

BRAISHFIELD PARISH COUNCIL
Minutes of the Annual Meeting of Braishfield Parish Council
held at Braishfield Church Room
on 07 May 2019 (6:30pm to 7:50pm)

Present

Members of Braishfield Parish Council

Chairman Jane Bennett
Vice Chairman Ian Knights
Cllr Richard Brazier
Cllr Sally Yalden
Cllr Carole Renvoize
Cllr Mark Swinstead
Cllr Peter White

Others

Clerk: Kate Orange
Members of public: 2

Election of the Chairman of the Council

1548. *It was proposed to elect Cllr Jane Bennett as Chairman of Braishfield Parish Council.*

RESOLVED (Proposed by Cllr Renvoize and seconded by Cllr Knights)

Election of the Vice-Chairman of the Council

1549. *It was proposed to elect Cllr Ian Knights as Vice Chairman of Braishfield Parish Council*

RESOLVED (Proposed by Cllr Renvoize and seconded by Chairman Jane Bennett)

Delivery of Members' forms

1550. *Members' "Declarations of Acceptance of Office" forms were signed and Members delivered the following forms: "Registration of Members' Pecuniary Interests" forms; Consent to electronic summons; Data consent form.*

RESOLVED

Apologies

1551. All members of the Council attended the Meeting.

Disclosure of personal or financial interests in respect of the business on the agenda.

1552. A Personal Interest in the matter of Village Hall grant was declared by Chairman Jane Bennett, Vice Chairman Ian Knights and Cllr Carole Renvoize. Each Member declaring an interest has considered the requirements of the Members' Code of Conduct and has opted to contribute to the discussion.

Confirmation of the accuracy of the Minutes of the last Meeting of the Council

1553. *It was agreed that Minute 1539 is an inaccurate record of the amendment made to Minute 1529. Minute 1529 should read:*

"The Council is reviewing the comment which it has submitted to Test Valley Borough Council on this application because the applicant had concerns about the basis for the decision and wants to clarify some points and provide further details.

The applicant stated that the shed was put up to replace a previous shed (which had been jointly built with his then

neighbour). The shed houses tools and bins. It is constructed in wood to match adjacent garage doors. The shed is not visible from public road. The applicant showed further photographs, illustrating the context, including fences on Blackthorn Close.

The following issues were discussed:

- The shed very small, albeit obtrusive due to the colour; but the applicant reported that the colour is to recommendation of the planning department.
- The shed seems preferable to wheelie bins."

Otherwise, the Minutes of the Meeting of 21 March 2019 were agreed as an accurate record and a copy was signed by the Chairman.

RESOLVED

Receipt of the last Minutes of the Planning Committee

1554. The Council has received the Minutes of the Planning Committee of 5 February 2019.

RESOLVED

Public Participation

1555. There was no public participation.

General Power of Competence

1556. It was confirmed that the Council is eligible to exercise the General Power of Competence under the Localism Act 2011, s1(1): at least two-thirds of members are elected, and the Clerk is qualified. This resolution is to be reviewed at the Meeting following the general election of the Council in 2023.

RESOLVED

Standing Orders

1557. The Council adopted "Braishfield Parish Council Standing Orders", dated 1 May 2018.

RESOLVED

Financial Regulations

1558. The Council adopted "Braishfield Parish Council Financial Regulations" dated 1 May 2018.

RESOLVED

Appointment of Members to Planning Committee

1559. All Members of the Council were appointed as Members of the Planning Committee.

RESOLVED

Appointment of the Chairman of the Planning Committee

1560. It was proposed to appoint Cllr Brazier as Chairman of the Planning Committee.

RESOLVED (Proposed by Vice Chairman Knights; seconded by Cllr Renvoize)

Appointment of the Vice-Chairman of the Planning Committee

1561. It was proposed to appoint Chairman Jane Bennett as Vice-Chairman of the Planning Committee.

RESOLVED (Proposed by Cllr Brazier; seconded by Cllr Swinstead)

Completion of mandates for signatories to the bank accounts

1562. (FOR INFORMATION ONLY) Mandates for change of signatories of the bank accounts were completed following the Meeting.

