

Compton and Shawford Parish Council

Minutes of the Compton and Shawford Parish Council Meeting held on Tuesday 6th January 2004 in the Compton Room, Shawford Parish Hall, starting at 7.15pm.

Present:

Mr. G.Beckett (Chairman), Mr. M.Bell, Mrs. J.Millar, Mrs. M.Shaw, Mrs. C.Simmons, Mr. T.Threlfall, Mr. A.Walmsley.

In attendance: County Councillor Ann Bailey
District Councillor Charlotte Bailey
4 Members of the Public

1. **Correspondence** - circulated to all members for their response.
The correspondence file containing the correspondence for the month of December 2003 was circulated to all Councillors who were in attendance.
2. **Apologies for absence.**
Cllr. Mr.N.Campbell-White
District Councillor Murray Macmillan
Police Constable Mark Smith
3. **Minutes** - To approve the minutes of the meeting held on 6th December 2003 (as circulated)
There were no changes/amendments to be made.

Agreed:

The Parish Council agreed that the Minutes of the meeting held 6th December 2003, as circulated, were a true record of that meeting.

Proposed:- Cllr. M.Shaw

Seconded:- Cllr. T.Threlfall

Vote:- Unanimous.

The chairman signed the minutes of the meeting held 6th December 2003 as being a true record of that meeting.

4. **Matters arising and Outstanding Action Points** - from minutes and not mentioned elsewhere on the Agenda.

Matters Arising: There were no matters arising.

Action Points: Outstanding Action Points as at the time of this meeting were circulated prior to this meeting. Outstanding Action Points subsequent to this meeting are as per Appendix "A".

The Meeting will be closed

Statements, Observations and Questions from Members of the Public will be received and addressed. Maximum of 15 minutes allowed.

1. Mrs. Gillian Webster asked if the Double Yellow Lines at the end of Bridge Lane and in Shawford village opposite the Bridge Hotel could be repainted as they are currently badly fading.

Action:

The Clerk to write to Winchester City Council, Traffic and Transport, requesting them to attend to the matter of repainting the double yellow lines at the end of Bridge Lane and in Shawford Village opposite the Bridge Hotel.

2. Mrs. Gillian Webster requested that Street Lighting be installed along Bridge Lane. Some discussion ensued as follows:-
 - o It is understood that a 50% grant for such lighting could be obtained upon application, from the Highways Authority.
 - o It appears that the views of other residents in Bridge Lane have not been obtained.
 - o A survey of other resident's wishes would need to be undertaken.
 - o The Parish Council will need to discuss further in the light of such consultation.

The Meeting will be re-opened.

5. **Police Report.**

Police Constable Mark Smith was not in attendance but had submitted a written report, which is as per Appendix "B". The Chairman, Cllr G.Beckett, read out this report to the meeting.

Cllr. C.Simmons raised the matter of unknown people in the grounds of Shepherds Down School, throwing empty drinks cans over the boundary fence/hedge, into the property of Cllr. Simmons. It was asked whether the Parish Council should raise this matter with the Police. After discussion, it was concluded that it would be preferable for Mrs. Simmons, in her capacity as a private individual, to raise the matter in writing with Mr Tony Gazzard, headmaster of Shepherds Down School.

6. **County Councillor's Report.**

County Councillor Ann Bailey had not submitted a written report, but reported orally as follows:-

- Trading Standards – a new WEB sit had been established.
- Winchester Library – concerns had arisen with the proposal to include a "Cultural Centre" which would result in the loss of some Car Parking spaces. The alternative would be to leave it as it currently is.
- A "deadline" is approaching for the disposal of "Hazardous Waste" which includes domestic and garden hazardous waste. E.U. guidelines on the subject are available on the WEB site.
- In connection with the above, Halon Gas fire extinguishers are shortly to be prohibited.
- INTEGRA – it is understood that some activities on the Integra site in Poles Lane are outside the current Planning Permissions. A Regulatory Committee meeting is due to take place on 18th February 2004 with a view to arranging for retrospective Planning Permissions.
- Mediation Services – a recruitment drive is being initiated. The Parish Council were asked if posters advertising this recruitment drive could be put up on the Parish Council notice boards. This was declined.
- An "Older Driver Assessment" initiative is being pursued. This is not a driving test, but purely an advisory service at a cost of £25 per participant.

7. **District Councillor's Report.**

District Councillor Charlotte Bailey's report is as per Appendix "C".

Further discussion ensued on various issues, the salient points being as follows:-

Winchester District Local Plan.

- PPS (Planning Policy Statements) will supercede the current PPGs (Planning Policy Guidelines)
- Discussions on the PPS's are to take place this coming Friday.
- Details of the PPS's are on the WEB site.
- Winchester City Council's response to the PPS's are also on the WEB site.
- Parish Councils and private Individuals can make comments.

Planning – The Merries.

- A letter to the Applicant is being issued today.
- The application has been refused.
- It is understood that the Applicant had written to Winchester City Council, Planning Department, on four occasions in order to get the matter resolved. A response was not received.
- This planning Application had been on-going for some 18 months and was repeatedly delayed by Winchester City Council
- It was considered by some that the Applicant had been very poorly treated by Winchester City Council.

Appeals

- In parallel with the Appeal on "Mountain Ash", a further new Planning Application for the site had been submitted to Winchester City Council.
- This new application only differed from the original application by some minor changes.

- The publication of this new Application had been unacceptably delayed, leaving very little time for Consultees to make comment. This had been advised to Winchester City Council and comments on this were requested.

Compton School

- It is believed that Compton School was placed at number 13 in the "Placings".

Agreed/Action:

Cllr. G.Beckett to write to Mrs Sollom, Head Teacher, Compton Primary School, congratulating her and her Staff for achieving such excellent results.

Vote: By a show of hands - unanimous

Whilst on the Subject of Compton School, Cllr A.Walmsley raised the matter of the Parish Council's representative on the Board of Governors, now that Mr. Ray Wilmshurst had passed away.

Whilst the regulations concerning the appointment of a Parish Council representative on the Board of Governors had changed whereby the Parish Council no longer has a right to impose a Parish Council representative, it is understood that the current Board of Governors would wish to have a Parish Council nomination. However, it was considered prudent to leave this matter in abeyance until after the Parish Council elections due in June 2004. The matter will be revisited then and in the light of further clarification of the new rules of the memberships of Governing Bodies.

8. Parish Transport Representative's Report.

Mrs Charlotte Bailey advised the meeting that she had nothing to report other than she was keeping abreast of all the correspondence concerning the matter of "Aircraft Noise".

9. Parish Tree Warden's/Parish Footpaths/Compton Lock Representative's Report.

Cllr. T.Threlfall's report is as per Appendix "D".

In addition, Cllr. Threlfall advised the meeting that complaints had been received concerning the very muddy condition of the path between Place Lane and Twyford. This had been occasioned the farmer using the farm track along which the path runs, to clear some trees and move a quantity of topsoil into his fields. At this time of year, such activity is likely to cause the creation of such muddy conditions.

Action:

Cllr. T.Threlfall to monitor the condition of the path from Place Lane to Twyford and report back to the Parish Council at the February 2004 Parish Council meeting.

10. Finance and Administration Committee. - Convenor's Report.

Cllr. N.Campbell-White was not in attendance and had not submitted a written report.

a) Parish Accounts - Cheques for payment

The state of the Parish Council Accounts at the date of this meeting is as per Appendix "E". Cheques for payment were circulated for signatures.

b) Budgets for 2003/2004.

The proposed Budgets for the financial year 2004 to 2005 are as per appendix "F". Cllr. G.Beckett advised the meeting that these proposed Budgets had been fully discussed by the Finance and Administration Committee and as a result were recommended to the Parish Council for adoption.

c) Precept for 2003/2004

Resultant from the above, Cllr. G.Beckett stated that there had only been a 2.7% increase in the proposed Precept for the financial year 2004 to 2005.

Agreed:

The Parish Council approves the recommendation of the Finance and Administration Committee and sets the Precept for the Financial Year 2004/2005 at £23,926-00.

Proposed: Cllr. M.Bell

Seconded: Cllr. A Walmsley

Vote: Unanimous.

d) Jubilee Pavilion – Work yet to be undertaken.

Cllr. G.Beckett advised that a “check List” is being prepared in conjunction with the Sports Club, which will list all items that have yet to be completed by the contractor, items that require rectification and items that have arisen which were not in the original specification. This task is being led by Cllr. N.Campbell-White.

It is intended to review this “Check List” against the original Contract with the Parish Council’s Project Manager, Gentle Associates and subsequently arrange for all issues to be completed.

Cllr. C.Simmons raised the matter of the Jubilee Pavilion car park and the problem of the mud from there being carried onto the road. Cllr. Simmons advised that she believed that there had never been any road sweeping whilst the Jubilee Pavilion was under construction. With the present quality of the car park surface, this problem is likely to continue.

Cllr. G.Beckett advised that this would be one of the issues that would appear upon the “Check List” to be reviewed with Gentle Associates and the correctness of the car park surface verified with the contract.

e) Jubilee Pavilion – Equipment Storage Shed

Cllr G.Beckett outlined the history of the Equipment Storage shed as follows:-

- It had previously been agreed to purchase a Equipment Storage shed for a maximum cost of £4,000.
- The concrete slab upon which the shed is to be installed had been laid as part of the new Pavilion project.
- Unfortunately, the concrete slab is some 2 inches shorter in one direction than is required for the standard size shed.
- Gordon de la Mare is discussing the issue with the selected provider of the shed, Chart Stables, with a view to ordering a “modified” shed.
- Consequently, the Sports Club do not want the old Pavilion and Shed demolished until the new shed is installed.
- The old pavilion/shed is due to be demolished at the end of January 2004 – although this date has yet to be confirmed.
- The Tennis Club require access to the cleared site upon which the old Pavilion/Shed now stands as soon as possible, preparatory for detailing the third Tennis Court.

Action:

The Clerk to process the order with Chart Stables for the Equipment Storage Shed as soon as possible on receipt of written confirmation from Mr. Gordon de la Mare, Secretary of the Sports Club.

Action:

Cllr. G.Beckett to arrange for Mr. Tony Lewis to obtain a definitive date for the demolition of the old Pavilion/Shed from Integra who have agreed to undertake the demolition.

Within the “Snag List” relating to the Jubilee Pavilion, being prepared by the Sports Club, circulated to members prior to the meeting, there is an item concerning the installation of hosepipe connections within the changing rooms. The purpose of such hosepipe connections being to hose down the changing room floors subsequent to their being used. Discussions on this matter ensued, the salient points being as follows:-

- It is possible that the Architects did not address the problem of cleaning down muddy floors subsequent to use of the changing rooms.
- Accordingly, the drains within the shower/changing rooms may not be adequate to take such water/mud.
- The bare Block walls would absorb and trap excess water should a hose pipe be used within the changing rooms, this could lead to problems of structural damage, disease and bad smells from stagnant water.
- The Parish Council requires technical advice on the matter before making a decision as to allow the installation of the proposed hosepipe connections.
- The subject should not be on the “Snag List” as it is an additional item not previously specified.

Action:

Cllr. A.Walmsley to discuss the requirement of Hosepipe Connections within the Changing Rooms of the Jubilee Pavilion with the Sports Club, with a view to establishing if there is no alternative to the problem of cleaning excess mud/grass on the Changing Room floors subsequent to their use.

f) Jubilee Pavilion – request for “Non Smoking Policy”.

