

BRAISHFIELD PARISH COUNCIL
Minutes of Meeting of Braishfield Parish Council
held at Braishfield Village Hall
on 3 July 2018 (7:00pm to 9:45pm)

Present

Members of Braishfield Parish Council

Chairman Jane Bennett
Cllr Richard Brazier
Cllr Ian Knights
Cllr Mark Swinstead
Cllr Peter White

Others

Clerk / RFO to Braishfield Parish Council, Kate
Orange
1 member of the public, until the end of the
public participation
Borough Councillor Martin Hatley (from
7:20pm)

Apologies

1336. Apologies were received from two members. Vice Chairman Mike Edwards was unable to attend due to a business commitment and Cllr Carole Renvoize had a family commitment.

Declarations of financial and personal interest

1337. No member declared any financial or personal interests in any business on the agenda of the Meeting.

Agreement of Minutes of Previous Meeting

1338. The Minutes of the Annual Meeting of 1 May 2018 were agreed by the Council and a copy was signed by the Chairman.

Public Participation

1339. A resident of Braishfield raised the point that the new surface on the Braishfield Road, north of The Square, is so smooth that horses cannot get traction. They can go no faster than a walk, or their hooves slip. It has been several months since the road was resurfaced. This can be mentioned to Jonathan Bambridge of Hampshire County Council's Highways department when Cllr Richard Brazier meets him on 17/7/2018.
1340. Cllr Richard Brazier addressed the Meeting as a member of the public, concerning the Village Hall. The following is a synopsis:
- The Village Hall AGM took place last week. During the 7 years that Cllr Brazier was chairman of the Village Hall management committee, maintaining the right level of income was a struggle. Subsequently, it has remained static or even declined, while costs have probably increased. There are other competing facilities locally. Refurbishment needs to continue. The hall keeps afloat with the help of volunteers - in the shop and running the hall. The hall is an asset to the community, which would not be the same without it.
- Cllr Brazier wonders whether the Parish Council can assist the hall with some funds raised through the precept. The hall and pantry currently receives no regular financial assistance from the parish council. Cllr Brazier will circulate a copy of his full speech to councillors

The Council will need to research and consider the matter in order to make a decision.

Chairman's Report

1341. Chairman Jane Bennett reported as follows:

- She represented the Parish Council at the flag raising in Romsey on Armed Forces Day, 18 June 2018.
- On behalf of the Parish Council, she attended the Annual County Service at Winchester Cathedral on 24 June 2018.
- The Parish Council has a selection of flags and these are being raised by volunteers on appropriate occasions, for example, the Council has been invited by the Seafarers Association to fly the red ensign on Merchant Navy day, 3 September 2018; also coming up is the centenary of the formation of the RAF.
- Jimmy Chestnutt has offered to chair the Village Design Statement (VDS) review working party. Borough Councillor Martin Hatley noted that Ampfield Parish Councillor Graham Roads chaired the VDS review committee for Ampfield Parish Council, and will be willing to have a discussion about how Ampfield approached the review and writing of a new VDS.
- The Parish Council may consider whether the Annual Parish Assembly should be held separately from the Annual Meeting of the Parish Council. In Ampfield it is held separately, with refreshments after the reports. The Pantry may be able to help with this. The Clerk is to confirm the rules for when these meetings must take place. It is envisaged that there will be a screen for projecting images during the meeting; and that reports on the VDS review and Emergency Plan will be included.
- Regarding signage in the parish, a bid has been made for Community Infrastructure Levy (CIL) funding. This covers new signs to all of the entry points into the village, the Pantry and a footpath map, and fencing to screen the bins at the village hall. Amendments can be made to the bid until the end of July. Consideration should be given to whether to retain twinning signs.
- The Community Resilience Working Party (Emergency Planning) met on 25 June 2018. Four Councillors, members of the Village Hall management committee, and volunteer Margaret O'Keeffe attended. On 7 November 2018 a presentation will take place in the village hall, to demonstrate progress so far. Marianne Pigginn of Test Valley Borough Council (TVBC) will be invited to attend. The event will possibly include a presentation on the VDS review. The group are working towards drafting an Emergency Guide for residents' use. Various emergency scenarios are under consideration, for example damage due to high winds, power outage, and snow/ice. A generator has been kindly donated and could be located at the village hall, subject to installation. Certain emergency equipment is needed, such as tabards.

