

**BRAISHFIELD PARISH COUNCIL**  
Minutes of Meeting of Braishfield Parish Council  
held at Braishfield Village Hall  
on Tuesday 4 July 2017

Present

Members of Braishfield Parish Council

Chairman John Bevan  
Vice Chairman Mike Edwards  
Cllr Jane Bennett  
Cllr Richard Brazier  
Cllr Mark Swinstead  
Cllr Peter White

Others

Clerk / RFO to Braishfield Parish Council, Kate  
Orange

Apologies

1088. Cllr Carole Renvoize gave her apologies. She was unable to attend due to a family commitment.

Declaration of Interests

1089. No Councillor declared any personal or financial interest in any matter on the Agenda for the Meeting.

Previous Meeting

1090. The Minutes of the Meeting of 6/6/2017 were agreed by the Council, and signed by the Chairman.

Fairbourne Farmhouse

1091. The Council was updated on the position with a concern, raised by a member of public, regarding the condition of Fairbourne Farmhouse (a Listed Building). The Clerk reported that she had initially emailed the Test Valley Borough Council Conservation Officer Mike Bullen in October 2016, but has been unable to ascertain whether any action has taken place. The Chairman will contact Borough Councillor Martin Hatley.

Arrangements for Braishfield War Memorial and Braishfield Recreation Ground

1092. The Parish Council has written to the Charity Commission regarding the possibility of merging the two charities for which the Parish Council is the Sole Trustee. The response is awaited.

Adequacy of the Village Design Statement

1093. The Parish Council wrote to Graham Smith of Test Valley Borough Council seeking advice on the adequacy of the Village Design Statement. This advice will assist the community in deciding whether to revise the Village Design Statement, or whether a different form of supplementary planning guidance is required. A meeting is needed with either Graham Smith or David Bibby.

### S106 Money

1094. Test Valley Borough Council have forwarded an up-to-date list of s106 money allocated within the parish. Cllr Brazier updated the Council as to progress with re-allocating money from children's playspace to other community uses:

- 14 Hill View Road: waiting for a the developer's decision
- Hawkes Farm: Cllr Brazier will answer the developer's letter
- Cuckoo Oak: the developer has agreed to allow the transfer of the money to another community use, and the legal agreement must be made
- Hazelwood: the money should be paid to Test Valley Borough Council now because a tenant is in occupation
- Newport Inn: money is due once the building is occupied

Generally, specific projects with quotations are needed before money can be paid.

### Traffic lights at the junction of Winchester Road and Braishfield Road, Romsey

1095. Cllr Brazier reported that at the previous meeting, he was going to ask Test Valley Borough Council whether the Parish Council could be party to the design process, and to ask for as long a lane as possible for traffic turning towards Winchester. This was the position still.

### Committee for Planning Applications

1096. The Council discussed the possibility of establishing a Committee to decide comments on planning applications. The discussion included the following:

- A Committee could focus on a process to assist the Council in deciding comments.
- Concerns of immediate neighbours should be looked at carefully when the Council decides comments.
- Consideration of how Meetings could be timed to allow a comment to be made on all applications.
- Who would be on a Committee and whether co-option should occur: the Clerk noted that the electors vote for Councillors to represent their interests, but co-option of members of the public may occur so that Councils can benefit from expert knowledge; Vice-Chairman Edwards and Cllr White were concerned that the members of the public who may be available for co-option onto a planning committee would have no more expertise in planning than Members of the Council have. Co-opted committee members would be less accountable than Councillors.
- Cllr White noted that Meetings of Committees and the Council are procedurally the same, so there would be duplication if the members of each were the same.
- Committees and full Council approve the Minutes of their own Meetings.
- Ampfield Parish Council have a planning committee and their advice could be sought.

- Vice Chairman Mike Edwards had concerns about the potentially random timing of meetings, which could be difficult for Councillors to attend, especially if they are in employment.
- Chairman Bevan hopes that if a Committee were established, the Parish Council could meet bi-monthly.

The matter was deferred until the next meeting, when Chairman John Bevan will propose a way forward.

Draft Recommendations on the Electoral Review of Test Valley

1097. Councillors considered the Electoral Commission's draft recommendations on the Electoral Review of Test Valley (ward boundaries). No comment was proposed.

Financial Regulations

1098. *It was proposed to amend the draft Financial Regulations so that clause 11.1h reads as follows:*

*“When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £2,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.”*

*and to adopt the Financial Regulations dated 4/7/2017.*

RESOLVED

1099. The Clerk will check whether it is a requirement of the new Financial Regulations that any quotations are sent via the Clerk/RFO.

Financial Risk Assessment

1100. It was proposed to adopt the Financial Risk Assessment dated 4/7/2017.

RESOLVED

Village Name Signs / Entrances to the Village

1101. The BVA are looking at options for village name signs and enhancements to village entrances. They will be invited to report to the next Meeting.

Payments

1102. *The Council agreed to make the following payments:*

*Hampshire Association of Local Councils £72.00*

*JN Landscapes £108.00*

*J K Murray £145.00*

*Employment costs £208.33*

RESOLVED

Business for future Meetings

1103. The following matters were noted as business for the next meeting:
- Discussion of whether comments on applications for tree works can be delegated under a standing order.
  - Chairman John Bevan will propose a formal motion on bi-monthly meetings.
  - Cllr White to report on the Code of Conduct conference.

Next Meeting

1104. The next Meeting will be held on Tuesday 5/9/2017.