

**BRAISHFIELD PARISH COUNCIL**  
Minutes of Meeting of Braishfield Parish Council  
held at Braishfield Village Hall  
on 1 May 2018 (6:30pm to 7:40pm)

Present

Members of Braishfield Parish Council

Chairman Jane Bennett  
Vice-Chairman Mike Edwards  
Cllr Richard Brazier  
Cllr Ian Knights  
Cllr Carole Renvoize  
Cllr Mark Swinstead  
Cllr Peter White

Others

Clerk / RFO to Braishfield Parish Council, Kate  
Orange  
1 member of the public

Election of the Chairman of the Council

1287. *It was proposed that Cllr Jane Bennett should be elected as the Chairman. (Nominated by Cllr Edwards; seconded by Cllr Renvoize.)*

RESOLVED

1288. Chairman Jane Bennett completed her Declaration of Acceptance of Office.

Election of the Vice-Chairman of the Council

1289. *It was proposed that Cllr Mike Edwards should be elected as the Vice-Chairman. (Nominated by Chairman Jane Bennett; seconded by Cllr White)*

RESOLVED

Co-option of a new Councillor

1290. *It was proposed to co-opt Ian Knights as a Member of the Council. (Proposed by Vice-Chairman Mike Edwards; seconded by Cllr Brazier.)*

RESOLVED

1291. Cllr Ian Knights completed his Declaration of Acceptance of Office.

Registration of Members' Pecuniary Interests

1292. *The Members of the Council confirmed that their current "Registration of Members' Pecuniary Interests" forms are up-to-date: Chairman Jane Bennett, Vice-Chairman Mike Edwards, Cllr Richard Brazier, Cllr Ian Knights, Cllr Carole Renvoize, Cllr Mark Swinstead, Cllr Peter White.*

RESOLVED

Apologies

1293. There were no apologies.

Disclosure of interests

1294. Due to her involvement with All Saints church, Chairman Jane Bennett declined to take part in the decision as to the comment on Notification of Treework in a Conservation Area

18/00906/TREES. Aside from this, no Councillor disclosed any personal or financial interests in respect of the business on the agenda.

Minutes of the last meeting of the Council

1295. *The Council agreed the accuracy of the Minutes of the Meeting of 03/04/2018 and they were signed by the Chairman.*

RESOLVED

Review of arrangements for the Planning Committee

1296. *The terms of reference for the Planning Committee are those dated 5/12/2017*

RESOLVED

1297. *It was agreed that the Planning Committee will comprise all Members of Braishfield Parish Council.*

RESOLVED

1298. *It was proposed that Cllr Richard Brazier should be the Chairman of the Planning Committee. (Nominated by Vice-Chairman Mike Edwards; seconded by Cllr Carole Renvoize.)*

RESOLVED

1299. *It was proposed that Chairman Jane Bennett should be the Vice-Chairman of the Planning Committee. (Nominated by Cllr Brazier; seconded by Cllr White.)*

RESOLVED

Review of arrangements for the Community Resilience Working Party

1300. *It was confirmed that the terms of reference for the Community Resilience Working Party are those dated 6/3/2018*

RESOLVED

Standing Orders and Financial Regulations

1301. *The Standing Orders dated 1 May 2018 were adopted.*

RESOLVED

1302. *The Financial Regulations dated 1 May 2018 were adopted.*

RESOLVED

Insurance

1303. *It was proposed to accept the quotation for insurance from Inspire, for year commencing 1 June 2018, at £742.04.*

RESOLVED

Freedom of Information

1304. *It was confirmed that the "Freedom of Information: information available" schedule is that dated 3/5/2016*

RESOLVED

1305. *It was confirmed that the Freedom of Information: policy for handling requests for information" is dated 3/5/2016*

RESOLVED

Revision of data protection policies and procedures

1306. *The appointment of Data Protection Officer is deferred pending definitive advice from the Information Commissioner's Office, National Association of Local Councils and Hampshire Association of Local Councils; due to lack of clarity as to whether a Clerk should fulfill the role.*

RESOLVED

1307. *Training and awareness of Councillors / staff on data protection: the Clerk will write a report/guidance note for the Councillors*

RESOLVED

1308. *The Council received the personal data questionnaire (which helped the Council to establish what personal data it holds), which was completed on 22/4/2018.*

RESOLVED

1309. *It was proposed to adopt the "Privacy notice: general" dated 1 May 2018.*

RESOLVED

1310. *It was proposed to adopt the "Privacy notice: Councillors/staff/volunteers" dated 1 May 2018.*

