BRAISHFIELD PARISH COUNCIL

Minutes of Meeting of Braishfield Parish Council, held at Braishfield Village Hall on 05 March 2019 (7:30pm to 10pm)

Present

Members of Braishfield Parish Council
Chairman Jane Bennett
Vice Chairman Mike Edwards
Cllr Carole Renvoize
Cllr Ian Knights
Cllr Mark Swinstead
Cllr Peter White
Cllr Richard Brazier

Others
Clerk: Kate Orange
Member of public: Sarah Boothman on behalf of All Saints PCC, until 7:45pm

Apologies

1489. All Members of the Parish Council attended the Meeting.

Members' Interests

1490. Chairman Jane Bennett declared a personal interest in All Saints PCC's application for a financial contribution towards the cost of tree felling at the burial ground: Cllr Bennett is Secretary of the PCC. Cllr Bennett declined to take part in the discussion or voting on that matter. (Minute 1494)

1491. Cllr Mark Swinstead has a personal interest in Braishfield Manor, his employer: he raised a matter in the "public participation" period.

1492. Vice Chairman Mike Edwards and Cllr Ian Knights have a personal interest in Braishfield Village Hall as they are on the Village Hall Committee. (Minutes 1515 to 1517)

Accuracy of Minutes

1493. *The Council agreed the accuracy of the Minutes of the Meeting of 8 January 2019, and the Chairman signed a copy.*

RESOLVED

Tree works in the burial ground

1494. *It was proposed to pay £2,130.00 to All Saints PCC, as a contribution towards the cost of tree works in the burial ground, as per the email from the PCC of 25/2/19.*

RESOLVED

Public participation

1495. Cllr Mark Swinstead spoke on behalf of Braishfield Manor Farm. The farm has experienced a number of incidents where members of the public have strayed from the public rights of way. Sheep have been worried by dogs; horses on the gallops have been startled by dogs; gateways have been blocked by parked cars. Henceforth, members of public who have strayed from the public rights of way will be challenged.

Chairman's report

1496. Chairman Jane Bennett reported that it has been drawn to her attention that there is no formal arrangement in place for commemoration of Armistice Day (where it falls

on a day other than Sunday). The Council could consider making the arrangements and this will be raised as a proposal at a future Meeting. (FOR INFORMATION ONLY)

Traffic Working Party report

1497. Cllr Brazier has circulated the first Minutes of the Traffic Working Party to the Council. The Chairman of the working party is Michael Stubbs. (FOR INFORMATION ONLY)

Village Design Statement Working Party report

1498. Cllr Brazier Reported that the Village Design Statement Working Party will meet on 12/3/19. (FOR INFORMATION ONLY)

Report on TVAPTC

1499. Cllr White attended the Meeting of Test Valley Association of Parish and Town Councils (TVAPTC) on 28/2/19. A copy of his report is attached to these Minutes. (FOR INFORMATION ONLY)

Outstanding s106 money report

1500. Cllr Brazier reported on unexpended s106 money in the parish. Cllr Brazier has asked Test Valley Borough Council (TVBC) why, for the new dwelling at 1 Common Hill Road, s106 money was allocated towards a new pavilion on the recreation ground when that had already been constructed at the time planning consent was granted. Perhaps it will be possible to have the money re-allocated. It is not yet clear why some other planning consents, issued at a similar time, did not require payment of s106. A further report is to follow.

Clerk's Report to end February 2019, and list of planning applications

1501. The Council received a copy of the Clerk's Report to end February 2019 and list of planning applications for January and February 2019. (FOR INFORMATION ONLY)

Report on Events/Meetings

1502. The following events have been, or are due to be attended, by a representative of the Council (FOR INFORMATION ONLY):

- Town and Parish Council Spring Workshop (arranged by Hampshire County Council, on "Highways")
- Chairman Jane Bennett will attend the Commonwealth Flag Flying ceremony in Romsey
- Test Valley Resilience Workshop
- Table-top exercise on Community Resilience in the parish
- Further events listed in the Clerk's Report

Correspondence

1503. See Clerk's Report for a list of Correspondence (FOR INFORMATION ONLY)

Comment on planning application 19/00247/TREES

1504. *For planning application 19/00247/TREES, T1 Conifer - Crown reduce lowering height upto 3m and reduce lateral branches up to 2m, The Wheatsheaf Braishfield Road Braishfield Romsey Hampshire SO51 0QE, it was proposed to comment as follows:*

"Support"

RESOLVED

Comment on planning application 19/00372/FULLS

1505. *For planning application 19/00372/FULLS, Retention of garden/dust bin shed, 6 Blackthorn Close Braishfield Romsey Hampshire SO51 0PX, it was proposed to comment as follows:*

"Objection, with the following reasons:

- *The shed is in front of the immediately adjacent neighbouring house.*
- *The material used (timber) does not match or compliment adjacent finishes.*

RESOLVED

Comment on planning application 19/00405/FULLS

1506. *For planning application 19/00405/FULLS, Erection of a porch, and single storey side and rear extension to provide additional living space, and new fenestration, 19 Hill View Road Braishfield SO51 0PP, it was proposed to comment as follows:*

