**CRAWLEY PARISH COUNCIL**

**Minutes of the Meeting held at Crawley Village Hall on Monday 18 July 2016**

**ATTENDANCE**

Mr T Anderson

Mr F Fratter

Mrs J Judge (Clerk)

Mrs C Phillips (Chairman)

Mrs H Stewart

Dr T Willsher

# Also present: Alison Carey (to Item 5), PCSO Kerry Croutear & PSCO Amey Stevens (part), Cllr Horrill (part)

1. **APOLOGIES**

Apologies were received from District Councillor Phil Bailey. Cllr Willsher was unable to attend due to other commitments

1. **DECLARATIONS OF INTEREST**

There were no declarations of interest from those present at the meeting.

1. **MINUTES OF MEETING OF 16 MAY 2016**

The minutes of the previous meeting of 16 May, having been previously circulated, were agreed and duly signed as a true record. Proposed by Cllr Philips, seconded by Cllr Fratter.

1. **PUBLIC SESSION**

The Bottle Bank at the Fox and Hounds was overflowing. It was not clear who had ownership of this (refer Item 6)

Employees from **Arqiva** were clearly travelling through the village at around 8am in the morning. It was not easy for those observing this to take down registration numbers as driving themselves.

The new village library (once monthly in the Hall) would be opening for its first session on 5 August. A number of books had been obtained from the mobile service which was closing.

1. **POLICE REPORT & NEIGHBOURHOOD WATCH**

Alison Carey, Neighbourhood Watch, reported that the Beat Surgery held on 20 June had gone well with 12 people attending. Unfortunately, there had been three break ins in the village. All had taken place during a weekend when gardens had been open and both a wedding and cricket match had been taking place

Alison was thanked for her update and left the meeting.

PSCO Croutear and her colleague, PSCO Amey Stevens, joined the meeting during Item 7 and gave their report confirming the recent break ins and encouraging all to be vigilant. There was some discussion about street lighting with mixed benefits perceived in a rural environment.

Following May’s meeting PSCO Croutear was waiting to hear when mobile flashing speed sign could be borrowed and had also been in contact with Winchester City Council who had advised the use of countdown signs was not prescribed. Further it was not possible to move speed limit signs to increase their visibility as these need to correspond to the start point of the speed limit order.

After discussion it was agreed that Cllr Stewart and Cllr Anderson would contact the Highways team to seek ways to establish ways to reduce speeding on entry to the village. In addition, the clerk would contact Stockbridge Parish Council to find out who had provided the signs showing drivers what speed they were travelling on entering via Winton Hill.

**Action: Cllr Stewart, Cllr Anderson, Clerk**

PSCO Coutear and PSCO Stevens were thanked and left the meeting on completion of their update.

1. **REPORTS FROM DISTRICT AND COUNTY COUNCILLORS**

Cllr Phil Bailey was unable to attend the meeting and had sent a report which had been circulated.

**Cllr Caroline Horrill** joined the meeting during Item 9 and her report is attached. Cllr Horrill confirmed that a new fence would be provided at 1 Cricket Close. Cllr Anderson agreed to arrange a working part to enable relevant clearing of the area within two weeks. Further Cllr Horrill was in contact with the relevant personnel to ensure that the problem of emptying and positioning of dog/dual use bins at both the playground entrance and cricket ground was resolved.

**Action: Cllr Horrill, Cllr Anderson**

In addition, Cllr Horrill would try to establish who owned the bottle bank in order to arrange emptying. **Action: Cllr Horrill**

1. **REPORTS FROM TREE AND CRICKET WARDENS**

**Trees (Cllr Anderson)**

Cllr Anderson had checked the Dragons Teeth footpath following reports of a tree blocking the path. Whilst there were a number of fallen trees none were on the path, however, Cllr Anderson did note that this path and a number of others were very overgrown**.**

**Action: Cllr Willsher**

**Cricket**

The smart new roof was noted together with replacement toilet door.

1. **PLANNING – Annex B**
2. Planning – Current Applications and recent decisions by WCC (Annex B)

Cllr Fratter updated the meeting on recent decisions and applications as at 18 July attached as Annex B.

It was agreed that a no comment submission would be made to the planning department by the clerk for application 16/01337/FUL Bower Cottage and 16/01184/FUL/ 16/01185/LIS The Homestead (as previously agreed by email). Tree applications were noted.

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| **Date Rec’d** | **Number** | **Address** | **Description** | **Closing date for comments** |
| 04/07 | 16/01512/TPO  | Yew Tree Cottage | 1 no. Yew to remove lowest 2 branches towards highway at approx. 3m, remove low secondary growth to clear wires and allow light to property 3-4m from ground level, no more than 25mm pruning cuts for crown lift  | 03/08Noted |
| 14/06 | 16/01337/FUL | Bower Cottage | Demolition of existing attached garden room, new single storey rear extension, new dormer window to replace existing roof window | 23/7No comment |
| 13/06 | 16/01353/TPC  | The Fox & Hounds | 1no. elder - fell to ground level and eco plug the stump | n/aNoted  |
| 17/05 | 16/01184/FUL/ 16/01185/LIS | The Homestead | Install lintol, remove clay tile roof repair walls and replace thatch | 20/7No comment  |

1. **Update proposed Anaerobic Digester and Education Building at Sparsholt College**

Ecotricity had indicated that it would be resubmitting its application for an anaerobic digester and education building.

