

**BRAISHFIELD PARISH COUNCIL**  
Minutes of Meeting of Braishfield Parish Council  
held at Braishfield Village Hall  
on Tuesday 3 November 2015

Present

Parish Councillors:

Mike Prince (Chairman)  
John Bevan  
Richard Brazier  
Carole Renvoize  
Peter White

Others:

Parish Clerk: Kate Orange  
  
Five residents  
Borough Councillor Martin Hatley (arrived at  
8:30pm)

661. Apologies

661.1 Apologies were received from two Councillors. Vice chair Mike Edwards was unable to attend as he had business commitments and Cllr Clive John was unable to attend due to family reasons.

661.2 Sam Jones of Hampshire County Council Countryside Service sent his apologies. He was unable to attend the meeting as his car had broken down en-route.

662. Sam Jones of Hampshire Countryside Service to talk about public footpaths and answer questions

662.1 Item deferred, as Sam Jones was unable to attend.

663. Open Period

663.1 No matters.

664. Disclosure of Interests

664.1 None

665. Minutes of the Meeting of the Parish Council held on 6 October 2015

665.1 The Minutes were agreed as a true and accurate record.

666. Matters Arising From Minutes of Previous Meetings

666.1 (Minute reference 644.2) Chairman Mike Prince has been informed that the construction of the 9 affordable homes on Oak Close will be completed on schedule, on 19 November 2015. Prospective tenants will be invited to look around from 20 November. In accordance with the planning consent, Chairman Prince has been asked to confirm that applicants have a link with Braishfield, and he has done so.

667. Correspondence

667.1 Chairman Mike Prince has received a letter from Chief Inspector Cory Thorne of Hampshire Constabulary, regarding police officers' attendance at meetings of the Parish Council. It declares a commitment that if the local PCSO is on duty at the time of a meeting, has prior notice of the meeting and is requested to attend, they can attend for the first 15 minutes. This applies to neighbourhood watch meetings also.

- 667.2 The Clerk has received an email from Jimmy Chestnutt regarding the meeting of the Parish Council of 1 September 2015. The following points are noted:
- 667.2.1 Jimmy Chestnutt confirmed that he spoke on his own account at the meeting, not in his role as chair of Braishfield Village Association.
- 667.2.2 Jimmy Chestnutt confirmed that the Braishfield Village Network email group was created and operated by the Braishfield Village Association. Initially, messages will be considered for circulation from the following groups: Braishfield Village Association, Parish Council and Village Hall Committee (and Pantry).
- 667.3 Mike Mullane as editor of the BVA News, has forwarded an email from a resident who wishes to see a regular report from the Parish Council included in the BVA News. Chairman Mike Prince explained that there is no need for a regular report as information is now available in the form of minutes, draft minutes and news on the Parish Council website, as well as planning information on Test Valley Borough Council's website. Currently, articles are submitted to BVA News by any member of the Council or the Clerk in order to inform residents of topical or important matters; and the council wishes to continue in this vein. The Clerk will confirm this to Mike Mullane.
668. Community Support Group (Resilience): report on progress
- 668.1 A working party comprising Cllr Renvoize, Chairman Prince and Peter Sidebotham met to begin drafting an action plan. Peter Sidebotham will compile a draft document and it will be circulated to the Parish Council, probably prior to the next meeting.
669. Planning Matters: to decide comments on the Applications listed on the Agenda
- 669.1 15/02380/VARS (variation on condition 15 of 14/02778/FULLS: the completion date for the footway at the 9 affordable homes). Chairman Prince reported that the entire project including the footway is in fact on schedule for completion on 19 November 2015. On this basis, the council agreed that no comment was necessary.
- NO COMMENT*
- 669.2 15/02422/TREES (pruning at Worsley Lodge)
- NO COMMENT*
- 669.3 15/02516/OUTS (conversion of Newport Inn to residential dwelling and construction of two new dwellings) and 15/02517/OUTS (conversion of Newport Inn to residential dwelling and construction of two new dwellings with extended gardens).
- 669.3.1 The two applications follow the rejection of 15/00370/OUTS and 15/00371/OUTS. The current applications appear nearly identical to the former applications other than the inclusion of more detailed ecological information.
- 669.3.2 A resident made the following following points which he considered reflected the views of many residents mainly of Newport Lane:
- They support both applications and wish for work to commence as soon as possible;
  - They disagree with the Parish Council's view stated in the two previous applications, that the extended gardens should not be permitted. Properties with extended gardens would be more appealing to purchasers and therefore

also to developers and this would hopefully lead to a quicker completion of the project.