"No objection"

RESOLVED

Comment on planning application 19/00461/FULLS

1507. *For planning application 19/00461/FULLS, Erection of a single storey rear extension to provide an enlarged kitchen, replace bay window with french doors, lower ground floor window cill's and raise window heads of first floor windows, Potters Clay Braishfield Road Braishfield SO51 0PQ, it was proposed to comment as follows:*

"No objection"

RESOLVED

Draft Byelaws

1508. Cllr White has used the Government model byelaws to create a draft for Braishfield Recreation Ground. This process was precipitated as a way to control unauthorised parking. Cllr White reminded the Council that there is a formal process to be followed, including a prescribed method of public consultation, before byelaws can be presented to the Government for adoption. It was felt that the Council should conduct a through review of the draft before progressing with public consultation. This review is to take place in a Meeting.

1509. *It was proposed to progress into public consultation on the draft byelaws (draft received email of 12/2/19 from Cllr White) following a detailed review of the contents by the Council.*

RESOLVED

Scope of a CIL Bid

1510. *It was proposed that the draft CIL Bid should be produced on the basis of the following rationale:*

"The parish of Braishfield has, over the years, been encroached by large scale housing developments and industrial units that have significantly impacted upon the nature of the village.

This bid is designed to both preserve and enhance the identity of this rural community, that is is comprised of a number of hamlets.

It is also intended to facilitate the use of our community resources, Village Hall, Shop and footpaths, both by residents and visitors. These resources are available to promote the health and well-being of all age groups."

RESOLVED

Logo

1511. The Council considered the idea of commissioning a logo for the parish. It will be introduced to residents at the next Annual Parish Assembly.

Training

1512. It was proposed to send the Clerk on the following training:

a) An Introduction to Inspection & Maintenance of Children's Play area, MUGA, Wheeled Sports and Outdoor Fitness Facility with a Balanced Approach to Health & Safety, cost £60.

b) Minute Taking - Essential Hints & Tips, cost £45.

RESOLVED

Terms of Reference: Traffic Working Party

1513. *It was proposed to adopt the draft Terms of Reference for the Traffic Working Party dated 5/3/19. The adopted Terms of Reference will be dated 5/3/19.*

RESOLVED

"Great British Spring Clean"

1514. It was proposed to organise a voluntary "Great British Spring Clean" of the parish, to take place at 9:30am until noon on 4 May 2019.

RESOLVED

Help for Braishfield Village Hall

1515. The Council considered requests from Braishfield Village Hall Committee in relation to Refurbishment Program, as detailed in email of 5/2/19 from Mike Edwards; with reference to the email from the Clerk of 5/2/19.

Cllr Edwards' understanding of guidance by National Association of Local Councils, is that Parish Councils do have the power to give loans to assist with refurbishment. The Clerk needs to understand the relevant legislation and mechanism, by reference to guidance from the Hampshire Association of Local Councils.

1516. *It was proposed that the Council agree, in principle, to giving a loan of £9,000 to Braishfield Village Hall, from April 2019 to October 2019, provided that this is found to be legally sound following the Clerk's research. The purpose of the loan is to cover Village Hall payments to contractors, prior to receipt of grant funding. Agreement to the loan is subject to further resolution by the Council before proceeding.*

RESOLVED

1517. *Braishfield Parish Council will investigate, with Braishfield Village Hall, the possibility of applying for a Calor Gas grant to pay for new heating for the hall.*

RESOLVED

Flag-flying schedule

1518. *It was proposed to adopt the flag-flying schedule dated 5/3/19.*

RESOLVED

Grant: Romsey Show

1519. The Council considered an application for a community grant, for the 2019 Romsey Show. The Clerk noted that the criteria for awarding this grant is "a purpose which is in the interests of, or will directly benefit the parish or its inhabitants, or part thereof".

1520. *It was proposed to give a community grant of £150 to The Romsey Show, towards the cost of staging the 2019 show; in recognition of the benefit that accrues to the local farms, businesses and equestrians who take part, and to the residents who attend.*

RESOLVED

Payments

1521. *It was proposed to make the following payments:*

Staff costs, February 2019, £208.33

Clerk's expenses 1/1/18 to 28/2/19 £227.89

Braishfield Village Hall (Room hire Jan '18 to Dec '18) £225.00

Church Room (Room hire, Jan '18) £20.00

Business Stream (supply to pond) £33.09

All Saints PCC, £2,130.00

The Romsey Show, £150.00

RESOLVED

1522. *It was noted that the following payments were made during February 2019:*

Staff Costs, January 2019, £208.33

RESOLVED

Matters for subsequent Meetings (FOR INFORMATION ONLY)

1523. The following matters will be addressed in future Meetings:

- To consider taking on the organisation of the parish commemoration of Armistice Day (where the day does not fall on a Sunday).
- Action towards agreeing a logo

Next Meeting

1524. The next Meeting of Braishfield Parish Council will an extraordinary Meeting to agree the details of the draft byelaws (date to be agreed), followed by the Annual Meeting, on 7 May 2019.