Clerk's Report

1342. The Council received the Clerk's Report to the end of June 2018, and a copy is attached to these Minutes.

Borough Councillor's Report

1343. Borough Councillor Martin Hatley reported that TVBC have been sending cards to some residents, or leaving them on wheelie bins. This is where waste or recycling has been placed in the wrong bins. The cards are intended to be informative.

Audit

1344. The Council received the 'Report: Accounts for the year ended 31 March 2018 "Internal Audit"' from the Clerk.
1345. The Council received a letter dated 4 June 2018 from the internal auditor, John Murray.
1346. The Council considered John Murray's letter of 4 June 2018, and agreed the following action:
- Where practicable, correspondence for the Council will be conducted by the Clerk. No correspondence sent by Councillors shall concern any matter which may be binding on the Council. For example, acceptance of quotations will be undertaken by the Clerk.
 - The Council will review the Terms of Reference of the Planning Committee in order to cover the protocol for handling prior-to-application proposals.
 - Clerk & Chairman will ensure that, in the subsequent Meeting, the Chairman initials all appendices to the Minutes, including Clerk's Report, Budget and any others.
 - The Council will continue to make contributions towards the cost of maintenance of the burial ground, subject to the normal decision process by Council.
 - Clerk to email a copy of AGAR to John Murray. Clerk has published the AGAR, together with the Notice of Public Rights, on our website and Recreation Ground notice-board.

RESOLVED

Application to re-allocate s106 monies

1347. Cllr Richard Brazier reported on the latest position with s106 money. TVBC recently forwarded a report of funds kept. Two applications are pending for re-allocation of funds from children's playspace to village hall. Cllr Brazier is attempting to arrange a meeting with Sarah Barter and Paul Jackson of the planning department; and he welcomes assistance in stating the case.

Invitation to Sir Harold Hillier Gardens

1348. Cllr Brazier and Chairman Jane Bennett will attend the reception at Sir Harold Hillier Gardens on 17 July 2018.

Arrangements for Remembrance Day

1349. The arrangements for keeping worshippers and traffic separated during the Remembrance Day service were discussed. It may be possible to borrow some "slow" signs from the police. Volunteers can be used to indicate to drivers that they should slow down.

Councillors' Roles & Portfolios

1350. A draft list of Councillors' roles and portfolios was circulated by Chairman Jane Bennett. Some amendments were made.

The brief for the Flag Officers and the programme of flag-flying shall be agreed at the next meeting.

1351. It was agreed that Tim Howkin should be invited to be a volunteer Flag Officer, along with Cllr Brazier.

RESOLVED

1352. The list of Councillors' roles and portfolios will be published in the next issue of BVA News and on the Council's website.

RESOLVED

Test Valley Borough Council Community Governance Review

1353. Borough Councillor Martin Hatley noted that the TVBC Community Governance Review has gone through the first phase of consultation and is now in the second phase, with draft recommendations available. The Council has an opportunity to request adjustments to the arrangements for the governance and boundaries of the parish.

1354. *The Council agreed to submit the following comments to Test Valley Borough Council's Community Governance Review:*

FCR 60: We affirm our comment made in response to the first stage of the consultation, "The area North of Ampfield Woods should become part of the parish of Braishfield. The proposed new boundary is shown in Blue in the image file Braishfield_Boundary_Map_Proposal1.tif. of the Community Governance Review "; and agree with the draft recommendation.

FCR 64: We recommend that Jermyns House be transferred to Braishfield. We support the proposal of Ampfield Parish Council, that the small number of properties at the Eastern end of Jermyns Lane be transferred to Ampfield.

FCR 72: We support the recommendation that there should be no change to the boundary at Crook Hill. This is because residents of Crook Hill have a strong sense of belonging to the community of Braishfield.

RESOLVED

Hampshire County Council's Street lighting, supported passenger transport services and the concessionary travel scheme consultation

1355. The Council discussed Hampshire County Council's (HCC) Street lighting, supported passenger transport services and the concessionary travel scheme consultation.

The provision of passenger transport is pertinent to Braishfield, as a rural community.