- The extended gardens could be agreed to with a stipulation that they are not developed or built on.

669.3.3 There was some speculation amongst councillors and residents as to whether a future owner of the site would be able to develop the site differently or use the access drive to form an access to the agricultural land behind in order to develop the land. The Council agreed that it has to respond to the applications in hand and cannot allow speculation to influence the decision.

669.3.4 Some councillors consider that the Newport Inn building may not make a very satisfactory dwelling, sitting as it does at the roadside.

669.3.5 It was proposed that the Council take the wishes of the majority of residents of Newport Lane into account and support both applications, with a comment on 15/02517/OUTS that the “extended gardens” should be protected against housebuilding, and a comment on both requiring a developer's s106 contribution towards improvements to the Village Hall in order to offset the pressure on services resulting from addition residents in the village.

*RESOLVED*

**Action:**

**Clerk will draft a response and circulate it to councillors before submitting it.**

669.4 15/02538/TREES (fell various trees at the Newport Inn)

*NO OBJECTION*

670. Highways and Road Safety: report on meeting held with Hampshire County Council (HCC)

671. Chairman Prince and Cllr Bevan met Scott Gregory of HCC's highways department recently.

671.1 Scott Gregory went on a tour of Braishfield Road for the length of the parish, in order to try to understand the issues faced by residents.

671.2 Cllr Bevan emphasised to Scott Gregory the problem of vibration faced by occupants of houses near to the road, especially at the Megana Way end where vehicle speeds seem to be higher.

671.3 Scott Gregory now understands that the road is in quite poor condition in some areas and stated that patching will take place before the end of October. (This date has now been exceeded and Chairman Prince will chase this up.)

671.4 Re-surfacing will not be possible during this financial year but Scott Gregory will report the condition of the road to others at HCC with a view to planning for re-surfacing.

671.5 The councillors also reminded Scott Gregory that there is nearly £30,000 of s106 money for various highways projects.

671.5.1 One project for s106 expenditure is the improvement of the junction of Braishfield Road with Common Hill Road, which currently allows drivers to approach it at high

- speeds. The s106 money for this will be available soon, when Oak Close is occupied.
- 671.5.2 Another possible project for s106 expenditure would be the inclusion of chicanes on the long straight section of Braishfield Road. Temporary versions are available, in order to test their effectiveness.
- 671.6 During the meeting, those in attendance noted the lack of paint markings at the junction of Dummers Road with Common Hill Road. The Clerk will report this to HCC.
- 671.6.1 Chairman Prince will request an update from Scott Gregory.
- 671.7 FOR INFORMATION ONLY Chairman Prince noted that the council have arranged to obtain a temporary road closure order for Dummers Road between the junction of Braishfield Road and Church Lane for 10:20am to 11:10am on Sunday 8<sup>th</sup> November 2015. This was secured to allow the service of Remembrance to take place safely at the War Memorial. Test Valley Borough Council considered the Parish Council's request to also close Braishfield Road adjacent to the War Memorial, but considered that it could not justify a closure in view of the lengthy diversion route that it would entail.
672. Footpaths and Pond: Discussion of correspondence from a resident on Footpath 1a
- 672.1 FOR INFORMATION ONLY Chairman Mike Prince has jet washed the dipping platform at the pond in order to remove any algae growth. This is to ensure that the surface is not slippery.
- 672.2 Cllr White has corresponded with a resident who was concerned to hear that Footpath 1a is likely to be closed. Cllr White has explained that a diversion will take place and the resident is satisfied. The Clerk noted that Wolfgang Bopp of Hilliers is near to submitting the application for the footpath diversion.
- 672.3 FOR INFORMATION ONLY No quotations have been received for clearance of vegetation to two footpaths and trimming of vegetation overhanging the pond.
673. S106 money: report on progress made with changing use to which s106 money can be put to
- 673.1 The Parish Council understands that the Dugdales, the Stickleys and Hyde Housing Association are willing to have their s106 developer's contributions diverted to community purposes other than outdoor recreation or children's playspace. Dugdales and Stickleys have confirmed this in writing and Chairman Prince will ask Hyde Housing Association to do so.
- 673.2 Borough Councillor Martin Hatley considers that key to success is whether the solicitors of Test Valley Borough Council can find a satisfactory way to alter the agreements through a Deed of Variation. TVBC's Keith Harold is investigating this.
- 673.3 Borough Councillor Martin Hatley pointed out that only five lots of s106 money can be expended on any single project. This needs to be borne in mind when projects are put forward. Proposed projects need to have estimated costs attributed to them, and the request to receive s106 money allocated to a particular project would be because of extra pressure from extra dwellings. It would be worth the Parish Council investigating whether it can take on projects itself and claim back the VAT.