1. **FINANCE:**
2. Financial Statement as at 30 June 2016 – copies were circulated showing year end available funds. Annex A showing the current financial position was reviewed and approval for payments, PV 13 to PV 30 given.
3. Budget Update - Cllr Fratter updated councillors noting payment for the pavilion roof replacement and Gigabeam broadband connection. Details of the Gigabeam contract had been circulated.
4. Review of Internal Audit 2015/16

The clerk read points arising from John Murray’s letter of 1 June and explained actions to address these

* Appointment of Clerk and RFO – the auditor wished to see formal note of this in meeting minutes – ref Item 14
* Workplace Pensions – the auditor had highlighted that although the clerk was below the threshold for a pension this needed to be communicated to the Pensions Regulator before the Parish Council’s staging date. The clerk confirmed staging date to be 17 May 2017 and was following the process as explained on the Regulators website.
* Administrative Procedures – the auditor suggested that Standing Orders and Financial Regulations and Risk Assessments be reviewed and updated if required – ref Item 13
* Asset Register/Insurance Schedule - in order to ensure appropriate matching of current asset value and insurance the clerk had added the **Defibrillator t**o insurance and would add new playground equipment.
* Burial Records – the clerk had sourced missing documentation referred to by the internal auditor and charges would be reviewed – ref Item 11
1. **REPRESENTATIVES’ REPORTS**
2. Burial Ground – It was highlighted that the responsibilities of the parish council and those of owners of grave spaces and monuments/headstones needed to made clear. After discussion it was agreed that the clerk would review wording and conditions as set out in neighbouring parishes and produce draft wording for approval. **Action: Clerk**

It was suggested that where possible the grass be mowed ahead of Mother’s Day and Father’s Day. Cllr Phillips would contact Robert Smith. **Action: Cllr Phillips**

1. Mowing and Footpaths - as highlighted in Item 7 footpaths were seasonally overgrown.
2. **Roads and Verges** - Cllr Stewart reported that verges had been cut. Pot holes remained an ongoing issue with areas marked for repair but that repair not completed. Cllr Stewart was alerted to a potentially dangerous man hole cover which she would report to highways.

 **Action: Cllr Stewart**

1. Buses and Signs - Cllr Horrill had investigated the possibility of the Wheelers commercially funded bus to divert from the Stockbridge Road through Crawley to provide an additional service. However, there appeared to be confusion about timetable of the HCC funded service and the Wheelers services. Cllr Stewart would seek clarification. **Action: Cllr Stewart**

Cllr Philips would ask the lengthsman on his next visit to put up the sign showing a bend on the road from the pond to the Stockbridge/Winchester Road. **Action: Cllr Phillips**

1. Playground – the new Tower Unit had been installed with children already playing on it. As a result of the latest playground inspection report (carried out by Play Inspection Company on 4 May) repair work would be carried out to the slide unit costing approximately £350. Further new equipment was to be purchased. It was planned to have a bulb planting session in September.
2. Pond – Cllr Anderson reported that efforts to encourage wildlife through planting etc were beginning to show with for instance dragon flies sighted. The Duck House was looking at little tired and it was agreed that the parish council would reimburse materials required to complete this.
3. **REVIEW OF CRAWLEY BURIAL GROUND SCHEDULE OF CHARGES**

It was agreed that charges, which had not been increased since 2013, be raised by 10% (ref also Item 10a). **Action: Clerk**

1. **CLEANING OF WAR MEMORIAL**

An email from a specialist war memorial cleaning company had prompted this agenda item. An initial quote of £510 from a local company had been obtained. It was agreed that the clerk would establish whether grants where available reporting at the next meeting.

**Action: Clerk**

1. **REVIEW OF STANDING ORDERS, FINANCIAL REGULATIONS, RISK ASSESSMENTS**

NALC model standing orders (adopted by CPC January 2014) together with amendment from HALC re public right to report (adopted by CPC November 2014), NALC model financial regulations and Health and Safety Risk Assessment and Schedule for checks had been circulated ahead of the meeting.

The risk assessment schedule would be updated with relevant councillor responsibilities and circulated together with record sheets for each area. Councillors would report as relevant to their particular areas of responsibilities and schedule of inspections at council meetings.

 Action: Clerk

1. CONFIRMATION OF APPOINTMENT OF CLERK AND RESPONSIBLE FINANCIAL OFFICER

It was proposed by Cllr Fratter and seconded by Cllr Philips that the appointment of Jill Judge as Clerk and Responsible Financial Officer be confirmed following a three-month probationary period. Salary from 1 August 2016 would be at SCP 24 (model contract agreed by National Association of Local Councils and Society of Local Council Clerks).

1. DATE OF NEXT MEETING

There being no further business, the meeting ended at 9.30pm. The next meeting would take place on 19 September 2016.

 Signed…………………………………… Date……………………….

 Chairman