It was felt that the Braishfield bus (No. 35) must be vulnerable to cuts because the cost (to HCC) per passenger journey is so high, although there are other services in a similar position.

One option proposed is that if taxis are used in place of the bus, the older person's bus passes will not be valid. This would exacerbate the problem of rural isolation.

In this rural community, quite a number of residents cannot or do not drive. Cuts to the bus service are a concern.

In this close-knit community, people who need care or assistance to remain living independently receive assistance from their neighbours. The bus service is one factor which makes it possible for such people to continue living in Braishfield. Alternatively they have to move to Romsey, where they know no-one and will need assistance from social services.

School children currently use the service bus. If the bus service is removed the children will need to be taken in to school and collected by a parent. This will increase the traffic in Romsey; and is detrimental to the parents' availability for employment.

1356. *It was proposed that Cllr White will draft the response to Hampshire County Council's Street lighting, supported passenger transport services and the concessionary travel scheme consultation; including the points raised in the Council's discussion.*

RESOLVED

Hampshire County Council's permit scheme for road and street works

1357. *It was agreed that the Council has no comment on Hampshire County Council's permit scheme for road and street works.*

RESOLVED

Email to Rural Housing Enabler

1358. *It was proposed that the Clerk should respond to the email dated 22 March 2018 from Bev Harding-Rennie, Rural Housing Enabler, Action Hampshire, re: Rural Affordable Housing in Braishfield Parish, to let her know that Braishfield will be looking at the demand for affordable housing in the parish during the review of the VDS.*

RESOLVED

Terms of Reference for the Planning Committee

1359. The Council considered draft Terms of Reference for the Planning Committee dated 30 June 2018. The purpose of the revision is to incorporate a protocol for handling prior-to-application queries, presentations and proposals. There was particular discussion of how to handle communication with developers; and the lack of powers with regard to commenting prior to a formal application being made. The Clerk will issue a further draft for consideration.

Responses on applications under the Town and Country Planning Act 1990

Application 18/01443/VARS

1360. *For planning application 18/01443/VARS, Vary condition 5 of 18/00775/VARS to allow works to be carried out in accordance with the details shown on plans 103, 106, 02f, 300h, 203a, 105, 01, Sharpes Farm Lower Street Braishfield SO51 0PH, it was proposed to comment "No Objection".*

RESOLVED

Application 18/01470/VARS

1361. *For planning application 18/01470/VARS, Vary condition 5 of 18/00792/VARS to allow works to be carried out in accordance with the details shown on plans 103, 106, 02f, 300h, 203a, 105, 01, Sharpes Farm Lower Street Braishfield SO51 0PH, it was proposed to comment "No Objection".*

RESOLVED

Member and officer training

1362. *The following training was agreed upon:*

- *Cllr Knights to attend The Knowledge and Core Skills*
- *Chairman Jane Bennett to attend Chairmanship Skills*
- *Clerk to attend an Officers Update*

RESOLVED

Application for community grant

1363. Braishfield Horticultural Society have applied for a grant of £100.00. The money is to go towards the expenses of holding the annual flower show, in order to make the event viable.

1364. *It was proposed to give a grant of £100 to Braishfield Horticultural Society.*

RESOLVED

Payments

1365. The Council noted that the following payments were made following the previous Meeting, in order to fulfill contractual obligations:

R. F. Horn (repair of bus shelter) £185.00

Hampshire Association of Local Councils (neighbourhood planning forum) £18.00

Staff costs May 2018 £208.33

Business Stream (water to pond) £6.23

RESOLVED

1366. The Council agreed to make the following payments:

Staff costs June 2018 £208.33

J N Landscapes (grounds maintenance at pond) £180.00

John Murray (audit) £150.00

Grant to Braishfield Horticultural Society £100.00

RESOLVED

Matters for Subsequent Meetings

1367. The following matters were noted as business for subsequent meetings:

- To follow up on the position with safety concerns on the Jermyns Lane/Braishfield Road roundabout. Councillor Martin Hatley is also following it up.
- To agree the brief for the Flag Officers and the programme of flag-flying
- To review the list of ongoing matters.

