

**BRAISHFIELD PARISH COUNCIL**  
Minutes of Meeting of Braishfield Parish Council  
held at Braishfield Village Hall  
on Tuesday 4 October 2016, 7:00pm – 9:55pm

Present

Members of Braishfield Parish Council

Chairman John Bevan  
Cllr Jane Bennett  
Cllr Richard Brazier  
Vice Chairman Mike Edwards  
Cllr Clive John  
Cllr Carole Renvoize  
Cllr Peter White

Others

Clerk/RFO to Braishfield Parish Council Kate  
Orange  
Test Valley Borough Councillor Martin Hatley  
3 members of the public

Report of apologies for absence

897. All members of Braishfield Parish Council were present at the meeting.

Disclosure of personal and financial interests by councillors

898. No councillor declared any personal or financial interests in any business of the meeting.

Presentation by Fran Clifton, on Horticultural Society parish tree-planting project

899. Fran Clifton, Head Gardener at Sir Harold Hillier Gardens, presented the plans of Braishfield Horticultural Society to plant historic varieties of apple trees around the parish.

The apple varieties originated in the 17th and 18th centuries and many are also local. Sir Harold Hillier Gardens have some surplus trees which they have grafted onto small root stocks, and would like to offer to plant them around the parish.

Fran Clifton circulated a map of the parish showing the possible locations, mainly on wide grass verges.

A “license to cultivate” is required from Hampshire County Council (HCC)'s highways department, for cultivation on verges. After this, the upkeep would be undertaken by HCC tree officers.

Fruit will fall on the verges, rather than on the highways.

Fran Clifton will write an article for the BVA News.

*It was proposed that the parish council support the historic apple tree planning project.*

RESOLVED

900. Public Participation (in respect of business on the agenda)\*

One member of the public suggested that one of the apple trees could be planted on the recreation ground.

Agreement of the Minutes of the Meeting held on 6 September 2016

901. The Minutes of the Meeting held on 6 September 2016 were agreed and signed by the Chairman.

To receive report from Hampshire Constabulary (if available)

902. It was noted that PCSO Storm Perrott of Hampshire Constabulary was invited at a late stage to speak to the council about traffic offences, but he was unable to attend the meeting.

When antisocial driving takes place, residents are invited to report the details and number plates of vehicles to the police.

Chairman John Bevan noted that the parish council is aware that there is a problem with traffic speeding and other offences in the parish, and that some residents are near to the end of their tolerance limits.

903. Brief update on ongoing matters (for information only)

Emergency Planning

Cllr Carole Renvoize reported that the application for grant funding has been deferred until 2017 because although the Braishfield Village Hall committee have agreed to the principal of using the village hall as a sanctuary, they have not agreed to having an electricity generator or calor-gas cooker.

The working party need to consider responsibility for maintenance of the generator. Camping stoves are an alternative to a fitted cooker.

There has been no response to the invitation to residents to join a register of people who need to be personally contacted (to establish whether they need assistance) in the event of a public emergency.

S106 funds

Cllr Richard Brazier reported that the village hall committee have identified some potential projects at the village hall. Once quotations have been received, the parish council will need to consider whether they give their approval, and then the planning department at Test Valley Borough Council (TVBC), and finally the legal team at TVBC.

Cllr White noted that in the new s106 agreement for Oak Close, money has been allocated to shower and toilet facilities at the village hall.

Braishfield Road Traffic Lights

Cllr Brazier noted, re. the installation of traffic lights in Romsey at the end of Braishfield, the start has been delayed due to the extent of buried cables in the vicinity. Chairman John Bevan read out a letter from resident Sally Hadden.

Braishfield Highways

Chairman John Bevan noted that amended road markings and a pedestrian crossing is planned by Hampshire County Council for Common Hill Road near the school. He will ask for a progress update if he has not heard anything by the next meeting.

Footpath 9

The Clerk has walked it and the surface is in good condition. The vegetation has been cut back.