Insurance

1563. The Council is in a long-term agreement for insurance, with Inspire (arranged through Came & Company).

1564. It was proposed to accept the quotation from Came & Company of £764.30 for insurance for year commencing 1 June 2019.

RESOLVED

Policies and procedures in place

1565. It was confirmed that the list of policies and procedures in place, dated 7/5/19, applies.

RESOLVED

"Local Councils, Internal Drainage Boards and other Smaller Authorities in England, Annual Governance and Accountability Return 2018/19 Part 2" (the "Annual Return")

1566. For the Annual Return for the year 2018/19, it was agreed that the "Certificate of Exemption" should be completed and submitted to the external auditor. It was signed by the Responsible Financial Officer and Chairman.

RESOLVED

1567. For the Annual Return for the year 2018/19, the completed "Section 1 Annual Governance Statement" was approved by the Council and signed by the Responsible Financial Officer and Chairman.

RESOLVED

1568. For the Annual Return for the year 2018/19, the completed "Section 2 Accounting Statements" was approved by the Council and signed by the Responsible Financial Officer and Chairman.

RESOLVED

1569. The Council received the draft Management Accounts for the year ending 31 March 2019. The accounts are subject to internal checks.

RESOLVED

1570. The Council accepted the Asset Register for inclusion in the Annual Return for year ending 31 March 2019.

RESOLVED

1571. The Council accepted the review of the Council's expenditure incurred in year ending 31 March 2019 under the general power of competence, for inclusion in the Annual Return for the year ending 31 March 2019.

RESOLVED

Lengthsman agreement for the year ending 31 March 2020

1572. *The Council accepted the agreement for the Lengthsman, for the year ending 31 March 2020, and a copy was signed by the Chairman.*

RESOLVED

Hampshire Association of Local Council's Membership Document

1573. *The Council acknowledged receipt of the membership document for Hampshire Association of Local Councils for the forthcoming year and this Minute will be recorded on the document.*

RESOLVED

Time and place of ordinary Meetings

1574. *The Council agreed a schedule of ordinary Meetings for publication.*

RESOLVED

Training for Members

1575. *The Council agreed to send Members on the Hampshire Association of Local Council's course "Knowledge and Core Skills" at the cost of £95 ex.VAT per person: Cllr Brazier and Cllr Yalden.*

RESOLVED

Flags

1576. *It was agreed to renew the halyards and cleats on the flag-poles.*

RESOLVED

1577. *It agreed to purchase two St George Cross flags and two Hampshire County flags.*

RESOLVED

1578. *The flag flying schedule, issued by Cllr Brazier and Tim Howkins, was agreed.*

RESOLVED

1579. FOR INFORMATION: The flag flying schedule will be displayed on notice boards .

Grant to Braishfield Village Hall

1580. Braishfield Village Hall have applied to the Council for a grant of £3500 for new heating in the hall. The Council has the power to make this payment under s19 of the Local Government (Miscellaneous Provisions) Act 1976.

Cllr Knights, in his capacity as Chairman of Braishfield Village Hall, explained that the Hall currently has approximately £8,500 in its account, which equates to approximately 50% of the annual lettings income. Refurbishment is ongoing and once complete, the Hall funds will be down to £1,500. A new heating system would be more energy efficient and also more comfortable for users of the hall.

1581. There was discussion about whether the Parish Council could take the project on at this stage, in order to have control of the project and to have the opportunity to have VAT refunded (unconfirmed at this stage); but other refurbishment is already in progress and if the Parish Council took on one element of the whole project now, it would cause delays, may interfere with the sequence of work, and perhaps increase costs.

1582. To give a grant of £3,500 to Braishfield Village Hall for a new heating system.

RESOLVED (Proposed by Cllr White; seconded by Cllr Brazier)

1583. The Budget for the year ending 31 March 2020 was revised to accommodate the grant for the Village Hall heating. The revised Budget is dated 7/5/19 and a copy is attached to these Minutes.

