

DRAFT

Overton Parish Council

Clerk: Laura Harley, Oak Tree Lodge, Roundwood, Micheldever, Winchester, SO21 3BA.

Minutes of the Finance and General Purposes Committee meeting held in the Overton Community Centre on Tuesday 26 October 2004

Present; Mark Attwell (Chairman), Peter Baker, Cllr Mrs Paula Baker, Dr Sue Johnson, Brian Langer, Sarah Mills (arrived 7.50pm) and Pat Taylor.

No members of the public or the press were present.

1. Apologies for absence

Maggie Atkins, John Bennett, Cllr Ian Tilbury, Lucy Sloane-Williams and Mrs Harley (Clerk). In the absence of the Parish Clerk it was agreed Brian Langer would take the minutes of the meeting.

2 Declaration of interest

Cllr Paula Baker declared her interest, as chairperson of the Overton Community Association, in respect of cheque number 1738 to be approved later in the meeting.

3.1 Approve and sign cheques

The following were approved unanimously by those present but signed by Mark Attwell and Brian Langer after the meeting: (all sums in pounds/pence)

Parish Council

1737 BDBC	News and Views/Playground Inspections	304.33
1738 OCA	Rent of office	203.50
1739 Royal British Legion Wreath	(Remembrance Day)	20.00
1740 Burley Wood Guide Assoc	Grant	300.00
1741 K Birch	Cleaning bus shelters	60.00
1742 Blachere	Christmas tree lights	251.60
1743 Laura Harley	Salary	607.18
1744 HCC	Clerk's pension	149.04

St Mary's Hall Management Sub Committee

The following were approved unanimously by those present but signed by Mark Attwell and Peter Baker after the meeting:

Standing Order E Williams	Salary	180.00
50 Gasforce	Boiler maintenance	219.73

3.2 Approve monthly payment of £45.00 to Acclaim for website maintenance

1) The standing order instruction for website maintenance required authorisation for payment; this was signed for by Mark Attwell and Sue Johnson.

Other correspondence

2) Ashe PCC – the acknowledgement of the Parish Council's grant was noted.

4. News and Views

4.1 Amendments to November issue

Councillors made several comments of the first draft but all were unaware that a second draft had been issued by the editor that evening. Sarah Mills commented that her material, as councillor of the month, had not been included (corrected for second version); Cllr Baker had yet to supply text for a Foxdown housing article; Peter Baker and Brian Langer had supplied additional text (included in second version); there was a need to advise parishioners that the next edition's deadline of 16 November covered two months news (December and January) – a point covered by the second version.

Councillors requested that articles should in future include both a name and the capacity in which that person was writing, ideally with a contact number or address. **ACTION CLERK/EDITOR.**

Councillors also requested that editing of third party items should take place, both to reduce the amount of text required to convey a specific message and to correct faulty grammar. **ACTION CLERK/EDITOR.**

4.2 Agree councillor of the month for December/January issue.

Pat Taylor agreed to be nominated.

4.3 Approve insert and discuss and agree whether there should be a prize draw for questionnaire respondents.

Not every councillor had found this document amongst one of the clerk's attachments. There was discussion as to how to convey the message of the need to rank preferred items of expenditure over the next two financial years without making the questionnaire too complex.

It was **AGREED** that the item reference number and name could be omitted in order to allow more room (column depth) for the response. An amended copy, including changes to both the four page newsletter and the insert, would be given to the editor. **ACTION BL.**

5 Discuss outcome of Environmental Traffic Calming meeting on 21 October 2004.

This on site meeting with Barry Ford and Jamie Daly of BDBC had been attended by Brian Langer and the Parish Clerk. The outcome of discussions in respect of the five sites nominated by the parish council was:

1 High Street (junction Red Lion Lane and Bridge Street) narrowing with westbound traffic priority

The officers advised that HCC as highway authority would not countenance such an out-build at this location. To achieve a change of mind the parish council was advised to involve Overton's county councillor. **AGREED** by parish council as this site was believed to be the most critical in the village, for pedestrian safety, reduction of traffic speed and widening of pavements. **ACTION CLERK.**

2 Junction Sapley Lane/Winchester Street

BDBC officers believed the suggested out-build, to slow down traffic entering Sapley Lane from the Micheldever direction (C29), met the criteria of this initiative. Repositioning of the finger post sign would be incorporated in the design and costings BDBC would now work on. The matter of extending the pavement along the west side of the road from the pedestrian access to Sapley lane Playing Field to the vehicular one was believed to be too costly and did not meet the criteria. **ACTION BDBC officers.**