Resultant from an “action” initiated at last month’s meeting, a request for the instigation of a “No Smoking Policy” in the Jubilee Pavilion had been submitted to the Sports Club. The Sports Club has responded by refusing this request. Some discussion ensued, the main points being as follows:-

- It was understood that the Sports Club membership would not accept a “No Smoking Policy”.
- Surprise was expressed in that a “No Smoking Policy” was not even considered for the changing rooms with allowing Smoking in the Bar area only.
- It was considered that the implementation of a “No Smoking Policy” was up to the Tennant – the Sports Club – not the Landlord – the Parish Council.
- As the subject was not referenced within the Lease for the Jubilee Pavilion, then the Parish Council is powerless to insist that such a policy be implemented.
- If the matter is to be pursued, then it would require the subject to be raised by a Sports Club member at the Sports Club’s Annual General Meeting.

g) Tennis Club Lease.

Cllr. G.Beckett reported that the issue of the amended Tennis Club Lease, incorporating land for the proposed third Tennis Court, had been discussed by the Finance and Administration Committee. The main points concerning this issue are as follows:-

- Instructions had been given to the Parish Council’s solicitor, Mr. John Steel of White and Bowker.
- A Draft Supplement to the Tennis Club Lease had been drawn up and Submitted to Mrs. R.Pugh of the Tennis Club.
- It had been made clear that such a “Supplemental Lease” would not be signed by the Parish Council until the Parish Council was in receipt of, and agreed with, detailed plans concerning the construction of the third Tennis Court.
- The Tennis Club had responded with changes, which support the signing of the “Supplemental Lease” before the plans for the third Tennis Court had been drawn up or agreed with the Parish Council. It had also been requested that the “Supplemental Lease” be signed before detailed plans had been drawn up and agreed.
- The Tennis Club have agreed to pay a contribution of £500 towards the Parish Council’s legal costs in connection with this issue.

Agreed:

It is re-confirmed that the “Supplemental Lease” with the Tennis Club will not be signed by the Parish Council until the Parish Council have sight of and agree with detailed plans covering the construction of the proposed third Tennis Court together with associated landscaping.

Vote: By a show of hands – unanimous.

Action:

Cllr. G.Beckett to respond to the letter dated 3rd January 2004 received from Mrs. Pugh, Chairman of the Tennis Club, re-confirming that the Parish Council will not sign the “Supplemental Lease” until the Parish Council have sight of and agree with detailed plans covering the construction of the proposed third Tennis Court together with associated landscaping.

Cllr. A.Walmsley noted the successful opening of the Jubilee Pavilion on the 20th December 2003 and wished it to be recorded that the Parish Council puts on record their thanks to the Clerk for the Handling of the payments in respect of the construction costs.

11. Planning Committee. - Convenor’s report.

Cllr. M.Bell’s report is as per Appendix “G”

Further to his report, Cllr. M.Bell commented as follows:-

- Currently, there would appear to be no pattern for “Refusals” of planning applications.
- It is uncertain as to how and on what basis the Planning Officers are making their decisions.
- It is apparent that the “Planning Policy” is in a state of upheaval.
- There appears to be a lack of consistency in the Planners approach to Planning Applications.

On specific issues, Cllr. M.Bell commented as follows:-

Beechcroft.

- Application Refused
- The Parish Council has not been asked to make any further comment.

Orchard House

- Application Refused
- The reasons given, amongst other, are that it did not fit in with the character of the area.
- This would appear to be contrary with the requirements of PPG3, given the proposed density.

Planning Development Control Committee.

- With the Introduction of PPS, the whole process is in a state of flux.

Spreading of Waste on Farmland.

- An exchange of e-mails with Tony Coates has taken place.
- Meetings of various interested parties are being arranged.

Mountain Ash.

- The current Planning Application is being taken to Appeal.
- A new second Planning Application has been submitted, the Plans of which have been received.
- This new second Planning Application only differs from the first by some few small changes.
- As with the first application, this second new application is considered to be out of keeping with the area.
- There was an unacceptable delay in the publication of this second new Planning Application, comments on the reason for this have been requested of the Planning Department, Winchester City Council.

Action:

Cllr. M.Bell to initiate a Parish Council objection to the second new Planning Application concerning Mountain Ash.

Southdown School.

- The developer is currently in discussion with the Planning Department, Winchester City Council, concerning to provision of Social Housing at the Southdown School Development Site.
- The Planning Department have apparently requested that the proposed Social Housing be scattered throughout the development.
- The developer proposes to place the Social Housing in a block at one end of the development, he says any other proposal would prevent the development from becoming viable.

Otterbourne Recycling Site.

Cllr. G.Beckett considered that if the proposed retrospective Planning Permissions are to be considered to cover activities at the Otterbourne Recycling Site, as reported by County Councillor Ann Bailey, then Compton and Shawford Parish Council should support Otterbourne Parish Council in objecting to any extension of activities at that site.

Action/Agreed:

Cllr G.Beckett/Cllr M.Bell to Liaise with Otterbourne Parish Council and subsequently make representations as considered appropriate, concerning the expansion of any activities at the Otterbourne Recycling Site

Vote: By a show of hands – Unanimous.

a) Applications and decisions.

Planning Applications and Planning Decisions for the month of December were as per Appendix “H”.

b) Planning Application – land at the rear of “Ballakitch” and “The Merries”.

Discussions on this subject took place, the salient points being as follows:-

- It is understood that the Planning Application has been refused.
- Whilst it is not the Parish Council's obligation to support the Planning Application, it is considered that the Applicant has received a very poor service from the Planning Department of Winchester City Council.
- It has been some 18 months since the first Application was submitted.
- The Applicant had written numerous letters to the Planning Department, including four of which to the Chief Planning Officer for which no response or acknowledgement had been received.

Action:

Cllr. G.Beckett to write to the Director of Development Services Planning, Winchester City Council, when the outcome of the Planning Application relating to “The Merries”/”Ballakitch” is known, commenting upon the poor service and the process followed in respect of this Planning Application.

Cllr. M.Bell commented that he has reservations about writing any critical letter to the Planning Department, as the Parish Council should be trying to maintain and build a good working relationship with the Planners.

c) CPRE Membership renewal.

The Chairman, Cllr. G.Beckett, advised the meeting that a request to renew the Parish Council's membership of the “Campaign to Protect Rural England” had been received, together with an invitation to pay the recommended minimum £25-00 subscription. Previously, the Parish Council had paid £18-00 annual subscription.

Agreed:

The Parish Council agrees to the renewal of its membership of the “Campaign to Protect Rural England” together with paying the recommended minimum subscription cost of £25-00.

Vote: By a show of hands – Unanimous.

12. Playing Fields Management Committee. - Convenor's report.

Cllr. M.Shaw had not submitted a written report, but reported orally as follows:-

(a) Plaques – publicising donations to the two Play Areas.

The plaques had been given to Cllr. N.Campbell-White who had agreed to put them up. It is understood that the plaque to be put up in the Children's Play Area, Compton Street, is still yet to be installed.

(b) Northern boundary fence – Memorial Playing Field.

Cllr. G.Beckett advised the meeting that detailed proposals from Mr. Windsor Hurd are still awaited.

(c) “Golf Practice” on the Playing Fields.

Resultant from an “Action” initiated at the last meeting, a response to the request for guidance from the Hampshire Playing Fields Association is still awaited.

(d) Play Area Inspections

The Clerk advised the meeting that an invitation to appoint Winchester City Council to undertake the Play Area Inspections for the year 2004/5, had been received. There were two types of inspection:-

- 1) DDA (Disability Discrimination Act) Assessment at a cost of £52-00 plus VAT per Play Area.
- 2) Inspection, excluding DDA Assessment, at a cost of £32-00 plus VAT per Play Area

Agreed:

The Parish Council agrees to appoint Winchester City Council to undertake the Play Area Inspections, excluding DDA Assessment, at a cost of £32-00 plus VAT per Play Area.

Vote: By a show of hands – Unanimous.

(e) Landscaping around the Jubilee Pavilion.

Cllr. M.Shaw expressed concern over the amount of landscaping work to be undertaken around the Jubilee Pavilion and in particular the clearance of the very large pile of earth that had been accumulated on the reclaimed land to the north of the Jubilee Pavilion car park. Cllr. Shaw was concerned as to whether there was sufficient budget for this work and whether she, as convenor of the Playing Field Management Committee, was expected to assume responsibility for this issue.

The Chairman, Cllr. G.Beckett, advised that the issue of Landscaping, together with clearance of the afore-mentioned large pile of earth, is being addressed by Cllr. N.Campbell-White in conjunction with the Project Manager, Gentle Associates. As stated previously, these issues are part of the "Snag List" being developed by the Sports Club and Cllr N.Campbell-White. All such issues will be addressed and appropriately attended to. During the deliberations concerning Budgets for 2004/2005, these matters were borne in mind so therefore there is anticipated to be sufficient Budgets available. It was confirmed that any and all Landscaping issues relating to the construction of the Jubilee Pavilion would not be the responsibility of the Convenor of the Playing Field Management Committee, but would be the responsibility of Cllr. N.Campbell-White as Convenor of the Finance and Administration Committee.

With regard to the specific issue of the afore-mentioned large pile of earth, its solution will be reported upon at next month's meeting.

(f) Facilities for the Tennis Coach within the Jubilee Pavilion.

Concerns had been expressed to Cllr. M.Shaw by Mrs. R.Pugh, Chairman of the Tennis Club, that there were no facilities available to the Tennis Coach within the Jubilee Pavilion. However, just prior to this meeting, Cllr. Shaw had been advised that this issue has been resolved. It was in any case, agreed that disputes between sections of the Sports Club were not a matter for the Parish Council.

Cllr. M.Shaw had been requested to raise the issue of Tennis Club Notice Boards to be erected on the outside of the Jubilee Pavilion. After discussion it was concluded that the Tennis Club should take this matter up with the Sports Club, who will, if appropriate, make proposals to the Parish Council for consideration. The Parish Council should not, and cannot, deal direct with individual sections of the Sports Club on such issues, but should deal with the Sports Club as tenant.

13. Parish Hall.

(a) Report from our rep on CASCA Management.

Cllr. J.Millar's report is as per Appendix "I".

Cllr. Millar raised the matter of the old Victorian Clock, which continues to give problems. It was asked if further money should be spent upon it.

Cllr. G.Beckett advised the meeting that this subject had been discussed within the Finance and Administration Committee where it had been proposed to sell it. This question had been answered in that it should not be sold, but moved to another part of the Parish Hall, possibly the Heathcote Room. An alternative clock should be purchased to replace this Clock in the Shawford Hall. Cllr. N.Campbell-White is currently progressing this issue.

14. Highways, Byways, M3 and Environment Committee – Convenor's report.

Cllr. C.Simmons had not submitted a written report, but reported orally as follows:

- I. The lights in the M3 Subway, previously reported as not being switched on, have mysteriously been switched on.
- II. The "block" built bus shelter, southbound opposite Compton Street on the Main Road, which suffered some vandalism, has been quoted for repair at a cost of £150-00. It was noted that for sums of £100 to £500, two quotes are required. A further quote must be obtained. The Parish Council's insurance excess makes it in-appropriate to make an insurance claim on this issue.

Agreed/Action:

Cllr. C.Simmons to obtain a second quotation for the repair of the “block” built bus shelter, southbound opposite Compton Street on the Main Road, which suffered some vandalism, and to progress the repair providing that the total cost does not exceed £150-00.

Vote: By a show of hands – Unanimous.