RESOLVED

Payments

1584. It was proposed to make the following payments:

Staff costs April 2019 £208.33

Clerk's expenses to end April 2019 £42.32

Hampshire Association of Local Councils Affiliation Fee and NALC Levy £294.00

Hampshire Association of Local Councils: Training on inspection of playgrounds £72.00

Insurance £764.30

Tim Howkins supply and fit halyards and cleats; and 4no flags £59.66

Braishfield Village Hall £3500.00

RESOLVED

Clerk's Report

1585. FOR INFORMATION ONLY: The Council received the Clerk's Report to end April 2019.

Report for Hampshire County Council regarding the accessibility and field security of Footpath 2

1586. The Clerk will ask Hampshire County Council whether, and how, the kissing gate can be moved from where footpath 1 meets the field hedge at the south to the field end of footpath 2, in order to ensure the security of the livestock.

RESOLVED

Notification for Prior Approval 19/00995/PDQS

1587. FOR INFORMATION ONLY: For Notification for Prior Approval under Class Q - Conversion of agricultural building to a single dwelling, Malthouse Farmyard Eldon Road Braishfield Romsey Hampshire SO51 0PT, 19/00995/PDQS, no public comments (including from parish councils) can be taken by Test Valley Borough Council.

Notification of Tree Works in a Conservation Area 19/00929/TREES

1588. For Notification of Tree Works "Fell Robina tree and remove root ball, Yew Tree Cottage Church Lane Braishfield Romsey Hampshire SO51 0QH, 19/00929/TREES", it was proposed to comment as follows:

"No objection"

RESOLVED

Planning Application 19/00861/FULLS

1589. For planning application "Single storey rear extension to form garden room, Spring Cottage Braishfield Road Braishfield Romsey Hampshire SO51 0PQ, 19/00861/FULLS" it was proposed to comment as follows:

"No objection"

RESOLVED

Date of Next Meeting

1590. The next Meeting will be held on 2 July 2019.

Braishfield Parish Council

Clerk's Report April 2019
FOR INFORMATION ONLY

Accounts

The cash-book balance at end April 2019 is **£24,046.88** (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 30/4/2019 (estimated)	£24,046.88
Forecast of Payments to be made at Meeting 7/5/2019 (not including grants agreed at the Meeting)	-£1,380.95
End Balance at 7/5/2019 (estimated)	£22,665.93

Correspondence

- Rev. Steve Pittis, on behalf of All Saints Church, has thanked the Parish Council for the contribution towards burial ground maintenance.
- Melanie Walthan, Assistant Show Secretary, has thanked the Parish Council for the grant towards holding the 2019 Romsey Show. The grant was put towards the Tractor Ted attraction.

Events/Training

- The Clerk has attended training on taking Minutes and inspection of play areas.
- Cllr Bennett is booked onto a Chairing Skills course and Cllr Knights will attend Councillor Training.

Election

All seats on the Parish Council will filled without polling on 2 May 2019 as the election was uncontested. Former Vice-Chairman (and erstwhile Chairman) Mike Edwards did not stand for re-election. New Member Sally Yalden will take up her post after 2 May 2019.

Audit

The audit is in progress and the audited accounts will be published in due course.