- 673.4 The Parish Council will consult with residents in due course (subject to further progress at TVBC) and invite suggestions for projects. The council's current wish list will be publicised as a starting point, when the consultation takes place. In the meantime, the Clerk will draft an article for BVA News.
- 673.5 Once suggestions have been received from residents and community groups, the Parish Council will prioritise the projects based on the numbers of people likely to benefit and their age group.
- 673.6 Councillor Martin Hatley noted that CIL will replace s106 for most projects. It is more flexible
- 673.7 FOR INFORMATION ONLY Cllr Brazier enquired of Borough Councillor Hatley as to why School Lane in Romsey was closed at the junction of Braishfield Road prior to the installation of traffic lights on Winchester Road in Romsey (the payment of s106 money to fund the construction of traffic lights depends on the occupation of a certain number of houses on the Abbotswood development). The Chairman declared a vote on a motion to make a complaint to Hampshire County Council to be invalid, as the motion was not included on the agenda for the meeting. Cllr Brazier requested that his disagreement to this be minuted.
674. Draft Budget 2016-2017: consideration of the draft budget
- 674.1 Cllrs Brazier and Renvoize thanked the Clerk for the clarity of information in the report on the draft budget.
- 674.2 The Clerk will consult with the auditor as to whether the two charities need to have their own financial reserves, or whether the Parish Council can underwrite the expenditure of the charities with earmarked reserves held in the Parish Council's account. This will affect the detailed budget and the amount transferred to charities from the precept at the start of the next financial year.
- 674.3 The Clerk required an indication of the likely precept in order to be able to write a budget for the next meeting. The Council agreed that £13,000 was likely. This is a large percentage increase over the previous year but expenditure over the past few years has tended to average just under £13,000 and the reserve has been decreasing year on year in recent years.
- 674.4 The Budget for 2016-17 will be ready for adoption at the meeting in December.

675. Appointment of Parish Representatives

675.1 It was proposed that Councillors take on the following roles:

675.1.1 Councillor Peter White: Footpaths

675.1.2 Councillor Richard Brazier: Planning; Braishfield Village Association liaison

675.1.3 Councillor Carole Renvoize: Community Support Group, Community liaison, Play Area

675.1.4 Councillor John Bevan: Highways and roads

675.1.5 Vice-chairman Mike Edwards: Braishfield Village Hall

675.1.6 Councillor Clive John: Police liaison, Braishfield Village Hall and shop

675.1.7 Chairman Mike Prince: Pond, Braishfield Primary School, Test Valley Association of Parish and Town Councils

*RESOLVED*

676. Reports of Parish Representatives

676.1 Cllr White attended Hampshire ALC's AGM. There was discussion about the possibility of devolution of powers and functions to Hampshire and the Isle of Wight.

677. Borough Councillor's Report

677.1 The Local Plan has not arrived yet, but is due to arrive shortly.

677.2 The CIL report will arrive at the end of the week.

677.3 Borough Councillor Martin Hatley will meet Brandon Lewis (Housing and Planning Minister). They will lodge the view that there is a more realistic method of assessing land supply, because the current system encourages land banking.

677.4 The South East Strategic Leaders group of HCC is meeting at County Hall in order to discuss how to prevent other counties diverting their obligation to build new houses onto Hampshire.

677.5 PUSH is looking for Test Valley to provide more new homes because other local areas cannot fulfil their obligations. TVBC are resisting this.

