

OVERTON PARISH COUNCIL

Committee Meetings

Held on 27 January 2004 at the Community Centre, Overton

PLANNING (7.30 pm)

Present: Mrs M Atkins, Mr M Attwell, Mr P Baker, Cllr P Baker (arrived 8.20 pm), Mr J Bennett, Mr G Hensman (arrived at 7.40 pm), Dr S Johnson, Mr B Langer, Mrs L Harley (Clerk).

1. APOLOGIES

Apologies were received from Ms S Mills, Mrs L Sloane Williams, Mrs P Taylor and Mr I Tilbury.

2. CONSIDER PLANNING APPLICATIONS AS LISTED

BDB 57500 – felling of an Ash Tree on land to the rear of 7 Oak Close – no objection – request that replacement tree is planted.

BDB 57267 – (amendment) – erection of a sports pavilion with associated parking on site adjoining football ground, London Road – no objection.

BDB 57526 – erection of a farmhouse with farm offices including a pharmacy. Erection of a cart shed type double garage, log store, loosebox and tack room with storage over at Ashe Warren Farm, Ashe Warren – no objection.

BDB 57489 – display of two non-illuminated signs (retrospective) at Portals Ltd, Overton Mill – no objection.

3. OTHER PLANNING MATTERS

St Mary's Hall Planning Application BDB 57330 – Mrs Atkins was concerned that the St Mary's Hall plans had not been viewed and approved by the parish council before being submitted by Clive Pedlar, the surveyor appointed by the sub-committee. She felt that as a matter of principle that the plans should be withdrawn.

Mr Hensman arrived at 7.40 pm

Many councillors had serious concerns about some aspects of the plans, particularly regarding the design of the fascia, removal of the bus shelter and regrading of the pavement around the entrance onto the High Street. There was a feeling that all these items needed to be discussed further. The Clerk pointed out that even if the plans were passed as they were, the parish council could still exercise discretion over which items of the plans it was prepared to pay for. Mr Baker felt that work to the front fascia would be expensive and being cosmetic would be the lowest priority for the sub-committee. Mr Langer was concerned about stunting the keenness of the management committee by withdrawing the plans. Dr Johnson pointed out that the planning application had not, until this date, been discussed as part of a planning meeting.

Mr Bennett proposed that the parish council should approve the plans, but expressed concern regarding the bus shelter, fascia and pavement. This was agreed with six councillors voting in favour of the proposal and one against. It was agreed that the Clerk should write to every member of the sub-committee to express concern regarding the planning application.

**Action Clerk.**

Mrs Baker arrived at 8.20 pm

4. CORRESPONDENCE

1) BDBC – TCA 1602 – to fell 22 Ash and 2 Willow along the effluent pipe adjacent to the Polhampton Road – no objection

2) BDBC – TCA 1601 – to fell 1 Sycamore at 68 Winchester Street – no objection

3) BDBC – no objection to TCA 1580 and TCA 1590 - noted

4) BDBC – reports from Development Control Committee for land at Kennel Copse and land at Foxdown, Kingsclere Road - noted

5) BDBC – the following applications have been passed by the borough council

BDB 57225 – erection of rear conservatory at 43 Woodlands

BDB 56874 – relief of condition 2 approved application BDB 49333 to allow erection of a new village hall, car parking and multi use play area

BDB 57224 – erection of a two storey rear and single storey extension and front porch at 11 Poultons Road - 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, Dr S Johnson, Mr B Langer, Mrs L Harley (Clerk).

1. AGREE CHAIRPERSON FOR THE MEETING

Mr Attwell agreed to chair the meeting.

2. APOLOGIES

Apologies were received from Ms S Mills, Mrs L Sloane Williams, Mrs P Taylor and Mr I Tilbury.

3. APPROVE AND SIGN CHEQUES

The following cheques were approved and signed (p: B Langer; s: P Baker):

1621	Business Connections	Stationery	35.55
1622	Kevin Birch	Clean bus shelters	75.00
1623	Staples	Postage	26.88
1624	Clive Pedlar Associates	St Mary's Hall plans	1,578.75
1625	BDBC	Playground inspection	58.75
1626	Laura Harley	Salary	563.60
1627	HCC	Pension	118.44
1628	BDBC	Playground inspection	58.75
1629	OCA	Room hire	78.25
1630	C Thorn	Clear bus shelter	30.00
1631	SMHMS	Reimbursement of VAT refund	203.19

4. DISCUSS AND AGREE A WAY FORWARD FOR OVERTON PARISH COUNCIL TO ENABLE ALL RELEVANT WORK AND ACTIONS TO BE CARRIED OUT EFFECTIVELY BY REVIEWING THE ORGANISATION OF MEETINGS, COMMITTEE, WORKING PARTIES ETC

It was agreed that it was important to let the public know what the responsibilities of the parish council were, and that in most cases it was simply a link in the chain of communication. It was agreed that this should be made clear on the website and in the Overton Handbook. In addition the following matters were discussed and agreed:

It was agreed that the current programme of meetings should be adequate providing that councillors stayed focussed on matters over which the parish council had some control.