Kate Orange
Clerk and RFO, Braishfield Parish Council
02/05/19

Braishfield Parish Council - Planning List

<u>Reference</u>	<u>Description</u>	<u>Address</u>	<u>Consultation Expiry</u>	<u>BPC Comment</u>	<u>Planning Authority Decision</u>
18/03352/FULLS	<u>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.</u>	Spinney Corner Church Lane Braishfield SO51 0QH	29-01-2019	No objection	PERMISSION subject to conditions & notes
19/00247/TREES	<u>T1 Conifer - Crown reduce lowering height upto 3m and reduce lateral branches upto 2m</u>	The Wheatsheaf Braishfield Road Braishfield Romsey Hampshire SO51 0QE	25-02-2019	support	NO OBJECTION
19/00372/FULLS	<u>Retention of garden/dust bin shed</u>	6 Blackthorn Close Braishfield Romsey Hampshire SO51 0PX	13-03-19	objection	PERMISSION subject to notes
19/00405/FULLS	<u>Erection of a porch, and single storey side and rear extension to provide additional living space, and new fenestration</u>	19 Hill View Road Braishfield SO51 0PP	13-03-19	no objection	PERMISSION subject to conditions & notes
19/00461/FULLS	<u>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</u>	Potters Clay Braishfield Road Braishfield SO51 0PQ	19-03-19	No objection	PERMISSION subject to conditions & notes
19/00536/FULLS	<u>Erection of single storey detached dwelling for supported living at rear</u>	12 Hill View Road Braishfield SO51 0PP	27-03-19	objection	pending consideration
19/00995/PDQS	<u>Notification for Prior Approval under Class Q - Conversion of agricultural building to a single dwelling</u>	Malthouse Farmyard Eldon Road Braishfield Romsey Hampshire SO51 0PT	16-05-19	not applicable	pending consideration
19/00929/TREES	<u>Fell Robina tree and remove root ball</u>	Yew Tree Cottage Church Lane Braishfield Romsey Hampshire SO51 0QH	02-05-19	tba	pending consideration

Braishfield Parish Council - Planning List

<u>Reference</u>	<u>Description</u>	<u>Address</u>	<u>Consultation Expiry</u>	<u>BPC Comment</u>	<u>Planning Authority Decision</u>
19/00861/FULLS	Single storey rear extension to form garden room	Spring Cottage Braishfield Road Braishfield Romsey Hampshire SO51 0PQ	25-04-2019	tba	pending consideration

		2017-18		2018-19		2019-20
		Budget	Actual at Year-end	Budget	Actual at Year-end	Budget
1.	<u>BROUGHT FORWARD</u> (from previous year)	10,398.76	12,498.68	8,011.96	9,789.13	16,309.50
2.	<u>RECEIPTS</u>					
2.1	PRECEPT	15,000.00	15,000.00	17,500.00	17,500.00	18,500.00
2..1.1	RECREATION GROUND	nil				
2..1.2	Hampshire County Council for School use of Recreation Ground	n/a	200.00	0.00	200.00	0.00
2..1.3	Other use of Recreation Ground	n/a	0.00	0.00	0.00	0.00
2..1.4	Pavilion rent	n/a	0.00	0.00	0.00	0.00
2..1.5	WAR MEMORIAL	0.00	0.00	0.00	0.00	0.00
2..1.6	INTEREST	1.00	1.41	1.00	2.90	1.00
2..1.7	GRANTS	0.00	0.00	0.00	0.00	0.00
2..1.8	OTHER	0.00	86.48	0.00	0.00	0.00
2..1.9	Receipts Sub-total	15,001.00	15,287.89	17,501.00	17,702.90	18,501.00
3.	<u>EXPENDITURE</u>					
3.1	ADMINISTRATION					
3.1.1	Staff Costs	2,500.00	2,540.40	2,575.00	2,499.96	2,700.00
3.1.2	Administrative costs	275.00	50.40	283.25	275.11	55.00
3.1.3	Training / reference information	400.00	240.00	339.90	91.80	345.00
3.1.4	HALC	267.00	266.00	273.98	275.00	280.00
3.1.5	Audit	260.00	245.00	252.35	150.00	300.00
3.1.6	Information Commission	35.00	35.00	36.05	40.00	40.00
3.1.7	Website	62.00	0.00	63.86	17.96	65.00
3.1.8	Notice boards	200.00	0.00	0.00	0.00	
3.1.9	Hall hire for meetings	155.00	141.75	159.65	260.00	195.00
3.1.10	Election Costs	1,840.00		1,932.00	0.00	1,970.00
3.1.11	Signwriting	0.00	20.00	20.60	20.60	20.00
3.1.12	Insurance	770.00	715.55	737.02	742.04	755.00
3.1.13	Other	100.00		0.00	0.00	
3.1.14	Administration Sub-total	6,864.00	4,254.10	6,673.66	4,372.47	6,725.00
3.2	RECREATION GROUND					
3.2.1	Transfer from precept to Braishfield Recreation Ground trust for committed expenditure	2,240.00	2,240.00	3,550.00	3,550.00	2,440.00
3.2.2	Other expenditure	1,000.00	9,692.00	1,000.00	1,002.75	3,270.00
3.2.3	Recreation Ground sub- total	3,240.00	11,932.00	4,550.00	4,552.75	5,710.00