677.6 The officers report on various applications at Hawkes Farm will be available at the end of the week. There is no longer an objection from the Highways department to the position of the access.

677.7 The application for 60 or so new homes at Kings Somborne has been rejected. It was only possible to do so because there is a 5 year land supply in Test Valley Borough.

678. Clerk's Report:

678.1 The Clerk's Report dated End October 2015 was circulated at the Meeting and is attached to these Minutes.

679. Financial Matters: Approval of Payments

The following payments were agreed:

**Payments made since last Meeting £**

Greenbarnes Ltd	1,075.14
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**Payments due now £  
(inc VAT where applicable)**

Salaries	208.33
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Clerk's expenses incurred on behalf of the Parish Council	14.56
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Information Commissioner's Office	35.00
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BDO	156.00
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680. BVA Website: discussion of content relating to the Parish Council

680.1 The council discussed inconsistencies between information about the Parish Council on its own website and that displayed by Braishfield Village Association on its website about the Parish Council. This is considered to be misleading to residents, who will not necessarily check both websites. Chairman Mike Prince will contact the web-master of the BVA.

681. Any Other Business (FOR DISCUSSION AT A FUTURE MEETING or INFORMATION ONLY)

681.1 The Clerk has emailed Jimmy Chestnutt in reply to a question about how minutes are recorded. Cllr Brazier may wish to have a discussion in future as to the way in which minutes are recorded for the Parish Council.

681.2 There was a discussion on the internal procedure for publishing draft minutes. The Clerk confirmed that Councillors are emailed by the Clerk with a copy of the draft minutes a few days before it is published. The Clerk provides the council with the anticipated date for publication. The draft minutes may be published as soon as a week following the meeting but this is not a fixed commitment as internal restrictions sometimes result in a later publication date: the target date is for publication a fortnight after the meeting. The statutory requirement is much longer.

682. Date of Next Meeting

682.1 The next meeting of the Parish Council will be held on Tuesday 1 December 2015 in the Village Hall.

# Braishfield Parish Council

Clerk's Report End October 2015  
FOR INFORMATION ONLY

## Accounts

- The Cash-book balance at the end of October 2015 was £ 12,502.69
- The Bank Reconciliation for end September 2015 was correct (but will need to be adjusted to include approximately 30p interest on the 30 day notice account once that bank statement is available). The accounts can now be passed to Councillor Peter White, who will cross-check the cheque book against invoices and the Cash-book.
- BDO, the external auditors, have explained their comment in their report on our Annual Return for the 2014-15 financial year, where they said “*Statutory information has not been adequately disclosed to the Charity Commission. The council's responsibility for the charity has not been publicly disclosed.*” This was said because charity accounts need to be submitted to the Charity Commission ten months after the close of the financial year and I had chosen to wait until the external audit was complete before submitting accounts for Braishfield War Memorial and Braishfield Recreation Ground. We were within the Charity Commissions time-frame for submitting accounts. However, unbeknown to me, BDO were seeking those as evidence of compliance with our responsibilities to those charities. In future years the charity accounts can be submitted as soon as they are ready, and before the external audit is complete.

## Clerk's Projects in Progress

- CiLCA course
- Road closure for Remembrance Day
- Employment contract / recruitment procedures
- Pension legislation
- Signatories on Bank Accounts
- Separation of accounts and bank accounts for charities
- Reading and advising the Council on “the Essential Trustee: what you need to know, what you need to do” (Charity Commission)