3 Southington western gateway to Overton on B3400

BDBC officers appreciated the need to reduce the speed of vehicles approaching the village from the west along a stretch on which the national speed limit for single carriageway roads applied. They would come up with proposals for road surface painting and gateway signing at this site but not including rumble strips which tended to be noise intrusive to local residents. They were also shown the site where the Southington 40mph limit became 30mph and the importance of ensuring adherence to the speed limit at that point was stressed, should that also be able to be taken into account in their subsequent recommendations. **ACTION BDBC officers.**

4 Kingsclere Road B3051 (junction with Footpath 5 at foot of hill)

This site required a more substantial out-build to slow down traffic at a point where children (more expected after 75 houses at Foxdown and seven at Foxdown Lodge are completed) cross the B3051 to access a footpath to school. There was also a need to incorporate a dropped kerb for easier access to the footpath by wheelchair and buggies users.

BDBC officers were sympathetic but appreciated the point made by the parish council that until the matter of reduced speed limits had been resolved resulting from these developments it would be unwise to recommend expenditure at this site which could, in any case, benefit from funding from developers's contributions.

The dangerous junction between the B3051 and Church Road was also discussed but the intrusion of the graveyard into sightlines to the north from Church Road made improvements very costly.

5 Overton Hill eastern gateway to Overton on B3400

Reducing speed along this road is a high priority for the parish council but the BDBC officers agreed that until any revision of speed limits, as a result of the Overton Hill 99 houses development, was resolved and which could be subject to funding from developer's contributions, it would be unwise to recommend expenditure on traffic calming measures at this location.

The BDBC officers would provide the parish council with details of their proposals within the next two months but it was emphasised that funding was limited and that there was no guaranteed that both supported proposals would be approved by BDBC. **ACTION BDBC officers.**

6 Overton halls

6.1 United Halls Committee

Councillors were reminded of the next meeting on 3 November 2004. Pat Taylor, Peter Baker, Brian Langer and Cllr Baker were hoping to attend but it was known that Mark Attwell and Sue Johnson would not be able to do so.

Concern was expressed by some councillors, especially those involved with hall committees, about BDBC officer June Balcombe's (United Halls Group facilitator) intention to hold a meeting on 2 November to which only some councillors had been invited. As no councillor had a copy of the email to hand it could not be confirmed what the purpose of the meeting was, and so determine why it could/could not have waited until the 3 November meeting. The clerk would be instructed to clarify matters on her return to work and before the two meetings took place.

ACTION CLERK.

6.2 St Mary's Hall

The minutes of the 21 October meeting were not available but Peter Baker, Committee member, gave an oral report. The quote (£208K) from a firm of Andover builders had been discussed and they were keen to proceed. They had pointed out that approval for only part of the work would likely result in the total cost of undertaking all items rising to c£220K. Therefore, SMHMC would be submitting a request to Overton Parish Council to authorise expenditure of £208K as a single project. Grants were being investigated for a digital sound system which would enable a cinematic show to take place and discussions with the Community Church related to weddings and christenings taking place there.

Some councillors were concerned that the costs involved more than was necessary to comply with the Disability Discrimination Act provisions that came into effect in October 2004. There was some frustration that the costs requested by the parish council (for precept purposes) had not been provided; instead figures had been quoted for what SMHMC sought to do. It was SMHMC's intention to present a business strategy to the United Halls Group at their 3 November meeting. **ACTION CLERK/SMHMC.**

6.3 Overspending of St Luke's Hall grant

A letter from Cllr Ian Tilbury, acting on behalf of St Luke's Hall trustees, had been circulated by the clerk. As Cllr Tilbury was not present it was agreed that the parish council would determine what, if any action, would be taken when he was. However, it was stressed that in this context Cllr Tilbury should be referred to as an agent of St Luke's Hall as he was not acting in a capacity of either a borough or parish councillor.

Cllr Baker, commenting as a borough councillor, stated that it was her understanding that the BDBC were under no obligation to return all or part of the planning application fee paid for by an earlier group of trustees; BDBC officers had incurred costs in processing that application even if it had subsequently not been determined. This understanding of the facts had been reported also by Cllr Tilbury in his report.

The chairman emphasised the importance ensuring clear and distinct spheres of influence and involvement were maintained by all councillors. It was vital that councillors involved with the hall (or any village hall) made it clear in which capacity they were making comments or submitted reports. It was for the St Luke's trustees to request formally the parish council took a particular course of action based on the facts the trustees had gathered; it was inappropriate for the parish council to take action based on councillors's oral comments made at a parish council meeting.

Should the parish council be requested to return certain documents to the St Luke's Hall trustees the council **AGREED** that the originals would be retained by the parish council and copies would be issued to the trustees by the clerk.