III. Cllr. Simmons advised that she had received complaints about the “Bird Scarers” that had been going off during the night in fields adjacent to Shepherds Lane. Whilst it was agreed that the Parish Council should take this matter up with the appropriate authorities, it was considered preferable in the first instance that the matter should be referred to the Environmental Health Department, Winchester City Council, by the residents affected, seeking guidance on the matter. Accordingly, Cllr. C.Simmons will address this issue in the first instance as a private individual on a personal basis.

a) Low Bridge Sign – Shawford Railway Bridge.

The Clerk advised the meeting that a request to the Traffic and Transport Department, Winchester City Council, requesting reinstatement of the Low Bridge signs, had been sent. A response is still awaited.

15. Post Office – Compton Village

The Chairman, Cllr. G.Beckett, referenced the “consultation” letter received from the Post Office, circulated prior to the meeting. Within this letter, the Parish Council were asked if there were any material changes which would affect the Temporary Closure of Compton Post Office, and prevent the Temporary Closure from becoming a permanent closure. It was concluded that there were no material changes and therefore no response was deemed to be necessary.

16. Permanent Memorial to Mr. Ray Wilmshurst.

Cllr. G.Beckett advised the meeting that he has yet to speak to Mrs. Wilmshurst to seek her views on the nature of any proposed permanent memorial to her husband. It was suggested that in addition, the views of other bodies should be sought so that any resultant memorial should satisfy as wider section of the community as is possible.

Action:

Cllr. A.Walmsley to write to the Horticultural Society, the School Governors and the Sports Club, seeking their suggestions on the question of a permanent memorial to the late Mr. Ray Wilmshurst.

Action:

Cllr. G.Beckett to discuss the question of a permanent memorial to the late Mr. Ray Wilmshurst with Mrs. Wilmshurst, seeking her views.

A.O.B.

- 1) The Chairman, Cllr. G.Beckett, had received a letter of resignation from Cllr. J.Vallis.

As a result of this resignation, some discussion took place as follows:-

- The Clerk will report the resignation to the Electoral Registration Officer, Winchester City Council.
- If such a resignation is received within six months of the Parish Council Elections, then the calling for an election to fill a “Casual Vacancy” is not necessary; the vacancy can be filled by co-option for the remaining period. This will be confirmed by the Clerk when speaking with the Electoral Registration Officer.
- Due to the E.U. elections due to take place in June 2004, it is proposed by Central Government to move the Parish/Town Council elections from May to June 2004 to coincide with the E.U. elections.
- Accordingly, although this change is still yet to be ratified, it is understood that District are working to the elections in June 2004.
- Assuming that all of the above is confirmed by the Electoral Registration Officer, it is proposed that a co-option will take place at the Parish Council meeting to be held in February 2004.

Agreed:

Providing that the Electoral Registration Officer confirms that the Parish Council does not have to undertake the advertising of a "Casual Vacancy" and/or undertake an election to fill that vacancy, then a proposal will be placed upon the Agenda for detailing the co-option of an additional member to the Parish Council at the February 2004 Parish Council meeting.

Proposed: Cllr. G.Beckett

Seconded: Cllr. M.Bell

Vote: Unanimous

- 2) With the proposed change in the date for the Parish Council elections of May to June, the Chairman, Cllr G.Beckett, suggested that it would not be appropriate to hold the "Parish Council Annual Meeting" in May but to move it to June after the elections. Additionally, as the Parish Council elections will take place on 10th June 2004, it would not be appropriate to hold the Parish Council Annual Meeting" on the first Tuesday of June 2004, but to defer it to Tuesday 15th June 2004.

Agreed:

The "Parish Council Annual Meeting" in 2004 will exceptionally be moved to Tuesday 15th June 2004, which will as a result be subsequent to the Parish Council elections taking place on Thursday 10th June 2004.

Proposed: Cllr. G.Beckett

Seconded: Cllr. J.Millar

Vote: Unanimous.

- 3) The date for the Annual Parish Assembly will remain as 28th April 2004.

17. **Date of Next Meeting.**
Tuesday 3rd February 2004.

Compton and Shawford Parish Council

Minutes of the Compton and Shawford Parish Council Meeting held on Tuesday 3rd February 2004 in the Compton Room, Shawford Parish Hall, starting at 7.15pm.

Present:

Mr. G.Beckett (Chairman), Mr. M.Bell, Mr.N.Campbell-White, Mrs. J.Millar, Mrs. M.Shaw, Mrs. C.Simmons, Mr. T.Threlfall, Mr. A.Walmsley.

In attendance: County Councillor Ann Bailey
3 Members of the Public

1. **Correspondence** - circulated to all members for their response.
The correspondence file containing the correspondence for the month of January 2004 was circulated to all Councillors who were in attendance.
2. **Apologies for absence.**
District Councillor Charlotte Bailey – Joined the meeting late.
District Councillor Murray Macmillan
3. **Minutes** - To approve the minutes of the meeting held on 6th January 2004 (as circulated)
There were no changes/amendments to be made.

Agreed:

The Parish Council agreed that the Minutes of the meeting held 6th January 2004, as circulated, were a true record of that meeting.

Proposed:-

Seconded:-

Vote:- Unanimous.

The chairman signed the minutes of the meeting held 6th January 2004 as being a true record of that meeting.

4. **Matters arising and Outstanding Action Points** - from minutes and not mentioned elsewhere on the Agenda.
Matters Arising: There were no matters arising.
Action Points: Outstanding Action Points as at the time of this meeting were circulated prior to this meeting. The Chairman, Cllr. G.Beckett, reviewed these outstanding Action points and cleared them and/or referred them to the responsible Committee Convenor for comment. Outstanding Action Points subsequent to this meeting are as per Appendix "A".
5. **Co-option of an additional Parish Councillor to replace Mrs. Jude Vallis.**
Subsequent to the publication of the Vacancy for a new Parish Councillor and after taking guidance from the Electoral Registration Officer, Winchester City Council, the Parish Council decided to progress the co-option of a new member to the Council. Mrs Jo Ford of Yew Tree Farm, Attwoods Drove, Compton, was the only candidate who expressed an interest in joining the Parish Council.

Agreed:

Mrs. Jo Ford, of Yew Tree Farm, Attwoods Drove, Compton, be co-opted onto Compton and Shawford Parish Council, to serve as Parish Councillor for the remaining term of this Parish Council.

Proposed: Cllr. A.Walmsley

Seconded: Cllr. N.Campbell-White

Vote: Unanimous.

A pack of documentation was given to Cllr. J.Ford, which included a "Declaration of Acceptance of Office", the form "Register of Financial and Other Interests", the form "Registration of Gifts and Hospitality", together with the document "Powers and Constitutions of Community, Parish and Town Councils". Cllr. Ford was requested to complete the appropriate forms and return them to the Clerk in the next couple of weeks. Cllr. Ford will then be able to take her position on the Parish Council at the March 2004 Parish Council meeting.

The Meeting will be closed

Statements, Observations and Questions from Members of the Public will be received and addressed. Maximum of 15 minutes allowed.

Mrs. J.Ford advised the meeting of her progress in respect of establishing a Post Office in the village of Compton, the main points being as follows:-

A good response had been received to a questionnaire recently circulated.

The Planning Officer at Winchester City Council appeared to be negative to the proposal, this apparently being because of the proposed location of the proposed Post Office is outside the Settlement Boundary of the Village.

Discussions with the Planning Officer had also indicated that it would be difficult to give Planning Permission without some limitation on the expansion of the proposed Business.

The establishment of a "Farm Shop", in conjunction with the proposed Post Office may lead to a conflict of interest.

The Chairman, Cllr. G.Beckett, advised Mrs. J.Ford that if her Landlord and the Post Office were supportive and that there is proven to be a demand in the village for a Post Office and that the only difficulty was the obtaining of Planning Permission, then the Parish Council will provide assistance in persuading the Planning Authority.

The Meeting will be re-opened.

6. Police Report.

Police Constable was not in attendance and had not submitted a written report.

7. County Councillor's Report.

County Councillor Ann Bailey reported on the following:-

M3 Noise – It had been resolved that, in the light of the Executive Member for Environment's request, the Environment PRC invite the Highways Agency and other interested parties to an annual meeting to discuss traffic noise and other matters involving the impact of the motorway and trunk road network on Hampshire's environment; the meeting for 2004 to be held on 30th June at The Castle, Winchester.

Airport Capacity – It was agreed that the following item would be added to the Environment Policy Review Committee's forward plan: "Airport Capacity and the effect on Hampshire – examination of the statement made by the Secretary of State for Transport on 16th December 2003".

Flooding – Flooding in Otterbourne adjacent to Williams Garage has been caused by in-adequate drains. Southern Water has stated that the Drain Pipe size is now insufficient to cope with volumes being put down – this also includes the sewers.

Integra – a meeting venue is proving to be difficult to find – a meeting is anticipated to be taking place in early March 2004.

Some discussion concerning the Integra site ensued, the salient points being as follows:-

Cllr. G.Beckett commented that the restrictions at the Integra site should not be slackened.

The proposed extension of use of the Integra site is being considered by the Regulatory Meeting and covers two issues: a) the storage of Fridges, and b) the establishment of permanent buildings.

Hampshire County Council are putting forward these Planning Applications and it will be Hampshire County Council who gives the require Planning Permission.

Winchester City Council will only be kept informed, they will not be in a position to accept or reject the Planning Application.

Cllr. N.Campbell-White was most unhappy with the establishment of permanent buildings on the site, the existing facilities of Portacabins were understood to be only a temporary measure. The site is considered to be unsuitable for a permanent Integra Head Office operation.

County Councillor Ann Bailey advised that the Parish Council can make their comments to the Regulatory Meeting, the date of this meeting is yet to be determined.

8. District Councillor's Report.

District Councillor Charlotte Bailey's report is as per Appendix "B".

Some discussion took place concerning the matter of Waste Disposal, the main points being as follows:-

The reduction of "landfill waste collection" will result in one collection every two weeks.

"Recycling waste" collection will continue every two alternate week.

A pilot scheme for this will commence in 2005.

Shawford has been selected to participate in a Pilot scheme.

Prior to this Pilot scheme, a consultation will be undertaken with Parish Councils. Publication of the proposals to householders will be undertaken subsequent to consultations with the Parish Council.

County Councillor Charlotte Bailey thought it important that Parish Councils had input to the publication of proposals on this subject.

Action:

District Councillor Charlotte Bailey to provide details of the Winchester City Council officer responsible for proposals concerning Waste Collection, to the Clerk for an invitation for that officer to speak at the Annual Parish Assembly.

Action:

The Clerk/Cllr G.Beckett to invite the Winchester City Council officer responsible for Waste Collection, as identified by District Councillor Charlotte Bailey, to speak at the Annual Parish Assembly, upon the Waste Collection proposals which will be piloted in Shawford in 2005.

Cllr. G.Beckett asked District Councillor Charlotte Bailey if the question of Flooding and the apparent in-adequacy of the sewers in Otterbourne village was a contributing factor in the refusal of Planning Permission in respect of "The Merries"/"Ballakitch" and "Mountain Ash". District Councillor Charlotte Bailey advised that it was as far as "The Merries"/"Ballakitch" was concerned but not as far as "Mountain Ash" was concerned. District Councillor Bailey advised the meeting that the sewers in question are due to be replaced in 2005.

Cllr. G.Beckett raised the matter of the Planning Application covering "Ashcroft", 3 Shepherds Lane, which is shortly to go before the Committee. Cllr. Beckett requested that District Councillor Charlotte Bailey reinforces the Parish Council's objection of this application when it goes before the Committee – District Councillor Charlotte Bailey agreed to do this.