		2017-18		2018-19		2019-20
		Budget	Actual at Year-end	Budget	Actual at Year-end	Budget
3.3	WAR MEMORIAL					
3.3.1	Transfer from precept to Braishfield War Memorial trust for committed expenditure	130.00	65.00	65.00	64.50	60.50
3.3.2	Other expenditure	100.00	0.00	105.00	0.00	110.00
3.3.3	War Memorial sub-total	230.00	65.00	170.00	64.50	170.50
3.4	POND					
3.4.1	Water	40.00	74.62	78.75	145.81	75.00
3.4.2	Maintenance	785.00	390.00	785.00	386.63	800.00
3.4.3	Pond sub-total	825.00	464.62	863.75	532.44	875.00
3.5	HIGHWAYS					
3.5.1	Road closures	550.00	0.00	0.00	0.00	0.00
3.5.2	Bus Shelter	0.00	0.00	0.00	0.00	0.00
3.5.3	Signs	0.00	0.00	1,000.00	0.00	1,000.00
3.5.4	other	0.00	0.00	0.00	0.00	0.00
3.5.5	Highways sub-total	550.00	0.00	1,000.00	0.00	1,000.00
3.6	S137 EXPENDITURE					
3.6.1	Miscellaneous small community grants	700.00	100.00	700.00	250.00	715.00
3.6.2	Royal British Legion (poppy wreath)	20.00	21.00	20.00	20.00	20.00
3.6.3	Village Hall car-park	1,800.00	0.00	0.00	0.00	0.00
3.6.4	Newspaper cupboard	0.00	0.00	200.00	0.00	50.00
3.6.5	Defibrillator & telephone	200.00	165.73	200.00	0.00	200.00
3.6.6	Former telephone kiosk (library)	0.00	122.47	110.00	0.00	200.00
3.6.7	Community Planning	0.00	0.00	1,500.00	0.00	1,500.00
3.6.8	S137 sub-total	2,720.00	409.20	2,730.00	270.00	2,685.00
3.7	MISCELLANEOUS SMALL COMMUNITY PROJECTS UNDER SPECIFIC POWERS					
3.7.1	Burial ground maintenance	1,250.00	1,372.28	1,500.00	3,297.79	1,530.00
3.7.2	Bus Shelter	650.00	0.00	650.00	185.00	150.00
3.7.3	Benches	0.00	0.00	200.00	0.00	200.00
3.7.4	Village Hall facilities	0.00	0.00	0.00	0.00	3,500.00
3.7.5	Miscellaneous sub-total	1,900.00	1,372.28	2,350.00	3,482.79	1,880.00
3.8	Expenditure Sub-total	16,329.00	18,497.20	18,337.41	13,274.95	19,045.50

		2017-18		2018-19		2019-20
		Budget	Actual at Year-end	Budget	Actual at Year-end	Budget
4.	VAT					
4.1	VAT paid		(189.23)		(131.30)	
4.2	VAT Refund		694.39		2,223.72	
4.3	VAT Net	(360.00)	505.16	inc	2,092.42	inc
5.	SUMMARY					
5.1	Brought Forward	10,398.76	12,498.68	8,011.96	9,789.13	16,309.50
5.2	Receipts	15,001.00	15,287.49	17,501.00	17,702.90	18,501.00
5.3	Expenditure	(16,329.00)	(18,497.20)	(18,337.41)	(13,274.95)	(19,045.50)
5.4	VAT Net	(360.00)	505.16	0.00	2,092.42	inc
5.5	Carried Forward to next financial year	8,710.76	9,794.13	7,175.55	16,309.50	15,765.00