The meeting requested the clerk updated and distributed her chart on transfers/payments by the parish council to the St Luke's Hall trustees, and for what purpose such arrangements were made. **ACTION CLERK.**

7 Budget for 2005/6 financial year

7.1 Plans for 2005/6 financial year and resultant budgetary implications

A updated spread sheet had been distributed by the parish clerk, following discussions at the 13 October meeting. The chairman explained the intention was to run with the excel chart for the three meetings prior to having to firm up expenditure (complete existing gaps) for 2005/6 and, later, 2006/7.

Sarah Mills proposed and it was **AGREED** that the topics should be grouped under overarching headings, eg Local Services, Traffic and Transport Strategy, Quality of Life, to assist comparisons when it came to determining which topics should be supported and which not. **ACTION CLERK/MAtt.**

The chairman asked for councillors to have chosen their five prioritised topics for consideration by 8 December meeting, at which the 2005/6 precept had to be decided. **ACTION ALL COUNCILLORS**

7.2 BDBC Environment and Regeneration Grant

This had earlier been tabled at the 13 October meeting but had been given to FGP committee for deeper consideration. Suggested areas for funding:

- a) Improving the quality of FP 5 by clearing the path of grass/weed incursion, proper edging and perhaps a more plant resistant surface;
- b) Pedestrian bridge across river Test in Station Road where no pavement currently exists;
- c) A second formal path within the cemetery.

The discussion wavered at this point onto the topic of access into Little Meadow from the cemetery. No one was sure who held the Little Meadow design proposal plan. **ACTION CLERK to ask LSW.**

8 Overton Website Working Party

8.1 Discuss website meeting of 19 October 2004

Draft minutes had been distributed and were noted.

8.2 Recruitment of another parish councillor to the Website Working Party.

As meetings were held during the day time it was not always possible for all three parish council representatives to attend. It was **AGREED** that MA and LSW would be asked if one of them would be prepared to be a member. **ACTION CLERK.**

9 Highways and Byways

9.1 Traffic lights – meeting with Adrian Gray of HCC

An on-site meeting had been arranged for 8.15am 9 November Adrian Gray from the county council. It was hoped this would contribute to resolving the problems of both turning right off the B3400 and the absence of a pedestrian phase. BL's email detailing his findings during the afternoon peak on 15 October were noted.

9.2 Highways Agency roadworks leaflet

For the library once it had been read by BL. **ACTION BL.**

9.3 BDBC Waltham Road and Battens Ave traffic surveys – parishioners responses.

The two responses were noted and it was considered Gill Corbett's response was particularly apposite and should be retained for future reference. **ACTION CLERK.**

9.4 Steve Goodall and HCC's replacement of a dead tree in Winchester Street.

It was noted that a Mountain Ash tree would be planted. Sue Johnson enquired if it was known what the dead tree had suffered from as it could affect the replacement tree. **ACTION CLERK.**

10 Reception for 60th anniversary of the end of World War II

Sarah Mills had yet to have her meeting with Sue Berry of the Memorial Institute to firm up proposals, especially relating to a date. Cllr Baker commented that the BDBC event relating to the 200th anniversary of the Battle of Trafalgar was scheduled for 2 September and Brian Langer asked that no reception took place prior to the anniversary of VJ day next August. Taking into account pensioner holidays and the darker evenings of autumn the options were not that extensive. **ACTION SM**

11 Procedures and systems

11.1 The clerk was asked to propose a date for the Annual Parish Meeting in 2005. **ACTION CLERK**

11.2 Co-option of a councillor should be an Agenda item for 10 November meeting. **ACTION CLERK.**

11.3 The chairman asked that the terms of reference for the committees should be an agenda item at the November FGP meeting. **ACTION CLERK.**

12 Correspondence

12.1 HAPTC and Quality Parish Councils

Some councillors were not overly enthusiastic about QPC status but had earlier given the Clerk authority to study for the specific qualification required, absence of which appeared to be the only obstacle to Overton obtaining QPC status. The question remained what benefits accrued to a council if ultimately all obtained QPC status. The financial incentives now being offered to QPCs were noted. **ACTION CLERK TO REPLY.**

12.2 BDBC Parish Liaison Officer

Martin Ridgeway sought views on firstly whether the role was right and how it could be improved and secondly parish councils's views on the role. It was considered best for the Clerk to reply as MR chaired the BDBC/parish clerks liaison meetings and his input direct to parish councillors was minimal. **ACTION CLERK.**

12.3 BDBC website

BDBC were seeking approval to list details of all parish councillors on their website. It was suggested that BDBC should be advised to provide a link to the village website which included all such details. **ACTION CLERK.**

12.4 Volunteer to litter pick

Peter Baker advised that he had received an offer from a person to litter pick in the Edward Kersley Playing Field. He would supply the clerk with details. **ACTION PETER BAKER**

The meeting closed at 10.10pm