Action:

District Councillor Charlotte Bailey to restate and reinforce the Parish Council's objection to the Planning Application concerning Ashcroft, 3 Shepherds Lane, when the application goes before the Planning Committee, Winchester City Council.

District Councillor Murray Macmillan was not in attendance, but had submitted a written report to the Chairman, which is as per Appendix "C". The Chairman, Cllr. G.Beckett read out this report to the meeting.

9. Parish Transport Representative's Report.

Mrs Charlotte Bailey had nothing to report.

10. Parish Tree Warden's/Parish Footpaths/Compton Lock Representative's Report.

Cllr. T.Threlfall's report is as per Appendix "D".

(a) Footpath – Place Lane to Twyford.

Whilst this subject was covered within Cllr. Threlfall's report, Cllr. Threlfall stated that the situation is now much improved.

11. Finance and Administration Committee. - Convenor's Report.

As there had not been a Finance and Administration Committee meeting during the preceding month, Cllr. N.Campbell-White had not submitted a written report, but reported orally as follows.

a) Parish Accounts - Cheques for payment

The state of the Parish Council Accounts at the date of this meeting is as per Appendix "E". Cllr. Campbell-White emphasised that although the Profit/Loss statement showed large negative balances, members should not be unduly concerned. These negative balances have been occasioned by the cost of the Jubilee Pavilion consuming much of the Parish Council's reserves, which had previously been sanctioned and therefore to be expected. However, it was pointed out that the Parish Council will no longer have the cushion of large reserves and will be operating on a much tighter financial scenario.

Cheques for payment were circulated for signatures.

b) Jubilee Pavilion – Outstanding Issues/Snagging list.

Cllr. N.Campbell-White reported:-

There were some 127 issues on the “snagging list” produced by the Project Manager, Gentle Associates.

Cllr. N.Campbell-White will be adding some additional items to this “snagging list”.

The contractor, Wilding Butler construction, will not be paid their outstanding monies until all issues on the “snagging list” have been addressed satisfactorily.

The outstanding monies due to the contractor currently amounts to £28,824-99.

Cllr. N.Campbell-White has now assumed responsibility for the remainder of the Project, Mr. Paul Murray having completed that which he was commissioned to undertake.

The final claim on Sport England/Lottery Fund, has been submitted. A minor issue on this has arisen in respect of the third Tennis Court, which is part of the overall project. The clerk has submitted a letter to Sport England which, it is hoped, will satisfy Sport England’s requirements in this respect.

All Grants, with the exception of £1800-00 awarded by the Hampshire Playing Fields Association, have been received. The grant from the Hampshire Playing Field association is yet to be claimed upon completion of the project.

c) Jubilee Pavilion – Equipment Storage Shed.

Cllr. N.Campbell-White reported:-

The Equipment Storage Shed has been ordered by the Clerk from Chart Stables Ltd.

Its delivery and erection is due to take place on the 5th March 2004. However, this date may be brought forward should the schedules of Chart Stables Ltd., so allow.

On completion of erecting the new Equipment Storage Shed, all the appropriate equipment in the old facility will be moved and the old Pavilion demolished.

d) Jubilee Pavilion – Demolition of old pavilion.

Cllr. N.Campbell-White reported that a definitive date will be determined when the new Equipment Storage Shed has been erected and all the appropriate equipment in the old facility has been removed. It is understood that when the Parish Council are ready, Mr. Tony Lewis will arrange a demolition date.

e) Jubilee Pavilion – Hosepipe connections within Changing Rooms.

Cllr. N.Campbell-White reported that discussions with the Project Manager and the Architect indicate that the suggestion put forward by the Sports Club cannot be facilitated. Mr. Gordon de la Mare accepts that a hosepipe connection in the Changing Rooms for the purpose of hosing down the floors subsequent to their being used is unacceptable. The Sports Club will have to determine an alternative solution to their perceived problem of cleaning muddy floors in the Changing Rooms.

f) Tennis Club Lease.

Cllr. G.Beckett advised that correspondence had been received from Mrs. R.Pugh, Chairman of the Tennis Club. Ultimately, only a few minor amendments to the draft “Supplemental Lease” were required, these have been put to White and Bowker, Solicitors, for production of the final “Supplemental Lease”. This final document will be forwarded to Mrs. Pugh upon receipt.

Both Cllr. G.Beckett and Cllr N.Campbell-White expressed their concern and unhappiness with the schedule of timings as detailed by Mrs. Pugh.

12. Planning Committee. - Convenor’s report.

Cllr. M.Bell’s report is as per Appendix “F”.

a) Applications and decisions.

Applications and decisions for the month of January 2004 are as per Appendix “G”.

b) Longacre.

Cllr. M.Bell additionally reported as follows:-

A letter of objection to the latest Planning Application had been submitted to the Planning Department, Winchester City Council.

Subsequently, it had been learnt that this latest Planning Application has been withdrawn by the Applicant.

The reason for its withdrawal is unknown.

In addition, Cllr. M.Bell reported the following:-

Highdown, Cliff Way.

In respect of Highdown, Cliff Way, the proposed development appears to incorporate additional land belonging to the adjacent plot for which permission has been granted, but construction not yet commenced.

The proposed development is in the style of Longacre.

Accordingly, Cllr. M.Bell will investigate further with a view to objecting to this proposal in the same vein as the objections for Longacre.

Briarlease, Field Way

This Planning Application had been refused.

The grounds for refusal had been stated a "inefficient use of land".

It is anticipated that this application will go to appeal.

The council were disappointed at this refusal as the site was identified as suitable for one dwelling in the Urban Capacity Study.

Ashcroft, 3 Shepherds Lane.

This Planning Application is to shortly go before Committee.

It is understood that the Officers recommend approval on the grounds that there is insufficient reason for refusal.

The Parish Council have already objected to this application on the basis that it is a sub-division of a small plot, overbearing and imposing upon the neighbouring property.

It would be difficult to make further representations to the planners and retain credibility.

It would not be appropriate to raise further reasons for objecting that do not appear in the Parish Council's original letter of objection such as the increase in traffic caused by the proposed development, although this issue is recognised by members of the Parish Council.

The Committee will have the Parish Council's original letter of objection to consider during their deliberations.

Neighbours of the proposed development will be able to voice their objections to the Committee.

Agreed/Action:

District Councillor Charlotte Bailey to speak on behalf of the Parish Council at the Committee meeting, reinforcing the Parish Council's original objection to the Planning Application concerning Ashcroft, 3 Shepherds Lane.

Vote: By a show of hands, unanimous.

c) Humphries Farm – Twyford.

Cllr. G.Beckett advised that he had been approached by Mr. Chris Corchran, Chairman of Twyford Parish Council, and reported as follows:-

Twyford Parish Council requests Compton and Shawford Parish Council to assist them in fighting the Planning Permission granted to development of Humphries Farm, Twyford.

Twyford Parish Council has proposed a £25,000 addition to their precept to pay for the costs of undertaking this legal dispute.

Twyford Parish Council are seeking a Judicial Review of the Planning Permission granted and are seeking an injunction to halt the Planning Permission being implemented.

Compton and Shawford Parish Council are not being asked to contribute financially, but are being asked for their support in criticising the Planning Department of Winchester City Council.

Twyford Parish Council will forward to Compton and Shawford Parish Council, copies of papers which outlines their position in respect of their argument with Winchester City Council.

It should be noted that Compton and Shawford Parish Council have already objected to the development of Humphries Farm.

Cllr. M.Bell expressed his reluctance to criticise the Planning Department, Winchester City Council. It is his view that Compton and Shawford Parish Council have developed a

respected working relationship with the planners and it would be unfortunate to jeopardise this for the sake of being "heavy handed" in criticism over the issue of Humphries Farm.

Agreed:

Compton and Shawford Parish Council to await receipt of the papers from Twyford Parish Council concerning the Planning Application covering Humphries Farm and then to consider further at the next Parish Council meeting.

Vote: By a show of hands unanimous.

13. Playing Fields Management Committee. - Convenor's report.

Cllr. M.Shaw had not submitted a written report, but reported orally as follows:-

(a) Plaques – publicising donations to the two Play Areas.

Cllr. N.Campbell-White advised that he had today installed the Plaque in the Children's Play Area in the Compton Street Playing Field. At the same time, Cllr. N.Campbell-White repaired the broken gate to the Playing Field.

(b) Northern boundary fence – Memorial Playing Field.

Cllr. G.Beckett outlined the history of this issue and emphasised that in his opinion the boundary fence in question, which borders Mr. Windsor Hurd's property, is a unique situation. Being so close to the football pitch and access the garden being so difficult to determine, Cllr. Beckett considered that the Parish Council could see their way to assisting Mr. Hurd in installing a suitable fence to keep footballs and footballers out of his garden. Cllr. Beckett had anticipated a total cost of £300 to £400 and therefore the Parish Council could consider a contribution of approximately £150-00 towards the overall cost. However, initial quotations had been received from Mr. Hurd in the region of £2500, which was outside all expectations.

As a result of the above, the Clerk had written a letter to HAPTC requesting their guidance upon the statutory and/or legal obligations of the Parish Council in this matter.

Agreed:

The Parish Council will await HAPTC's guidance upon the statutory and/or legal obligations of a Parish Council in the provision of boundary fences around playing fields and to consider the matter further on receipt of that guidance.

Vote: By a show of hands unanimous.

Cllr. N.Campbell-White voiced his opposition to any form of assistance in providing fencing around the playing fields, as any such assistance will be construed as a precedent for other such claims. He stated that it has always been the Parish Council's position that householders, neighbouring the playing fields, are responsible for the fences on the boundary with those playing fields.

Cllr. M.Shaw had been requested by the Tennis Club for permission to erect "Temporary Notice Boards" to display fixture lists for the members of the Tennis Club. These temporary notice boards to be located somewhere in the vicinity of where the third Tennis Court is to be located. It is understood that the Sports Club have acceded to this request.

Action:

Cllr. M.Shaw to arrange for John Richardson to provide to Cllr. G.Beckett precise details of the nature and proposed location of the requested Tennis Club temporary Notice Boards.

Cllr. A.Walmsley raised the matter of an infestation of Rabbits on the Memorial Playing Field and the fact that they were digging up the cricket square. Cllr. G.Beckett advised the meeting that such a problem is not the responsibility of the Parish Council as Landlords, but is the responsibility of the Sports Club as Tenants of the land.

Cllr. A.Walmsly raised the subject of the tree that was planted on the Memorial Playing Field in 1982 in memory of Mr. Webb. It was noted that a plaque detailing this memorial tree has not been commissioned and it was thought that such a commemorative plaque was needed.

Action:

Cllr. M.Shaw to arrange a commemorative plaque to be commissioned and installed adjacent to the tree planted on the Memorial Playing Field in 1982 in memory of Mr. Webb.

As part of his responsibilities in connection with the “snagging lists” relating to the Jubilee Pavilion, Cllr. N.Campbell-White raised the matter of the “blocking off” of the access road to the old pavilion. Discussion ensued, the main points being as follows:-

The access road to the old Pavilion was originally to be blocked off on completion of the New Pavilion Project by the installation of a fence with lockable gate.

In the specifications for the New Pavilion Project this was reduced to a series of one metre high wooden posts set in concrete.

There was some who thought that this change was a change requested by the Planners, Winchester City Council, but this could not be confirmed.

It was also suggested that this change was as a result of cost cutting, but this also could not be confirmed.