Agreement of Comments on Planning Application

904. *It was proposed to comment “No Objection” on the planning application 910. 16/02327/TREES 3 x Common Ash - Reduce by up to 30%. 1 x Common Oak - Crown raise etc Southview Braishfield Road*

RESOLVED

Discussion of work at Fairbourne Farm House

905. In 2012, planning permission was granted for restoration of the farmhouse at Fairbourne Farm, a listed building in need of repair (application reference 12/00138/LBWS). The existence of planning consent does not compel the owner to start work, but in this case the building is listed and at risk of deteriorating.

*It was proposed that the Clerk will contact the conservation officer at Test Valley Borough Council to inform them of the council’s concerns about the condition of Fairbourne Farm house.*

RESOLVED

To discuss the way the council decides comments on planning applications

906. Chairman John Bevan has been researching whether the council can document the criteria against which the council considers planning applications. He will draft a list of recommendations, taken directly from the Village Design Statement. The list will also need to include or be cross-referenced to the Conservation Area document and the Local Plan. Once agreed by the council, this can be published, so that the public have access to the criteria the parish council uses when commenting on planning applications.

Chairman John Bevan would like the council to consider having a planning committee (which may comprise all members of the council), which would be called to meet as necessary in order to comment on planning applications. It may be possible to discuss the remaining business of the full parish council in a fewer number of meetings than are currently held. Romsey Town Council, for example, have bi-monthly meetings of the full council. The council requires more time and information before considering this.

Test Valley Borough Councillor Martin Hatley noted that the parish council is notified of planning applications but it is not a statutory consultee. Input from parish councils is important because they can impart local knowledge that the planning department may not have; but parish councils do not need the expertise of planning lawyers. TVBC may offer a training session for councillors.

Discussion on the review of the Braishfield Village Design Statement

907. In order to ascertain whether the Braishfield Village Design Statement (which is adopted by TVBC as supplementary planning guidance) is still relevant, councillors will read through it and identify any perceived deficiencies. This will be discussed at the next meeting.

To decide whether to enter a tree in the Christmas Tree Festival at All Saints

908. Cllr Renvoize and the Clerk will decorate a tree for the parish council to enter in the Christmas Tree Festival.  
To receive report on the Boundary Commission for England Review of Electoral Arrangements for Hampshire County Council
909. The council received the report on the Boundary Commission for England Review of Electoral Arrangements for Hampshire County Council  
RESOLVED  
To decide comments on the Boundary Commission for England Review of Parliamentary Constituency Boundaries
910. *Braishfield Parish Council has studied the proposals for the Boundary Review for Parliamentary constituencies in England and takes the view that the proposals for the constituency including the Braishfield and Ampfield ward are acceptable and in the interests of Braishfield residents. The council instructs the clerk to post a formal response to the consultation on the Boundary Commission for England website reflecting this view.*  
RESOLVED  
To decide comments on the Local Government Finance Settlement Consultation
911. The decision on comments on the Local Government Finance Settlement Consultation was deferred pending information from Hampshire Association of Local Councils.  
To consider projects for the Countryside Small Grants Scheme
912. No projects were proposed for the Countryside Small Grants Scheme.  
To consider maintenance of pond
913. The Clerk reported that Ampfield Parish Council's Clerk has shared information about the Parish Lengthsman scheme administered by Hampshire County Council. It may be possible to use the lengthsman for grass cutting and pruning. The Clerk will do further research.  
Acceptance of Report on Conclusion of Audit
914. *The council received and accepted the Report on Conclusion of Audit from BDO. The council has published the report and supporting documentation, as required. Before the start of the current financial year (1 April 2016) the council had taken action to resolve the deficiencies found in the report.*  
RESOLVED  
Clerk's Report (for Information Only)
915. The council received the Clerk's Report for the end September 2016. A copy is attached to these Minutes.  
Approval of Payments to be made
916. *The following payments were approved:*  
*Planting baskets (pond) £23.96*

ICO (Data Protection registration) £35.00

Transfer to Braishfield Recreation Ground (school's use of ground) paid by Hampshire County Council to Braishfield Parish Council in error £200.00

Grass cutting: pond £216.00

external audit £120.00

salaries £203.33

Clerk's expenses £39.91

RESOLVED

Borough Councillor's Report (if available)

917. Test Valley Borough Councillor Martin Hatley reported as follows:

Regarding the proposals for a Solent Authority, it is forecast that costs for residents of Test Valley Borough Council would go up if Test Valley were to join the combined unitary authority.