# Braishfield Parish Council

Clerk's Report End October 2015  
FOR INFORMATION ONLY

## Pending Test Valley Borough Council Decision

Reference	Description	Address	Consultation Expiry Date
14/01090/FULLS	275 dwellings/sports pitches - amended	Ganger Farm, Ganger Farm Lane, Romsey	Mon 06 Apr 2015
15/01388/FULLS	Construction of an equine rehabilitation building including manager's dwelling and polo pony overwintering barn	Pucknall Farm Dores Lane Braishfield Hampshire SO51 0QJ	Tue 04 Aug 2015
15/01540/FULLS	Retrospective application for maize clamp	Upper Hawkes Farm Dores Lane Braishfield	Tue 25 Aug 2015
15/01539/FULLS	Retain barn for housing cattle during winter (barn 1)	Upper Hawkes Farm Dores Lane Braishfield	Tue 25 Aug 2015
15/01542/FULLS	Retain barn to house cattle during winter (barn 3)	Upper Hawkes Farm Dores Lane Braishfield	Tue 25 Aug 2015
15/01543/FULLS	Erection of barn to house cattle, forage or machinery (barn 4)	Upper Hawkes Farm Dores Lane Braishfield	Tue 25 Aug 2015
15/01909/FULLS	Erection of farm worker's dwelling with access and septic tank	Upper Hawkes Farm Dores Lane Braishfield	Tue 08 Sep 2015
15/02208/SCRS	Screening opinion under the Environment Impact Assessment Regulations 2011 - 5MW solar farm	Land South Side Of Common Hill Road Pucknall Farm	Mon 21 Oct 2015 NB. comments were not invited
15/02197/VARS	Variation of Condition 9 of 13/00383/FULLS for opening of window to allow ventilation	Springwood Braishfield Road	Mon 05 Oct 2015

**Note: where comments were invited by Test Valley Borough Council, these applications have been considered and commented upon by Braishfield Parish Council**

# Braishfield Parish Council

Clerk's Report End October 2015  
FOR INFORMATION ONLY

## Planning Determinations

Reference	Description	Address	TVBC Decision
14/02819/OUTS	Outline - Erection of up to 60 dwellings etc	Land Between Eldon Road And Furzedown Road, Kings Somborne	Refused
15/02186/TREES	T1 Oak - Remove two lowest branches overhanging rear garden. T2 Group of small Oaks - Crown lift to 4m. T3 Apple - Pollard at 2m.	Blackthorn House And Land To The Rear Of Blackthorn Close	No Objection
15/01625/FULLS	Single storey rear extension	2 Blackthorn Close Braishfield	Permission subject to conditions & notes
15/02149/TREES	T1 Oak Fell	Berberis Braishfield Road	No Objection

# Braishfield Parish Council

Clerk's Report End October 2015  
FOR INFORMATION ONLY

## Planning Applications Pending Parish Council Comment

Reference	Description	Address	Consultation Expiry Date
15/02380/VARS	Vary condition 15 of 13/02778/FULLS (9 affordable homes ) to allow the footway to Braishfield Road to be completed within 3 months of occupation of the first dwelling	Land Off Braishfield Road Braishfield Romsey Hampshire	Wed 28 October 2015
15/02422/TREES	T1 T2 Oak - Reduce crown by up to 30% and crown lift up to 5m	Worsley Lodge Common Hill Road	Thu 22 Oct 2015
15/02516/OUTS	Outline application for conversion of former public house to a residential dwelling and construction of two new dwellings	Newport Inn Newport Lane	Fri 13 Nov 2015
15/02517/OUTS	Outline application for conversion of former public house to a residential dwelling and construction of two new dwellings with extended gardens	Newport Inn Newport Lane	Tue 10 Nov 2015
15/02538/TREES	Fell 11 trees and one tree group	Newport Inn Newport Lane	Tue 10 Nov 2015

Note: Due to the interval between Parish Council meetings, sometimes the consultation period expires before the Parish Council can comment. Where this has occurred, we have informed Test Valley Borough Council that our comments will given immediately following the meeting of the Parish Council.

# Braishfield Parish Council

Clerk's Report End October 2015  
FOR INFORMATION ONLY

Cash Book Balance at 30 October 2015 £ 12,502.69

## Bank Balances as per most recent statements

Current Account (at 21 September 2015) £11,197.07  
Savings Account (at 9 July 2015) £2,794.65

## Payments made since last Meeting £

Nil 00.00

## Payments due now £ (inc VAT where applicable)

Salaries 208.33

Clerk's Expenses October 2015 including £19.50  
Remembrance Day Wreath 24.04

JN Landscapes (grass cutting at pond) 176.40

## Payments which may become due before next Meeting £ (inc VAT where applicable)

### Braishfield Recreation Ground

Concreting-in cycle stands (stands  
purchased separately) 216.00

### Braishfield War Memorial

Blackwell and Moody: cleaning stonework 458.40

**Total Payments Due £ 1083.17**

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Kate Orange  
Clerk, Braishfield Parish Council  
29 October 2015