Next meeting

1368. The next meeting will be held on 04/09/2018.

Braishfield Parish Council

Clerk's Report End June 2018
FOR INFORMATION ONLY

Accounts

- The cash-book balance at end June 2018 is 17,091.13 (subject to arithmetic checks, cross-check of bank statements, and bank interest)

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 30/6/18 (estimated)	17,091.13
Forecast of Payments to be made at Meeting 3/7/2018	- 638.33
End Balance at 3/7/2018 (estimated)	16,552.80

PLANNING APPLICATIONS

Reference	Description	Address	Consultation Expiry	BPC Comment	Planning Authority Decision
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	04/12/17	support	pending consideration
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	04/12/17	support	pending consideration
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	08/02/18	objection	PERMISSION subject to conditions & notes
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	12/04/18	support	PERMISSION subject to conditions & notes
18/00763/CMAS	Erection of two structures (part retrospective) at Waste Transfer Station,	Casbrook Park, Bunny Lane, TIMSBURY SO51 0PG	20/04/18	No objection	PERMISSION subject to conditions & notes
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	13/04/18	No objection	PERMISSION subject to conditions & notes
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	13/04/18	No objection	CONSENT subject to conditions and notes
18/00906/TREES	T1, T2 and T3 - Black Pine - Fell	All Saints Church Church Lane Braishfield SO51 0QH	04/05/18	No objection	No objection
18/00916/FULLS	Single storey side extension	The Wheatsheaf Braishfield Road Braishfield SO51 0QE	04/05/18	Objection	Withdrawn

Reference	Description	Address	Consultation Expiry	BPC Comment	Planning Authority Decision
18/01106/FULLS	Demolition of mid-20th Century rear extensions and C20th chimney, internal and external alterations including revised fenestration, reinstatement of weatherboarding, extension to provide kitchen, snug and boot room with additional bedroom and bathroom accommodation over, extend roof to form veranda, erection of chimney, loft conversion including provision of dormer windows, construction of sunken garden	Paynes Hay Farm Paynes Hay Road Braishfield SO51 OPS	24/05/18	support	pending consideration
18/01107/LBWS	Demolition of mid-20th Century rear extensions and C20th chimney, internal and external alterations including revised fenestration, reinstatement of weatherboarding, extension to provide kitchen, snug and boot room with additional bedroom and bathroom accommodation over, extend roof to form veranda, erection of chimney, loft conversion including provision of dormer windows, construction of sunken garden	Paynes Hay Farm Paynes Hay Road Braishfield SO51 OPS	24/05/18	support	pending consideration
18/01207/FULLS	Demolition of an ancillary cottage	Paynes Hay Farm Paynes Hay Road Braishfield SO51 OPS	05/06/18	No objection	pending consideration
18/01208/LBWS	Demolition of an ancillary cottage and twentieth century stables and erection of a new cottage with part reuse of an existing twentieth century dairy	Paynes Hay Farm Paynes Hay Road Braishfield SO51 OPS	05/06/18	No objection	pending consideration
18/01211/LBWS	Removal of asbestos involving removal of lath and plaster, and reinstatement like for like	Paynes Hay Farm Paynes Hay Road Braishfield SO51 OPS	14/05/18	No objection	pending consideration
18/01443/VARS	Vary condition 5 of 18/00775/VARS to allow works to be carried out in accordance with the details shown on plans 103, 106, 02f, 300h, 203a, 105, 01	Sharpes Farm Lower Street Braishfield SO51 OPH	04/07/18		pending consideration
18/01470/VARS	Vary condition 5 of 18/00792/VARS to allow works to be carried out in accordance with the details shown on plans 103, 106, 02f, 300h, 203a, 105, 01	Sharpes Farm Lower Street Braishfield Romsey Hampshire SO51 OPH	04/07/18		pending consideration

Consultations Pending Comment

- Test Valley Borough Council - Community Governance Review (parish boundaries)
- Hampshire county council - Community Transport Consultation
- Hampshire County Council - permit scheme for road and street works

Street Naming

We have been notified by Test Valley Borough Council that the street naming and numbering for the property being developed at:

Land adjacent Amberley
Braishfield Road
Braishfield
ROMSEY
SO51 0PR

The new properties will be addressed as:

Edgehill
Braishfield Road
Braishfield
ROMSEY
SO51 0PR

Kate Orange
Clerk and RFO, Braishfield Parish Council
28/06/18