Cllr. Campbell-White is not happy with the proposal to install wooden posts, he much prefers the originally specified fence with lockable gate.

The Parish Council was asked what they would prefer.

Action:

Cllr. N.Campbell-White to have the subject of Fencing with Lockable Gate and/or wooden Posts set in Concrete at the access road to the old Pavilion, taken out of the specification for the Jubilee Pavilion and arrange for the Contractor to reduce his final costs by this amount. The Finance and Administration Committee to review the situation and determine a suitable solution at a later date when the third Tennis Court is completed.

Cllr. N.Campbell-White advised the meeting of a letter he had received from Mr Bob Jordan concerning flooding at his property. This was discussed and the main points were as follows:-

Mr. Jordan claimed that the recent work undertaken by the contractors in laying the services to the Jubilee Pavilion had caused the drainage ditch to be filled in.

Mr. Jordan claimed that this had caused water draining off of the Memorial Playing Field to flood into his property and that he therefore held the Parish Council responsible.

Cllr. N.Campbell-White, having reviewed the location, had determined that the work undertaken by the contractors was not relevant to the problems suffered by Mr. Jordan.

Cllr. M.Bell observed that in such cases it is preferable to refute the claims made and say as little as possible.

Agreed:

The matter of responding to Mr. Bob Jordan's letter concerning the flooding to his property and his contention that such flooding is the responsibility of the Parish Council, to be handled by the Finance and Administration Committee. The reply to Mr. Jordan must disclaim any responsibility on the part of the Parish Council.

Vote: By a show of hands unanimous.

Action:

Cllr.N.Campbell-White to formulate a draft response to the letter from Mr. Bob Jordan concerning the flooding of his property and to disclaim any and all responsibility on the part of the Parish Council. Such a draft response to be agreed by the Finance and Administration Committee.

14. Parish Hall.

(a) Report from our rep on CASCA Management.

Cllr. J.Millars's report is as per Appendix "H".

Cllr. Millar also advised the meeting that there was Parish Hall Management meeting yesterday at which the appointment of Mr. Frank Smith as permanent Caretaker was confirmed. It was unanimously agreed that Frank had undertaken the duties of Caretaker to a satisfactory level and therefore a permanent contract will be offered to him to run from the 1st April 2004.

Cllr. A Walmsley questioned the situation whereby it was his understanding that the Caretaker's position would be advertised and asked whether the Parish Council had a responsibility to ensure that such advertising of the position should be undertaken. It was pointed out that the managing of the Parish Hall had been delegated to CASCA and the matter of appointing a Caretaker was therefore their responsibility. Also, the question of advertising the Caretaker's position was contingent upon Mr. Frank Smith proving not to be competent. It had been proven that Frank was more than competent to undertake the Caretaker's responsibilities, therefore the question of advertising the position did not arise.

15. Highways, Byways, M3 and Environment Committee – Convenor's report.

Cllr. C.Simmons had not submitted a written report, but reported orally as follows:-

(a) Street Lighting – Bridge Lane.

This subject was raised by Mrs. Gillian Webster at last month's meeting. Discussions with Mrs. Webster by the Clerk had resulted in Mrs. Webster agreeing to undertake some investigative work and to produce a petition to the Parish Council, signed by the various householders and residents who are desirous of such street lighting. It was therefore concluded that the subject will be left with Mrs. Webster to pursue and to report back to the next Parish Council meeting.

(b) Block Built Bus Shelter – Main Road Southbound – Repairs to vandalism.

Cllr. C.Simmons reported that a second quotation for the repairs had been obtained in the sum of £40-00. Accordingly this quotation had been accepted by Cllr. Simmons and it is understood that the repair work was completed today.

(c) Bird Scarers.

Cllr. C.Simmons reported as follows:-

Cllr. C.Simmons had contacted Environmental Health on this issue as a private resident of Compton.

Some publications on the issue had been provided to Cllr. Simmons.

It is understood that the timings of the use of such bird scarers is pivotal in the issue of causing a nuisance.

It is understood that a maximum of 4 occurrences per hour, with a maximum of 4 bangs per occurrence is the norm.

All such bird scarers must face away from residential dwellings.

The location of the bird scarers is critical to the Environmental Health department, anything located within 1000 to 3000 metres from residential dwellings must be notified to Environmental Health department. Anything located less than 1000 metres from residential dwellings must firstly be advised to Environmental Health before use.

It was pointed out that the above is not as yet ratified legislation, but it is understood shortly will be.

Currently, Cllr. Simmons is not able to precisely pinpoint the location of the offending bird scarers.

Cllr. G.Beckett advised the meeting that he had received a petition signed by 8 residents of Field Close and Compton Down, asking that something be done by the Parish Council in respect of these Bird Scarers.

Action:

Cllr C.Simmons to speak to Mr. John Venn, to identify the location of the bird scarers and to ascertain whether the location and usage of such bird scarers conforms with impending new legislation.

Cllr. C.Simmons advised the meeting that she had received a call from Mr Ken Staunton who advised that the handrail of the two bridges across the M3 are weak and had broken away in places. Cllr. C.Simmons had, as a consequence, reported the matter to Hampshire Highways and it was noted that repairs have been immediately undertaken.

Cllr. Simmons also reported the fact that graffiti had appeared on the walls of the M3 underpass. This had also been reported to Hampshire Highways for it to be cleaned off.

Cllr. G.Beckett advised the meeting that a letter had been received from Mr. R.F.Wilson concerning the road junction where the road from Southdown School joins Shepherds

Lane. Whilst the road markings show that Shepherds Lane traffic has the right of way, traffic exiting the school often ignore such markings making it a very dangerous junction. It was accepted that the road junction is clearly marked and that a "Give Way Sign" exists, the sight line for emerging traffic is very poor.

Action:

Cllr C.Simmons to write to Mr. Tony Gazzard, Headmaster Southdown School, requesting him to advise drivers entering and leaving Southdown school to be more careful.

Action:

Cllr. C.Simmons to write to Hampshire Highways requesting that they improve the signage of the rights of way at the Junction of Shepherds Lane and the entrance road to Southdown School.

Action:

Cllr. G.Beckett to respond to the letter received from Mr. R.F.Wilson, advising him that the matter is in hand.

16. Permanent Memorial to Mr. Ray Wilmshurst.

Cllr. A.Walmsley summarised his investigations as to what form of memorial the various bodies within the Parish would like to see. His findings were as follows:-

- The School Governors would like to see something in the Primary School.
- The Horticultural Society favoured an ornamental tree in conjunction with a bench seat donated by the family.
- The sports Club suggest something in the Parish Hall, possibly a memorial clock.

Accordingly, it was concluded that there was no consensus of opinion and that the various bodies favoured differing proposals.

It was pointed out by Cllr. J.Millar that CASCA have recently ~~purchased~~ **been presented** a memorial clock to be installed in the Parish Hall in memory of the Sherrins, **organised and given by Compton and Shawford Women's Institute.**

Cllr. Walmsley advised the meeting that an article had been placed in the Parish Magazine calling for suitable suggestions from Parishioners,

Discussions on this subject took place as follows:-

Mrs. Wilmshurst had suggested the possibility of part funding a scholarship to Sparsholt College. This was discounted as this would be an open-ended commitment and funding of such a commitment by the Parish Council could not be sanctioned.

Cllr. M.Bell suggested the possibility of purchasing a "Chain of Office" for the Parish Council Chairman, something that Ray Wilmshurst was always in favour of. Cllr. A Walmsley, who had previously investigated this matter, had concluded that the cost of a chain of office could not be justified.

Cllr. G.Beckett suggested the possibility of renovation of the Victorian Jubilee Memorial and thereby adding a plaque in memory of Ray Wilmshurst. It is understood that the Victorian Jubilee memorial was something that Ray Wilmshurst was proud of.

Action:

Cllr. A.Walmsley to discuss the matter of renovating the Victorian Jubilee Memorial and the installation of a memorial plaque to Ray Wilmshurst therein, with the Sports Club and Mrs. Wilmshurst.

A.O.B.

Cllr. N.Campbell-White advised the meeting that there is a meeting on the issue of the South Downs National Park is to be held in Lewes on 28th March 2004. Cllr. Campbell-White is otherwise engaged on that date and he enquired if any other member wished to attend in his place. It was pointed out that it is anticipated that the establishment of a South Downs National Park will take place regardless of any meetings. There was no volunteer to attend the meeting.

17. Date of Next Meeting. - 2nd March 2004

Compton and Shawford Parish Council

Minutes of the Compton and Shawford Parish Council Meeting held on Tuesday 2nd March 2004 in the Compton Room, Shawford Parish Hall, starting at 7.15pm.

Present:

Mr. G.Beckett (Chairman), Mr.N.Campbell-White, Mrs. J.Ford, Mrs. J.Millar, Mrs. M.Shaw, Mrs. C.Simmons, Mr. A.Walmsley.

In attendance: County Councillor Ann Bailey
District Councillor Charlotte Bailey
0 Members of the Public

1. **Correspondence** - circulated to all members for their response.
The correspondence file containing the correspondence for the month of February 2004 was circulated to all Councillors who were in attendance.
2. **Apologies for absence.**
Cllr. M.Bell
Mr. T.Threlfall
3. **Minutes** - To approve the minutes of the meeting held on 3rd February 2004 (as circulated)
Cllr. J.Millar requested for the sake of clarification that second paragraph of Item 16 on page 9 be amended to as follows:-
"It was pointed out by Cllr. J.Millar that CASCA have recently ~~purchased~~ been presented a memorial clock to be installed in the Parish Hall in memory of the Sherrins, organised and given by Compton and Shawford Women's Institute."
This change was agreed by all Parish Councillors in attendance.

There were no further changes/amendments to be requested.

Agreed:

The Parish Council agreed that the Minutes of the meeting held 3rd February 2004, as circulated and with the above change, were a true record of that meeting.

Proposed:- Cllr. C.Simmons

Seconded:- Cllr. J.Millar

Vote:- Unanimous.

Subsequent to incorporating the above-mentioned change, the Chairman signed the minutes of the meeting held 3rd February 2004 as being a true record of that meeting.

4. **Matters arising and Outstanding Action Points** - from minutes and not mentioned elsewhere on the Agenda.

Matters Arising: Cllr.A.Walmsley advised the meeting that he had changed the Report of the 3rd February 2004 Parish Council Meeting as published within the Parish Magazine by adding to that report the proposed date of the Annual Parish Assembly which is due to be 28th April 2004.

Whilst speaking on the subject of the Annual Parish Assembly, Cllr. Walmsley reminded Councillors that a procedure for the Annual Parish Assembly needed to be agreed. It was necessary to formalise the following issues:-

- (a) Does the Parish Council require Cllr. Walmsley to co-ordinate and produce an "Annual Report" in the same manner as had been done for previous years?
- (b) If an "Annual Report" is required, then all Convenors of Committees should submit their written reports to Cllr. Walmsley by 20th March 2004.
- (c) The Agenda for the Annual Parish Assembly needs to be finalised and distributed to all households within the Parish by the 14th April 2004.

Agreed/Action:

The Parish Council requests Cllr. A.Walmsley to co-ordinate and produce an "Annual Report" for distribution to all households within the Parish by the 14th April 2004.

Vote: By a show of hands, Unanimous.

Action:

All Convenors of Committees to prepare and submit their written reports for the "Annual Report" to Cllr. A.Walmsley by 20th March 2004.

Agreed/Action:

The Clerk to prepare an Agenda for the Annual Parish Assembly to be held on 28th April 2004 and submit it for ratification by the Finance and Administration Committee prior to being approved at the April Parish Council Meeting and subsequent distribution to every household in the Parish by the 14th April 2004.

