meetings.

9.6 - Parish council surgeries – next one 27.03.04 – Mr Bennett and the Clerk agreed to attend the surgery on 27.03.04.

Action JB/Clerk.

Ms Mills leaves the meeting at 10.50 pm

10.

CORRESPONDENCE

1) EJ Services – picture/quote for gate – considered under item 6.3

2) Various – quotations for signs – considered under item 6.5

3) Overton Choral Society – request for grant towards keyboard – the Choral Society had requested a grant towards the cost of a keyboard. It was understood that they were considering a keyboard that cost £500.00, and it was agreed to recommend a grant of £250.00.

Recommendation to FPC – to give a grant of £250.00 to the Choral Society towards the cost of a keyboard.

Mrs Atkins leaves the meeting at 10.55 pm

4) North Hampshire Hospitals – consultation document – **Clerk to read and report back**

5) BDBC – Parish Liaison Meeting – 3 March 2004 - noted

6) BDBC – Code of Conduct – **to be included in FPC agenda**

7) Tribe – skate events – it was noted that Tribe provided training events for skateboarders and it was agreed that the parish council investigate the idea further, particularly with regard to funding. **Action Clerk.**

8) HAPTC – members' travel allowances – noted.

The meeting closed at 11.00 pm