RESOLVED

1311. *It was proposed to adopt the "Data Protection Policy" dated 1 May 2018.*

RESOLVED

1312. *The Council received the "Subject Access Requests checklist" dated 1 May 2018.*

RESOLVED

1313. *The "Subject Access Requests policy" dated 1 May 2018 was adopted.*

RESOLVED

1314. *The Council noted that the "Security incident response policy" is in draft form and is progressing towards adoption as soon as possible.*

Employment policies and procedures

1315. *The Council confirmed that the following documents are current:*

*Equality and diversity policy 3/5/2016*

*Health and safety policy 3/5/2016*

*Recruitment policy 1/3/2016*

*Disciplinary / grievance procedure 1/3/2016*

RESOLVED

Annual Return

1316. *The Council completed the "Certificate of Exemption" (which forms part of the "Local Councils, Internal Drainage Boards and other Smaller Authorities in England, Annual Governance and Accountability Return 2017/18 Part 2") for submission to external auditor. It was signed by the Clerk/RFO and Chairman.*

RESOLVED

1317. The Council approved “Section 1 Annual Governance Statement” (which forms part of the “Local Councils, Internal Drainage Boards and other Smaller Authorities in England, Annual Governance and Accountability Return 2017/18 Part 2”) It was signed by the Clerk/RFO and Chairman.

RESOLVED

1318. The Council approved “Section 2 Accounting Statements” (which forms part of the “Local Councils, Internal Drainage Boards and other Smaller Authorities in England, Annual Governance and Accountability Return 2017/18 Part 2”) . It was signed by the Clerk/RFO and Chairman.

RESOLVED

Accounts: Year ending 31 March 2018

1319. The Council accepted draft Management Accounts for the year ending 31 March 2018.

RESOLVED

1320. The Council accepted the Asset Register for year ending 31 March 2018.

RESOLVED

1321. The Council accepted the statement of expenditure incurred in year ending 31 March 2018 under the general power of competence.

RESOLVED

Calendar of Meetings

1322. The Council agreed the dates for Meetings up to the next Annual Meeting of the Council. The dates will be published on the Council’s website.

RESOLVED

Membership of Hampshire Association of Local Councils

1323. The Council accepted Hampshire Association of Local Council’s Membership Document for the year 1st April 2018 to 31 March 2019

RESOLVED

Payments

1324. It was agreed that the following payments should be made:

Staff costs £208.33

Insurance (Inspire, via brokers Came and Company) £742.04

Internet domain quarterly charge Zen Internet - refund to Mike Edwards £17.96

RESOLVED

Clerk’s Report

1325. The Council received the Clerk’s Report to end April 2018 and a copy is attached to the Minutes.

RESOLVED

Meeting of Community Resilience Working Party

1326. The Council received draft Notes of the Community Resilience Working Party Meeting of 9 April 2018.

RESOLVED

Planning Enforcement Quarterly Report

1327. The Council confirmed receipt of the Test Valley Borough Council Planning and Building Service "Planning Enforcement Quarterly Report 1 January – 31 March 2018".

RESOLVED

CIL

1328. The Council confirmed receipt of notification that Test Valley Borough Council is accepting bids for CIL funds up until the closing date of 30th June 2018

RESOLVED

Comments on planning applications and notifications under the Town and Country Planning Act 1990

18/01079/TREES

1329. For Tree Notification 18/01079/TREES, 1 x Flowering Cherry – Fell, Yew Tree Cottage Church Lane Braishfield Romsey Hampshire SO51 0QH, it was proposed to comment "No Objection".

RESOLVED

18/00943/FULLS

1330. For planning application 18/00943/FULLS, Proposed front and rear dormers, The Old Village Stores Braishfield Road Braishfield SO51 0PQ, it was proposed to comment "Support".

RESOLVED

18/00916/FULLS

1331. For planning application 18/00916/FULLS, Single storey side extension, The Wheatsheaf Braishfield Road Braishfield SO51 0QE, it was proposed to comment "Objection", with the following comment:

We support the expansion of The Wheatsheaf but have the following objections to the proposal:

The small windows of the former toilets will be unsuitable for the new dining area and their design is not in keeping with the rest of the building;

The original building has pitched roofs: flat roofs are not in keeping with the style of the existing building, which is within the Conservation Area."

RESOLVED

18/00906/TREES

1332. The Council considered Tree Notification 18/00906/TREES, T1, T2 and T3 - Black Pine – Fell, All Saints Church Church Lane Braishfield SO51 0QH. The Council took into consideration a report from the church warden, which explained the reasons for the proposal to fell the three pines. The Council acknowledged that residents have concerns about the loss of the trees, given their prominence and importance. However, it is demonstrated in the arboriculturalist's report that, due to their condition, it is appropriate to fell them.