Cllr. J.Millar advised the meeting that the proposed date for the June "Annual Parish Council Meeting" clashed with previously confirmed bookings for the Parish Hall. Some discussion ensued, the main points being as follows:-

- The date for the June Annual Parish Council Meeting had been published as being Tuesday 15th June 2004.
- This date change had been agreed at the Parish Council meeting on 6th January 2004, due to the Parish Council elections being undertaken on 10th June 2004.
- Accordingly, it was determined that it would be undesirable to change the date yet again due to the usual venue not being available.

Action:

Cllr. G.Beckett to make suitable enquiries and identify a suitable alternate venue for the 15th June 2004 Annual Parish Council Meeting and report back to the April 2004 Parish Council meeting.

Action Points: Outstanding Action Points as at the time of this meeting were circulated prior to this meeting. Outstanding Action Points as a result of this meeting are as per Appendix "A"

The Meeting will be closed

Statements, Observations and Questions from Members of the Public will be received and addressed. Maximum of 15 minutes allowed.

Cllr. J.Ford advised that Mr.Windebank had raised with her the issue of what appeared to be excessive "upgrading" of Place Lane/Footpath. He thought that the work and cost was excessive in view of the nature of Place Lane/Footpath. It was pointed out that this work had presumably been undertaken by Liz Giles, Area Rights of Way Officer (South), after representations made to her by the Parish Council.

The Chairman, Cllr. G.Beckett, had been given an unsigned letter, written by Mr. & Mrs Wilson, of Shepherds Lane, concerning certain Planning Procedures. Cllr. Beckett was unhappy about the language and accusations made in this letter and for that reason was not prepared to read out the letter to the meeting, but would respond in writing, copying the appropriate parties.

Action:

Cllr. G.Beckett to respond in writing to Mr. & Mrs. Wilson concerning their unsigned and undated letter submitted to the 2nd March Parish Council meeting, copying the appropriate interested parties.

The Meeting will be re-opened.5. **Police Report.**

Police Constable Mark Smith was not in attendance and had not submitted a written report.

6. **County Councillor's Report.**

County Councillor Ann Bailey reported on the following:-

- Budget meetings had been held, resulting in an increase of 4.7%.
- The Fire Department budget is now separated.
- There has been a Boundary Review for Hampshire County Council.
 - The new seat of Whitely created.
 - There was no opposition to keep the seats in Winchester the same.
 - The Rural seats either "gain" or "lose".
 - It is expected that the new boundaries will take effect next May.
- Primary Schools – empty spaces.
- Transport for central Hampshire
 - Establishment of Transport Strategy Panel

- Looking at future plans
- Meeting twice a year.
- Regional Spatial Strategy.
- Provision of assistance to the Regional Assembly.
- Local Transport Plan.
- Potential for bringing forward the resurfacing of the M3 motorway.
- County Council planning to bring in “Modern Apprenticeship Scheme”.
- Damaged roads, broken Street Lights and damaged street signs can be reported twenty four hours per day on telephone 0845 8504422.
- Between 5th March and 14th March, cycling helmets can be purchased with a 10% discount.
- Contaminated Spices.

Cllr. G.Beckett raised the matter of the two recent road accidents on Otterbourne Hill, asking the County Councillor for her comments. The matter of a “spring” breaking through the road surface was also mentioned. County Councillor Ann Bailey advised that Southern Water have claimed that it is nothing to do with them. District Councillor Charlotte Bailey advised that Mr Neil Broadbent had stated that he hopes the problem will “go away” when the dryer weather comes.

7. **District Councillor's Report.**

District Councillor Charlotte Bailey’s report is as per Appendix “B”.

(a) Officer responsible for Waste Collection

District Councillor Charlotte Bailey advised that it is a Mr. David Boardman, Winchester City Council, Colebrook Street, Winchester, who is responsible for this matter.

Action:

Cllr. G Beckett to write to Mr. David Boardman, inviting him to give a presentation of the proposed “Waste Collection” process that is due to be implemented on a trial basis early in 2005 in the Southdown area of Shawford, at the Annual Parish Assembly on 28th April 2004.

(b) Planning Application – Ashcroft, 3, Shepherds Lane.

With regard to this Planning Application, permission had been granted, as there were insufficient grounds upon which to refuse permission.

8. **Parish Transport Representative's Report.**

Mrs. Charlotte Bailey’s report is as per Appendix “C”.

With regard to the issue of the three months trial period for aircraft entering and leaving Southampton Airport using revised flightpaths and altitudes, Cllr. G.Beckett asked if the changes should be publicised thereby generating the appropriate objections at the right time. This question was not answered.

9. **Parish Tree Warden's/Parish Footpaths/Compton Lock Representative’s Report.**

Cllr. T.Threlfall was not in attendance, but had previously submitted a written report, which is as per Appendix “D”.

In view of the subject of “Street Lighting – Bridge Lane” being contained within Cllr. Threlfall’s report, the Chairman, Cllr. G.Beckett, addressed the issue at this point in the meeting rather than in accordance with the Agenda under item 14(a). There was some discussion, the main points being as follows:-

- A petition had been organised by Mrs. G.Webster amongst the residents of Bridge Lane.
- The result of this petition was that many residents of Bridge Lane were apparently in favour of a Street light being installed between the bottom of Bridge Lane and Shawford Close
- This petition had been submitted to the Parish Council for progressing.
- Cllr. T.Threlfall’s written report indicates an opposite result to that indicated by the petition.
- It would be appropriate for Cllr. Threlfall to speak to Mrs G.Webster to clarify the dichotomy.

Action:

Cllr. T.Threlfall to speak to Mrs G.Webster to clarify the divergence of views portrayed by Mrs. Webster's petition and the report submitted to the Parish Council by Cllr. T.Threlfall. Clarification to be provided at the April Parish Council meeting.

Agreed:

Due to the divergence between the Petition and Cllr. Threlfall's report, the subject be deferred until the April 2004 Parish Council meeting at which time Cllr. Threlfall can report on his further discussions with Mrs. Webster and clarify the position.

Vote: By a show of hands, unanimous.

Action:

Cllr. G.Beckett to write a "holding reply" to Mrs. G.Webster in respect of her Petition concerning the installation of a street light in Bridge Lane.

10. Finance and Administration Committee. - Convenor's Report.

As there had not been a Finance and Administration Committee meeting during the preceding month, Cllr. N.Campbell-White had not submitted a written report, but reported orally as follows.

a) Parish Accounts - Cheques for payment

Cllr. N.Campbell-White pointed out that the production of the list of cheques issued by the Parish Council since the last Parish Council meeting had been reintroduced by the Clerk. Whilst this practice had been stopped by Cllr. Campbell-White when he was Chairman with a view to saving paper and reducing the Clerk's workload, it was considered by most members that the practice of producing such a list was most useful. The Clerk advised that the practice is usual on all Parish Councils and that the Financial Regulations required it. Accordingly, the list of cheques for payment is as per Appendix "E".

Cllr. Campbell-White reported on the state of the Parish Council's accounts, which were as per Appendix "F"

b) Jubilee Pavilion – Outstanding Issues/Snagging list.

Cllr. N.Campbell-White advised the meeting that he is engineering the position whereby he can deal direct with the Contractor, Wilding Butler, rather than deal with matters through the Parish Council's consultants, Gentle Associates. Naturally, Gentle Associates are being kept informed of all issues. It is anticipated that 90% of all internal "snagging issues" will be resolved within the next two weeks. However, there were three major issues that require resolution, these being:-

(a) The "Digilock" for the main door.

(b) The Drains – there have been questions as to their adequacy.

(c) The Electrical installation.

Cllr. Campbell-White advised the meeting that after his discussions with the Contractor, it has been established that these matters will be resolved without any additional cost to the Parish Council.

With regard to "External Works", a meeting with the Contractor will take place shortly at which a schedule of work will be agreed upon. The weather situation is a significant factor in resolving these outstanding activities. Issues connected with water run-off and sand being deposited on the pavement and road at the bottom of Shepherds Lane, is viewed as being more of a design problem rather than a problem caused by the work of the Contractor. It is anticipated that various "gullies" will have to be dug to prevent such water run-off.

Cllr. M.Shaw raised the matter of Access to the Jubilee Pavilion and the fact that the Tennis Coach will not accept responsibility for the Jubilee Pavilion and therefore he will not organise its opening and closing thereby allowing users access. It had been reported to Cllr. Shaw by various members of the Sports Club that they do not always have access when they would like it and the Parish Council are asked if they can do something to resolve the situation.

It was pointed out that The Jubilee Pavilion is leased to the Sports Club and as such being the tenants, the Sports Club must organise their own affairs. It is not for the

Parish Council to interfere in such matters. Members of the Sports Club who consider that they do not have access to the Pavilion when they require such access, should take the matter up with the Sports Club Management, not with the Landlord, the Parish Council.

c) Jubilee Pavilion – Demolition of old pavilion.

Cllr. N.Campbell-White reported that the problem of the Tennis Court floodlights still being connected to the electrical system of the old Pavilion, had now been rectified. The electrical power to the old Pavilion had now been disconnected.

A further problem had arisen in that significant amounts of asbestos had been found in the old Pavilion and this has to be carefully removed prior to demolition. Three quotations for this work are being obtained and it is anticipated that the cost of this asbestos removal will be in the region of approximately £2,000-00. This is of concern as such an unexpected cost will consume all, if not more than, the remaining contingency funds.

Agreed:

Cllr. N.Campbell-White to authorise the expenditure of up to a maximum of £2,000-00 on the removal of the asbestos found in the old Pavilion, such expenditure being over and above the previously agreed budget for the New Pavilion project.

Vote: by a show of hands, unanimous.

The result of this issue is that there will be a delay in the demolition of the old Pavilion. The Tennis Club has been informed of this.

The Equipment Storage Shed is due to be delivered and erected on Friday, 5th March 2004. Arrangements have been put in hand to transfer the equipment from the old facility to the new Equipment Storage Shed in the following few days.

d) Jubilee Pavilion – Draw down of final 10% of Lottery Grant.

The draw-down of the Lottery Funding for the Jubilee Pavilion has now been completed, the final 10% of the funding having been credited to the Parish Council's account on 27th February 2004. In addition, the Clerk advised the meeting that the last remaining grant towards the project in the sum of £1,800-00 had now been received from The Hampshire Playing Fields Association. As a result, it was confirmed that there are no more funds due to come in respect of the Jubilee Pavilion project.

Cllr. N.Campbell-White expressed the Parish Council's gratitude to the Clerk for handling all the extra work in respect of the finances for the Jubilee Pavilion.

e) Financial Regulations – Model Financial Regulations for Town & Parish Councils.

Motion:

“Compton and Shawford Parish Council formally adopt the Financial Regulations as suggested by NALC in their Model Financial Regulations dated January 2004.”

The “Model Financial Regulations”, as suggested by NALC, had been circulated to all members prior to the meeting. Cllr. N.Campbell-White advised that there needed to be further detailed consideration given to matters that would arise should these new Regulations be adopted. In view of this, Cllr. Campbell-White requested that this matter be deferred until the April Parish Council meeting, thereby allowing time for the Finance and Administration Committee to undertake further deliberations.

Agreed:

The adoption of the Financial Regulations as suggested by NALC in their Model Financial Regulations dated January 2004, to be deferred until the April Parish Council meeting, at which time Cllr. N.Campbell-White will make definitive recommendations.

Vote: By a show of hands, unanimous.