On planning matters, an application for new homes at Abbotsford was refused permission at planning committee. The site has alternative access through Ganger Farm, so a revised application may be received.

Date of Next Meeting

918. The next meeting will be held on 1 November 2016.

## Clerk's Projects in Progress

- With Councillors, starting to consider budget for 2017-18. Quotations may be needed for some items of forecast expenditure.
- Modification of website to display additional information is in progress
- Pension legislation
- archiving
- Review of arrangements for payments and online banking in line with new rules for local councils, and revision of the Financial Regulations.

## Accounts

- The audit for the year ending 31 March 2016 has been concluded and BDO have issued a report. We have published this in accordance with requirements, on our noticeboard and website.
- In a change to the Terms and Conditions, as from 17/10/16 there will be monthly charges of £5 per account per month, for the bank accounts of the charitable trusts (Braishfield Recreation Ground and Braishfield War Memorial). This is a total cost of £60 per charity.
- The interest rate on the Business 30 day notice account for Braishfield Parish Council is now the same as interest on the current account (0.05%).

## Notes

- I will include opening the cabinet of the defibrillator, and noting that I have checked it in a monthly routine check; in addition to the usual checks carried out. This is following advice from the manufacturer of the cabinet.

# Braishfield Parish Council

Clerk's Report End September 2016  
FOR INFORMATION ONLY

Revision 1

## Planning Applications Pending Parish Council Comment

Reference	Description	Address	Comments Due
16/02327/TREES	3 x Common Ash - Reduce by up to 30%. 1 x Common Oak - Crown raise canopy on property side by up to 2m	Southview Braishfield Road	Fri 14 Oct 2016

Where the parish council's comments will be late due to the date of the meeting, the parish council have informed TVBC of the reason in advance.

## Pending Test Valley Borough Council Decision

Reference	Description	Address
16/01972/FULLS	Demolition of existing outbuildings and construction of 4-bedroom detached residential dwelling house and associated landscape works	Amberley Braishfield Road
16/01920/FULLS	Conversion of former public house to dwelling to include single storey and first floor extensions and erection of detached garage (Resubmission)	Newport Inn Newport Lane
16/01847/OUTS	Outline application for the erection of single dwelling with associated parking	Land To The Rear Of Willowbrook House Braishfield Road

## Planning Determinations

Reference	Description	Address	TVBC Decision
15/03137/OUTS	Outline - Erection of 46 dwellings, with associated open space and landscaping, including details of the proposed access onto Braishfield Road	Abbotsford Braishfield Road Romsey Hampshire SO51 0PB	REFUSE
16/01903/FULLS	Single storey rear extension to existing single storey building and new detached garage	9 Common Hill Road	PERMISSION subject to conditions & notes
16/01937/TREES	Remove 1x self-seeded Ash	Chapel Works Newport Lane	NO OBJECTION

The following financial information is preliminary. It is subject to full internal

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Clerk's Report End September 2016  
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Reference	Description	Address	TVBC Decision
	checks and audit, and is approximate because we are awaiting bank interest and statements.		
	<b>Bank Balances as per most recent statements</b>		
	Treasurers (Current) Account (at 1/9/2016)		<b>£7,312.77</b>
	Bus 30 Day Notice (Savings) Account (at 9/6/2016)	<b>£2,789.50</b>	
	Cash Book Balance at 28/9/2016 (approximate)		<b>£8,808.20</b>
	Payments to be agreed at Meeting 4/10/2016 (as per list of Payments Requiring Authorisation dated 28/9/2016)		<b>-£838.20</b>
	<b>End Balance at 6/9/2016 (approximate)</b>		<b>£7,970.00</b>

Kate Orange  
Clerk and RFO, Braishfield Parish Council  
28/9/2016