1333. For Tree Notification 18/00906/TREES, T1, T2 and T3 - Black Pine – Fell, All Saints Church Church Lane Braishfield SO51 0QH, it was proposed to comment "No Objection", with the comment "We accept the opinion of the arboriculturalist as expressed in their report".

RESOLVED

Response to the email from the Rural Housing Enabler, Action Hampshire, re: Rural Affordable Housing in Braishfield Parish

1334. The Council deferred deciding a response to the email dated 22 March 2018 from Bev Harding-Rennie, Rural Housing Enabler, Action Hampshire, re: Rural Affordable Housing in Braishfield Parish.

Next Meeting

1335. The next Meeting will be held on 3 July 2018.

## Accounts

- The cash-book balance at end April 2018 is **£7,778.30** (subject to arithmetic checks, cross-check of bank statements, and bank interest)
- This estimated balance does not include the first tranche of the precept, or the reimbursement of VAT which has been applied for.

## Financial summary

The following financial information is preliminary. It is subject to full internal checks and audit, and is approximate because we are awaiting bank interest and statements. Total Bank Balances differ from the Cash Book Balance because of payments in transit, and because the Bank Balances shown are as per the latest available bank statements.

Cash Book Balance at 31/4/18 (estimated)		<b>£7,778.30</b>
Forecast of Payments to be made at Meeting 1/5/2018	-£968.33	
End Balance at 2/5/2018 (estimated)		<b>£6,809.97</b>

## Planning Applications / Consultations Pending Parish Council Comment as a consultee

Reference	Description	Address	Comments Due
18/01079/TREES	1 x Flowering Cherry - Fell	Yew Tree Cottage Church Lane Braishfield Romsey Hampshire SO51 0QH	Wed 16 May 2018
18/00943/FULLS	Proposed front and rear dormers	The Old Village Stores Braishfield Road Braishfield SO51 0PQ	Wed 02 May 2018
18/00916/FULLS	Single storey side extension	The Wheatsheaf Braishfield Road Braishfield SO51 0QE	Fri 04 May 2018
18/00906/TREES	T1, T2 and T3 - Black Pine - Fell	All Saints Church Church Lane Braishfield SO51 0QH	Fri 04 May 2018

## Planning Authority Determinations / withdrawn applications

Reference	Description	Address	Planning Authority Decision
18/00710/PDHS	Notification of proposed works to a dwelling - Single storey rear extension (length 4.1m, height 2.7m, height to eaves 2.6m)	12 Hill View Road Braishfield Romsey Hampshire SO51 0PP	PRIOR APPROVAL NOT REQUIRED
18/00562/FULLS	40m X 40m extension of existing manage	Pucknall Farm Does Lane Braishfield Hampshire	PERMISSION subject to conditions & notes
18/00548/TREES	Tree work	Amberley Braishfield Road Braishfield SO51 0PR	NO OBJECTION



## Pending Planning Authority Decision

Reference	Description	Address
17/02475/OBLS	Modification to planning obligation on 15/00736/FULLS to transfer the contribution from the children's play space to Braishfield Village Hall	Land At Cuckoo Oak Braishfield Road Braishfield
17/02476/OBLS	Modification to planning obligation on 15/00454/FULLS to transfer the contribution from the children's play space to Braishfield Village Hall	Land At Hazelwood Braishfield Road Crookhill
18/00113/FULLS	Retrospective application - Two storey and single storey rear extension to provide additional living accommodation with bedroom over	16 Hill View Road Braishfield SO51 0PP
18/00792/VARS	Vary condition 05 of 17/03237/LBWS to substitute approved plans 02b and 01b for 02d and 01f (Partial rebuilding of and associated repairs to fire damaged cottage, and rebuilding of fire-damaged extension)	Sharpes Farm Lower Street Braishfield Romsey Hampshire SO51 0PH
18/00775/VARS	Vary condition 05 of 17/03236/FULLS to substitute approved plans 02b and 01b for 02d and 01f (Partial rebuilding of and associated repairs to fire damaged cottage, and rebuilding of fire-damaged extension)	Sharpes Farm Lower Street Braishfield SO51 0PH
18/00727/FULLS	Insert 5 no rooflights in the west facing roof and construction of a single storey store on North facing wall	Village Hall Braishfield Road Braishfield SO51 0PN
18/00763/CMAS	Erection of two structures (part retrospective) at Waste Transfer Station,	Casbrook Park, Bunny Lane, TIMSBURY SO51 0PG

Kate Orange  
Clerk and RFO, Braishfield Parish Council  
29/04/18