That the strict pattern of evening meetings on specific days in the month made it easier for councillors to attend, however it was agreed that Clerk would look at the Borough Council diary to see if there was a better day for borough councillors.

**Action Clerk.**

The onus was on councillors to make every effort to attend all the meetings, and give apologies well in advance.

All councillors would be on all committees.

The main discussion on matters would take place at the committee meetings, with recommendations going to the main meeting. Actions to be taken should be clear at the end of each item.

That there should be no acrimony or personal attacks, and that everyone should work together without stifling constructive debate.

That the Chair should control the meeting, with all councillors speaking through the Chair with no interruption. During Public Time the Chair should make the decision regarding who is to respond to a question.

That the Clerk works more hours, however it was agreed that if actions were more concise, it would make the Clerk's job easier.

That the following items would be removed from the agenda – Matters Arising, PC Diary, News and Views, St Mary's Hall (unless there was anything more specific to report). Agendas should be more concise. Important items of correspondence will be brought to the attention of councillors. All correspondence will be available for councillors at the meeting. Police Liaison should be part of Public Time.

That Public Time would continue to be for half an hour maximum. Actions from previous public times would be incorporated into the minutes. Public Time would be augmented by monthly surgeries held between 9.00

and 10.00 am on the last Saturday of every month (trial in March, April, May and June 2004) so that any matters could be reported to the full parish council meeting.

To use the Annual Parish Meeting to talk about parish council responsibilities.

**Date to be set for APM.**

To review the matter in four months time – May 2004.

**Recommendation to full parish council: to agree to the above proposals.**

5. NEWS AND VIEWS

Money had been set-aside in the budget to allow each councillor to purchase an ink cartridge. The Clerk suggested that councillors picked up a cartridge from Business Connections where the parish council had an account.

6. ST MARY'S HALL

Denis Rowles had asked permission to erect scaffolding along the side alley of St Mary's Hall so that his building could be painted – and this was agreed.

**Clerk to contact Mr Rowles.**

7. HIGHWAYS AND BYWAYS

7.1) Street lighting – to consider changing low-pressure sodium lights to high-pressure sodium lights on footpaths in the village – Mr Langer asked whether councillors would consider upgrading lights to high pressure sodium at a cost of £220.00 per light. Mr Hensman suggested that new lights should also be a priority. Mr Langer and the Clerk agreed to produce a plan showing new lights and lights to be upgraded to be considered by the parish council.

**Action BL/Clerk.**

It was agreed that the parish council should write to the ORC and Portals Ltd regarding light pollution.

**Action Clerk.**

7.2) Street lighting - painting of street columns – Hampshire County Council did not have a policy of painting street light columns, but would undertake to do so at a cost of £30.00 per column. Councillors agreed that they would not spend money on this matter, and in addition would request that new street columns should not be painted.

**Clerk to contact HCC, BDBC and parishioner who made original complaint.**

7.3) Circular walks map – the parish council agreed in principle to install a footpath map board in the centre of the village, partially paid for by the county council. Bob Reid had volunteered to do some illustrations and had requested some ideas from councillors, which were as follows – mill, church, Community Centre, Court Farm, Flashetts, Southington Mill, Bridge Street.

**Clerk to contact Mr Reid.**

7.4) Parking at Overton school – zigzag parking and dragon's teeth – the borough council were intending to repaint the zig-zag no parking signs at the school. Mr Langer suggested that these also needed to be repeated on the opposite of the road to that proposed. It had also been proposed that dragon's teeth be installed opposite the school to prevent cars from eroding the bank along the ancient hedgerow. Mr Langer agreed to arrange a meeting with Mr Morgan of BDBC.