Braishfield Parish Council

Clerk's Report February 2019
FOR INFORMATION ONLY

Accounts

The cash-book balance at end February 2019 is 19,317.76 (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.		
Cash Book Balance at 31/12/18 (estimated)		19,317.76
Forecast of Payments to be made at Meeting 5/3/2019 (excluding grants agreed at the Meeting)	- 922.64	
End Balance at 5/3/2019 (estimated)		18,395.12

Correspondence

- HALC newsletter, January 2019
- NALC open letter, January 2019
- Funding bulletins from NALC and Unity
- A resident's concerns about parking adjacent to Newport Lane junction with Braishfield Road have been passed to the traffic working party

Events/Training

- A Member of the Parish Council will attend the Town and Parish Council Spring Workshop - 13th March 2019, hosted by Hampshire County Council on the theme of highways and transport.
- The next Meeting of the Hampshire Countryside Access Forum is 19 March 2019, and Cllr White will attend.
- During the forthcoming month, the Clerk is attending the training on taking Minutes and inspection of play areas.
- Cllr Bennett is booked onto a Chairing Skills course
- Cllr Knights will attend Councillor Training
- Prospective parish council election candidates have the opportunity to attend a briefing hosted by Test Valley Borough Council on 5 March 2019

Election

All seats on Braishfield Parish Council are up for election on 2 May 2019. Test Valley Borough Council have provided the Clerk with information for prospective candidates; and anyone considering standing for election may contact either the Clerk or Test Valley Borough Council for further details.

Kate Orange
Clerk and RFO, Braishfield Parish Council
04/03/19

Braishfield Parish Council - Planning List

Reference	Description	Address	Consultation Expiry	BPC Comment	Planning Authority Decision
18/02817/FULLS	External and internal alterations of coach house to provide ancillary games room, playroom and snug to the main farmhouse	Paynes Hay Farm Paynes Hay Road Braishfield Romsey Hampshire SO51 0PS	06-02-2019	No objection	WITHDRAWN
18/02818/LBWS	External and internal alterations of coach house to provide ancillary games room, playroom and snug to the main farmhouse	Paynes Hay Farm Paynes Hay Road Braishfield Romsey Hampshire SO51 0PS	06-02-2019	No objection	WITHDRAWN
18/03055/VARS	To vary condition 2 (approved plans) of 18/01983/FULLS (Erection of replacement dwelling and garage, with associated parking, turning, landscaping, amenity space, and access) to replace drawing 180205-107 with 180205-109 and 180205-108 with 180205-110 to allow for minor internal changes, inclusion of balcony, replace external door with window, and minor change to positioning of dwelling	Broad Oaks House Kiln Lane Braishfield Romsey Hampshire SO51 0PJ	13-12-18	no comment	PERMISSION subject to conditions & notes
18/03352/FULLS	New single storey link extension between existing property & existing pool house / garage, conversion of garage to gym, pool facilities and new accommodation within existing loft space, internal alterations to existing property and extension of hard landscaping to rear.	Spinney Corner Church Lane Braishfield SO51 0QH	29-01-2019	No objection	pending consideration
19/00057/FULLS	Erection of a detached oak framed garage/workshop and a storage space above.	Eldon House Eldon Road Braishfield Romsey Hampshire SO51 0PT	01-02-2019	Support	PERMISSION subject to conditions & notes
19/00247/TREES	T1 Conifer - Crown reduce lowering height upto 3m and reduce latural branches upto 2m	The Wheatsheaf Braishfield Road Braishfield Romsey Hampshire SO51 0QE	25-02-2019	tba	pending consideration

Braishfield Parish Council - Planning List

Reference	Description	Address	Consultation Expiry	BPC Comment	Planning Authority Decision
19/00372/FULLS	Retention of garden/dust bin shed	6 Blackthorn Close Braishfield Romsey Hampshire SO51 0PX	13-03-19	tba	pending consideration
19/00405/FULLS	Erection of a porch, and single storey side and rear extension to provide additional living space, and new fenestration	19 Hill View Road Braishfield SO51 0PP	13-03-19	tba	pending consideration
19/00461/FULLS	Erection of a single storey rear extension to provide an enlarged kitchen, replace bay window with french doors, lower ground floor window cill's and raise window heads of first floor windows	Potters Clay Braishfield Road Braishfield SO51 0PQ	19-03-19	tba	pending consideration

Braishfield Flag days	**2019**					
Information provided by George Elliott						
Tuesday 23 April	St George's Day		Raise flags 6pm 22 April			Lower Flags 12pm or 6pm 24 April
5/6 June	75 Anniversary Operation Overlord		Raise Flags 4 June			Lower Flags 7 June
Saturday 29 June	Armed Forces Day		Raise Flags 6pm 28 June			Lower Flags 6pm Friday 5 July
Monday 11 November	Armistice Day		Raise Flags 6pm 8 November			Lower Flags 6pm Tuesday 12 November
Saturday 8 June	HM Queens Official Birthday		Raise Flags 6pm Friday 7 June			Lower Flags 6pm Sunday 9 June
Use Union Jacks other than St George's Day						