11. Planning Committee. - Convenor's report.

Cllr. M.Bell was not in attendance, but had submitted a written report, which is as per Appendix “G”.

a) Applications and decisions.

Planning Applications and Decisions for the month of February 2004 are as per Appendix "H".

b) Humphries Farm – Twyford.

Cllr. G.Beckett advised that the expected papers from Twyford Parish Council had not been received. Accordingly, no further action will be taken and the matter dropped from the Agenda,

The Chairman, Cllr. G.Beckett, referenced the issue of Shepherds Grove, Shepherds Lane, as reported in Cllr. M.Bell' Report. This issue encompasses the following:-

- 1) Cllr. M.Bell is the owner/occupier of Shepherds Grove, Shepherds Lane.
- 2) Cllr. M.Bell is currently the Convenor of the Parish Council's Planning Committee.
- 3) Cllr. M.Bell had previously on a number of occasions advised the Chairman and Members of the Planning Committee that he intended to submit a Planning Application for the building of two houses on land that currently constitutes part of his garden at Shepherds Grove, Shepherds Lane.
- 4) Recently, a number of trees within the Garden of Shepherds Grove, Shepherds Lane were cut down without consultation with the Neighbours.
- 5) These trees were not the subject of Tree Preservation Orders and it is understood that they had been "ring barked" in preparation for their removal.

It was as a consequence of these events and their potential effect on the perception of Mr. Bell's suitability to be Convenor, that he had offered, in his report, to stand down. The Chairman, Cllr. G.Beckett, also referenced the letter of apology that Cllr. M.Bell had submitted when apologising for not being able to attend this Parish Council meeting. A copy of this letter is as per Appendix "I".

Within Cllr. M.Bell's letter (Appendix "I"), Cllr. Bell requested that the question of his standing down as Convenor of the Parish Council Planning Committee be deferred until such a time when he could attend and put his side of the question to the Parish Council.

The Chairman, Cllr. G.Beckett, pointed out that within Cllr. M.Bell's letter, there were three items to be addressed. These were as follows:-

- 1) Should discussion on Cllr. M.Bell being Convenor of the Planning Committee be an Agenda Item? In answer, it was concluded that as no request had been made of the Clerk by any Parish Councillor to put the item on the Agenda for discussion, the matter need not be an Agenda item. However, as the matter had been referenced in Cllr. M.Bell's report and again referenced in Cllr. M.Bell's letter (Appendix "I"), the matter needed to be discussed.
- 2) Cllr. M.Bell, in his letter (Appendix I), had requested that the matter be deferred until he was in attendance at which time he could put his side of the question. Some discussion ensued on this point and a vote was taken on this issue.

Agreed:

The question of Cllr. M.Bell's continuance as Convenor of the Parish Council Planning Committee be deferred until Cllr. M.Bell is in attendance so that he can state his side of the issue.

Proposed: Cllr. C.Simmons

Seconded: Cllr. N.Campbell-White

Vote for: 3 votes

Vote against: 4 votes

Accordingly, the motion was defeated and the matter would not be deferred.

- 3) Cllr. M.Bell had requested in his letter, (Appendix "I") that should discussions on this issue proceed in his absence and a vote on his continuance as Convenor of the Parish Council Planning Committee take place, then such a vote be a "recorded vote". In accordance with correct procedure, this request was accepted and Members were put on notice that any vote on the question of Cllr. M.Bell continuing as Convenor of the Parish Council Planning Committee, would be a "recorded vote".

Discussion ensued and the salient points were as follows:-

- Cllr. Bell had been appointed as Convenor of the Parish Council Planning Committee and he had taken on this role as requested.

- Cllr. Bell had not sought to be the Convenor of the Planning Committee.
- During the time that Cllr. Bell had been Convenor of the Planning Committee, there had been numerous difficult issues for the Planning Committee, and in particular the Convenor, to address.
- Cllr. Bell had undertaken this role conscientiously and had worked very hard doing an excellent job.
- Cllr. Bell's hard work for the benefit of the Parish had been very much appreciated.
- The fact that a Resident in the Parish serves on the Parish Council, and undertakes the duties of an Officer of the Parish Council, should not, and does not, preclude that Resident from pursuing developments within his/her own property.
- It was thought that it is a very unfortunate state of affairs when such an issue as that being discussed arises, which causes the need to question whether a particular Councillor is the appropriate person to undertake the duties that he/she has been undertaking so well and efficiently.
- It is considered that it is a question of "perception" amongst Parishioners as to whether, in the light of Cllr. Bell's actions in respect of cutting down the trees at Shepherds Grove, Cllr. Bell should continue to be Convenor of the Parish Council Planning Committee.
- Some un-documented representations concerning disquiet about the actions of Cllr. Bell, have been received by the Chairman and some Councillors on the Parish Council.
- Whilst Cllr. Bell had not cut down these trees illegally, it was considered that the manner in which this tree cutting was undertaken was not in a manner expected of an elected member of the Parish Council representing the interests of the Community.
- Being Convenor of the Planning Committee, it would be expected of such a position that the incumbent would take extreme measures to avoid any criticism.
- The approach to cutting these trees down was compared to that that would be expected of any developer preparing the way for a commercial development.
- It was suggested that the trees in question were "rotten" and would eventually have to be cut down.
- The fact that Cllr. Bell had not discussed with Neighbours the issue of cutting these trees down, prior to actually cutting them down, was an additional cause of the problem.
- It could be construed that through his actions, Cllr Bell risked bringing the Parish Council into disrepute.
- With Cllr. M.Bell's name appearing on the Winchester City Council's orange notices as being the contact point for Planning issues, and in the light of his recent actions in respect of these trees being cut down, Parishioners may no longer have confidence in the Parish Council on issues of Planning.

In the light of these discussions, the following motion was put to the Parish Council

Agreed:

Because of the perceived potential conflict of interests, arising out of the actions of Cllr

M.Bell in his cutting down of trees at Shepherds Grove, Shepherds Lane, and declared development plans, Cllr. M.Bell to be replaced by Cllr. J.Millar as Convenor of the Parish Council Planning Committee with immediate effect.

Proposed: Cllr A Walmsley

Seconded: Cllr. M.Shaw

Vote For: Cllr. N.Campbell-White

Cllr. M.Shaw

Cllr. G.Beckett

Cllr. J.Millar

Cllr. A.Walmsley

Cllr. J.Ford

Vote Against: Cllr. C.Simmons.

Accordingly, Cllr. M.Bell ceases to be Convenor of the Parish Council Planning Committee and Cllr. J.Millar will assume that role with immediate effect.

Action:

The Clerk to advise Cllr. M.Bell in writing that he ceases to be Convenor of the Parish Council Planning Committee and Cllr. J.Millar will assume that role with immediate effect.

Action:

The Clerk to advise Winchester City Council, Planning Department, that the name and contact details of the Parish Council Planning Committee Convenor be changed to that of Cllr J.Millar with immediate effect.

12. **Playing Fields Management Committee. - Convenor's report.**

Cllr. M.Shaw had not submitted a written report, but reported orally as follows:-

(a) Northern boundary fence – Memorial Playing Field.

Cllr. G.Beckett advised that a further letter had been received from Mr. Windsor Hurd, enclosing a third quotation, which amounted to £2,500-00.

In view of the unexpected excessive cost for this boundary fence and therefore the unacceptably high contribution being asked of the Parish Council, advice was sought on the Parish Council's responsibility in this respect. The Hampshire Playing Fields Association have confirmed, after speaking to their legal advisors, that the Parish Council has no statutory or legal responsibility to fence the Playing Field. It was thought that the Sports Club, being tenants of the Playing Field may have a responsibility to ensure that any ball retrieval from neighbouring gardens is undertaken in a manner acceptable to the householder.

Action:

Cllr. G.Beckett to write to Mr. Windsor Hurd advising him that after taking advice, it is considered that the Parish Council have no statutory or legal responsibility to provide or assist in providing suitable fencing on the border of his property with the Playing Field. In view of the excessively high cost being proposed by Mr. Hurd, the Parish Council are not able to assist other than ask the Sports Club to be cognizant of the problems of retrieving footballs kicked into his garden.

(b) Tennis Club – Temporary Notice Boards.

Cllr. M.Shaw advised that these "Temporary Notice Boards" have been installed to the satisfaction of the Playing Field Management Committee.

(c) Mr. Webb – commemorative plaque.

In view of the problems concerning the plaques advertising the donation made by the Onyx Trust to the Children's Play Area (see below), Cllr. M.Shaw asked if the Parish Council still wished to proceed with installing the Mr. Webb commemorative plaque. After some discussion, it was concluded that such Plaques should be installed.

Action:

Cllr. M.Shaw to progress the outstanding action ID249 with a maximum cost of £40-00.

(d) Golf Practice On Playing Fields – Notices.

The Clerk advised that The Hampshire Playing Fields had advised that in order to protect the Parish Council from any liability arising from members of the public undertaking "Golf Practice", the Parish Council should erect notices prohibiting "Golf Practice" on the Playing Fields owned by the Parish Council. Such notices should be displayed at the entrances to the Playing Fields. It was estimated that there would necessarily be a need for up to five such notices.

Action:

Cllr. M.Shaw to undertake a review and make recommendations as to the number and locations of notices prohibiting Golf Practice on the Memorial Playing Field at the next Parish Council meeting.

Cllr. M.Shaw advised the meeting that she is currently pursuing the issue of replacing the Goal Posts in the Compton Street Play Area. This issue is already within the budget for this year.

Cllr. Shaw also advised that the Plaque advertising the donation made by the Onyx Trust towards the Children's Play equipment on Memorial Playing Field, has again been vandalised and the Plaque broken off and stolen. Cllr. Shaw asked whether a second replacement should be requested.

Action:

The Clerk to request a second replacement Plaque from the Onyx Trust, preferably a stronger one whereby it will be more difficult to break it off and steal it.

13. **Parish Hall.**

(a) Report from our rep on CASCA Management.

Cllr. J.Millar's report is as per Appendix "J".

Cllr. G.Beckett understood that Mr. Mike Matthews and Mr Phillip Gorrod were retiring as Trustees of CASCA. He asked whether the Parish Council should be worried about this.

Cllr. J.Millar advised that CASCA are working on this issue with a view to achieving suitable replacements prior to any retirement.

14. **Highways, Byways, M3 and Environment Committee – Convenor's report.**

Cllr. C.Simmons had not submitted a written report, but reported orally as follows:-

(a) Street Lighting – Bridge Lane.

Subject covered under Item 9 above.

(b) Bird Scarers.

Cllr C.Simmons advised that she had met with Mr. John Venn of Silkstead Farm and had discussed the matter of his "bird scarers". The salient points arising were as follows:-

- The bird scarer adjacent to Hurdle Way has now been moved to the other side of the field.
- Another bird scarer is located adjacent to Poles Lane.
- Therefore there are only two bird scarers within this Parish and they are well away from any residential dwelling and therefore within the guidelines governing their use.
- The use of the bird scarers is to protect the crop of germinating Rape.

In view of the above, it was considered that no further action is necessary.

(c) Road signage – junction at entrance to Southdown School and Shepherds Lane.

Cllr. C.Simmons advised that she had spoken to Corin Hollis, Traffic and Transport, Winchester City Council, on this subject and established the following:-

1. "Stop Signs" are very rarely put up. Should such a sign have to be erected, authority has to be obtained from the Secretary of State for Transport. Such action is very rarely pursued.
2. An onsite meeting with Corin Hollis is to take place later this week when the problems can be shown to Ms. Hollis and further discussions undertaken.
3. There is a "Give Way" already installed.
4. Mr. Tony Gazzard considers that traffic using Shepherds Lane are also at fault in that they tend to drive at excessive speeds.
5. Currently there is no speed limit although such speed limits should be 40mph.