**Action BL.**

7.5) Parking in Overton – what next? – the following sites were discussed:

- A car park by the proposed village hall on Overton Hill had already been approved, and the provision could now be actioned. There was concern about theft from cars and the use of the car park by travellers. Mr Baker told the meeting that the OBA was not in favour of pursuing this car park.
- Mr Baker put forward the proposal that car parking could be available on the St Luke's Hall site if the hall was rebuilt at the back of the site
- Restricted parking could be introduced in Winchester Street
- It was planned to increase the number of parking spaces in the London Road car park by six spaces, but this matter was still under discussion
- There were some sites in the village centre which had not been recently discussed such as the BT land off Station Road, the Southern Water site off Waltham Road and Poyntz Road

Mr Langer proposed that Cllr Baker be asked to pursue the building of a car park on Overton Hill. This was seconded by Dr Johnson – six councillors voted in favour, one against and one abstained.

**Recommendation to full parish council meeting.**

8. AMENITY MATTERS
- 8.1) To agree an increase in allotment rents from 1 April 2004 – **recommendation to full parish council – to increase allotment rents from £3.00 to £4.00 per year**
- 8.2) Playing fields – to consider any outstanding items for Sapley Lane Playing Field and Edward Kersley Playing Field – the Clerk reported that all the hedgerow works were now complete at Sapley Lane Playing Field, although some larger trees were still to be planted. The basketball post was still to be installed, and it was suggested that the installation of fixed bins and a teen shelter should be considered.  
**For future discussion.**
- 8.3) Employment of a weekend litter warden – it was suggested that a litter warden be employed to pick the centre of the village at the weekend together with the two playing fields which were the responsibility of the parish council. This would complement the current service from the borough council. Mr Baker told the meeting that there were also a number of volunteers who currently picked litter around the village, and they should be recognised by way of a News and Views article.  
**Recommendation – to employ a part time litter warden/s to carry out weekend litter duties and to litter pick the playing fields.**  
**News and Views article re litter picking. Clerk to write to fast food outlets requesting that they be vigilant with litter.**
- 8.4) Grass cutting/litter picking – discuss inviting borough officers to February committee meeting – it was agreed to invite the relevant borough officers to a meeting at the end of February.  
**Clerk to action.**
9. PROCEDURES AND SYSTEMS
- 9.1) Health and Safety policy – **Recommendation to full parish council – to adopt the Health and Safety Policy.**  
**Clerk to undertake Risk Assessments.**
- 9.2) Agree date for PC surgery – it was agreed to hold the first surgery on 27 March 2004 if the date was available.  
**Clerk to arrange.**
- 9.3) To discuss what to do with the Reserve of money currently assigned to the New Hall project – St Luke's Hall Management Committee currently hold a Reserve of £18,461.00, which was given by the parish council to carry out preparatory work for the new hall. After discussion, the parish council agreed to request this money to be returned to the New Hall Fund.  
**Recommendation to full parish council – to request that the St Luke's Hall Management Committee return the sum of £18,461.00 to the parish council.**
- Mr Baker stated that there was still an outstanding invoice from Michael Weakley Associates for work to draw up plans for the St Luke's Hall site. Mr Bennett agreed to put forward a proposal that the parish council pay this invoice on the understanding that once the proposal had been put, no discussion would take place, and that the matter would simply be voted on.  
**Recommendation to full parish council – to consider the request from St Luke's Hall Management Committee to make a grant towards the cost of the Michael Weakley Associates invoice of £2,216.75 (wording to be agreed with Mr Bennett).**
- 9.4) Developers contributions – with reference to Foxdown/London Road – the parish council was particularly interested in how the Developers Contributions were to be spent on highway items, such as BEST, traffic lights, parking, public transport, pedestrian/cycle routes. It was agreed that a meeting should be arranged between John Guppy (or the relevant borough officer), borough councillors, Mr Langer and Mr Bennett to discuss the transport issues.  
**Clerk to arrange meeting.**
- 9.5) Agree employment of new Internal Auditor – the Clerk told councillors that the current Internal Auditor seemed reluctant to provide a written report to the Audit Commission so that that the accounts to 31 March 2003 could be agreed. The Audit Commission had recommended Ken Abraham to carry out the parish council's Internal Audit at a first year cost of £228,000 (price based on council payments for the previous year).  
**Recommendation to full parish council – to employ Ken Abraham as the Internal Auditor for the parish council.**
10. CORRESPONDENCE
- 1) ODS – St Mary's Hall – the ODS had written in support of the refurbishment of St Mary's Hall and had made a £150.00 contribution towards the project – **Clerk to respond.**
- 2) SLCC – One Day Conference – Quality Councils – Clerk to attend
- 3) BDBC – Developers Contributions – circulated to all councillors – discussed under item 9.4.

The meeting closed at 10.45 pm