6. It may be possible to put up a "Slow Children" sign.
7. The undergrowth on the verges needs to be cut back to improve sight lines, this will be raised with Corin Hollis.
8. Mr. Tony Gazzard will raise the matter with Company vehicles accessing the school asking them to take extra care.

Cllr. C.Simmons referenced the outstanding matter of horse manure on the footpath. Cllr. Simmons had spoken to Hampshire Highways who have assured her that the matter will be attended to. It was pointed out by Mr. John Hill that the footpath in question is not a Bridleway and therefore horse riding should not be undertaken along there.

Cllr. C.Simmons advised that there is a meeting on the 6th April 2004 at Winchester City Council, to discuss the proposals to introduce a fortnightly Refuse Collection pilot scheme in various areas early in 2005. One pilot area is the Southdown area of Shawford. District Councillor Charlotte Bailey will be attending and she felt it appropriate that a Parish Councillor should also attend. Having discussed this with Cllr J.Millar, it was determined that either Cllr. Simmons or Cllr Millar will attend this meeting.

Action:

Cllr. C.Simmons to arrange for either herself or Cllr J.Millar to attend the meeting at Winchester City Council concerning the proposed pilot scheme for fortnightly Refuse Collection.

Cllr. N.Campbell-White noticed in the correspondence that there is a meeting/seminar taking place on 5th March 2004 concerning the spreading of sewage sludge on farmland. He felt that it was important that a representative from this Parish Council attends.

Action:

Cllr. M.Bell to attend the Seminar/Meeting on the spreading of sewage sludge on farmland, to be held at Winchester City Council, the Guildhall, on the 5th March. If Cllr. Bell is unable to attend, then Cllr J.Ford to attend in his place.

15. **Permanent Memorial to Mr. Ray Wilmshurst.**

Cllr. N.Campbell-White advised that whilst quotations are being sought for the renovation of the Victorian Jubilee Memorial, the matter of a permanent memorial plaque, in memory of Mr. Ray Wilmshurst, to be placed therein is on hold. The overall matter is in hand.

A.O.B.

- i. Cllr. N.Campbell-White advised the meeting that he had received a response to the Parish Council's comments on the proposed Southdown National Park. A further consultation meeting is to be held at which Cllr. Campbell-White is unable to attend.

Action:

Cllr. N.Campbell-White to write a letter in response to the document received concerning the proposed Southdown National Park in lieu of a representative from this Parish Council attending the consultation meeting.

- ii. Cllr. A.Walmsley asked if any further progress had been made in respect of the proposed Post Office re-opening at Yew Tree Farm. Cllr. J.Ford advised that she is unable to respond at present as the Post Office proposal is tied in with a "Farm Shop" proposal and the overall viability of these proposals are being questioned.

- iii. Cllr. A.Walmsley raised the question of the Annual Parish Assembly, stating the following:-

- Distribution of the notices has to be arranged – this is expected to be undertaken in the same manner as for previous years.
- Reports from all Convenors of the various Committees to be submitted to Cllr. A.Walmsley by the 20th March 2004. This to enable such reports to be collated into the Newsletter to be distributed to every household together with the Notices.
- The Finance and Administration Committee to agree the Agenda for the Annual Parish Assembly.

Action:

Cllr. N.Campbell-White to convene a meeting of the Finance and Administration Committee to finalise the Agenda for the Annual Parish Assemble to be held on the 28th April 2004.

- iv. Cllr. G.Beckett advised the meeting that two large consultation documents had been received from the proposed Regional Assembly, asking for comments from the Parish Council. Cllr. Beckett suggested that the Parish Council were not competent to comment on these documents.

Agreed/Action:

Cllr G.Beckett to respond to the two large consultation documents, which had been received from the proposed Regional Assembly, advising that this Parish Council considers that it is not competent to make comment.

- v. Cllr. G.Beckett advised that a consultation document had been received from DEFRA concerning the matter of the Monitoring Authority handling complaints.

Action:

Cllr. G. Beckett to formulate a response to DEFRA in response to their consultation document concerning the Handling of Complaints by the Monitoring Authority.

16. **Date of Next Meeting.**
6th April 2004.

Compton and Shawford Parish Council

Minutes of the Compton and Shawford Parish Council Meeting held on Tuesday 6th April 2004 in the Compton Room, Shawford Parish Hall, starting at 7.15pm.

Present:

Mr. G.Beckett (Chairman), Mr.N.Campbell-White, Mrs. J.Ford, Mrs. M.Shaw, Mrs. C.Simmons, Mr. T.Threlfall, Mr. A.Walmsley.

In attendance: District Councillor Murray Macmillan
2 Members of the Public

1. **Correspondence** - circulated to all members for their response.
The correspondence file containing the correspondence for the month of March 2004 was circulated to all Councillors who were in attendance.
2. **Apologies for absence.**
Cllr. M.Bell
Cllr. J.Millar – joined the meeting late.
County Councillor Ann Bailey
District Councillor Charlotte Bailey
3. **Minutes** - To approve the minutes of the meeting held on 2nd March 2004 (as circulated)
Cllr C.Simmons thought that the voting as detailed under the "Agreed" point on page 6 should read: 1 votes for, 6 votes against. After some discussion, it was accepted that the voting as recorded in the minutes was correct.

Accordingly, there were no changes/amendments requested.

Agreed:

The Parish Council agreed that the Minutes of the meeting held 2nd March 2004, as circulated were a true record of that meeting.

Proposed:- Cllr. M.Shaw

Seconded:- Cllr. N.Campbell-White

Vote:- Unanimous.

The Chairman signed the minutes of the meeting held 2nd March 2004 as being a true record of that meeting.

4. **Matters arising and Outstanding Action Points** - from minutes and not mentioned elsewhere on the Agenda.
Matters Arising: There were no matters arising.
Action Points: Outstanding Action Points as at the time of this meeting were circulated prior to this meeting. Outstanding Action Points as a result of this meeting are as per Appendix "A"

The Meeting will be closed

Statements, Observations and Questions from Members of the Public will be received and addressed. Maximum of 15 minutes allowed.

Mrs Gillian Webster raised the issue of Street Lighting in Bridge Lane. There was some discussion on this matter, the main points being as documented under section 14(a) below.

Mrs Gillian Webster raised the matter of the double yellow lines, opposite the Bridge Hotel, and enquired as to what was happening. The Chairman, Cllr. G.Beckett, reported that the Highways Authority had been advised of the situation and a response is still awaited.

Action:

The Clerk to "chase" the Highways Authority requesting a response to the issue of the double yellow lines opposite the Bridge Hotel, Shawford.

The Meeting will be re-opened.

5. **Police Report.**

Police Constable Mark Smith was not in attendance and had not submitted a written report.

6. **County Councillor's Report.**

County Councillor Ann Bailey was not in attendance and had not submitted a written report.

7. **District Councillor's Report.**

District Councillor Murray Macmillan reported on the following:-

Shawford Station – Mr. Mark Smith, Chairman of the Action Group requested that he be able to report to the Parish Council at a future meeting, on the issues and progress to-date. This was welcomed by the Parish Council.

Action:

District Councillor Murray Macmillan to arrange for Mr. Mark Smith, Chairman of the Shawford Station Action Group, to present to a future Parish Council meeting the issues and progress to-date.

Barton Farm – Carla Homes had submitted the expected major Planning Application concerning Barton Farm. Whilst this application is expected to be refused, it is envisaged that there will be re-submissions and appeals in respect of this proposed development. As a consequence, it was considered that the pressure to develop Bushfield Camp will subside and similarly pressure for high Density housing in existing areas such as Compton And Shawford will also be reduced.

Jewry Street Library – Proposals to retain the existing façade but with redevelopment of the back of the building to establish a cultural centre is being considered. The result of this development will be the loss of some of the Library Car Park, but as there would be no cost to Winchester City Council, it is thought that the proposals will be welcomed.

District Councillor Charlotte Bailey was not in attendance, but had submitted a written report, which is as per Appendix “B”. The Chairman, Cllr G.Beckett, read out this report to the meeting.

Cllr. G.Beckett reported upon the meeting with Integra concerning the recycling site in Poles Lane, attended by both Otterbourne Parish Council as well as Compton and Shawford Parish Council. The salient points coming out of this meeting were as follows:-

Discussions centred upon the obtaining of Retrospective Planning permissions.

As the site is owned by Hampshire County Council, it is Hampshire County Council who can give themselves such Planning Permissions with limited reference to the Planning Authority at Winchester City Council.

A “snapshot” survey of lorries entering/leaving the site recently indicated a 20% reduction. However, this survey was undertaken during the period when refuse collection was suspended due to snow.

The Poles Lane site is considered by many as unsuitable for a recycling site.

It is expected that the number of Lorries entering/leaving the site will increase.

In general, it was considered that the meeting was an ill-tempered meeting with little meeting of opinions or recognition of the local Parish Council's points of view.

8. **Parish Transport Representative's Report.**

Mrs Charlotte Bailey was not in attendance, but had submitted a written report, which is as per Appendix “C”. The Chairman, Cllr. G.Beckett, read out this report to the meeting.

Cllr. J.Ford advised that she had received some concerns expressed by residents that Stage Coach were taking over the Compton to Winnal bus service and that no time table had been published. It was pointed out that Hampshire County Council continue to pay the subsidy and a change in contractor who undertakes to provide the service should not impact the provision of that service. If the level of service should deteriorate, then the Parish Council could make representations, but until that time, should it happen, there is nothing that the Parish Council needs to do in response to rumours.

9. **Parish Tree Warden's/Parish Footpaths/Compton Lock Representative's Report.**

Cllr T.Threlfall's report is as per Appendix "D".

Cllr. Threlfall had nothing to add to his report and there were no questions arising.

10. **Finance and Administration Committee. - Convenor's Report.**

Cllr. N.Campbell-White's report is as per Appendix "G"

a) Parish Accounts - Cheques for payment

Cheques issued since the last Parish Council meeting were as per Appendix "E".

The state of the Parish Council Accounts as at the 31st March 2004, end of the financial year, were as per Appendix "F".

b) Jubilee Pavilion – Outstanding Issues/Snagging list.

Covered within Cllr. Campbell-White's report, Appendix G. In addition, Cllr. Campbell-White advised the meeting that the "snagging list" is being reduced, but at the same time new issues keep arising. The £9,000 retention monies, due to the contractor when all "snagging lists" have been completed/resolved, will be retained until the Parish Council are happy that all outstanding issues have been attended to. The matter of "Landscaping" around the Jubilee Pavilion is being left for the time being pending the better weather.

Cllr. M.Shaw raised the matter of the "fencing off" of the access road to the old Pavilion. Cllr. Campbell-White advised that the Parish Council are obliged to do this and the matter had been removed from the specification of works by the Contractor. A credit had been received for this. As part of this work, which will be progressed when the old pavilion had been demolished and the third Tennis Court constructed, it is intended to remove the trees surrounding the Electricity pole, which will also be removed.

c) Jubilee Pavilion – Asbestos Removal.

Covered within Cllr. Campbell-White's report, Appendix G. Cllr. Campbell-White added that the Parish Council had no option but to accept the added expenditure for this work. Three quotes had been obtained and the cheapest had been selected. The Parish Council would not be at any disadvantage by selecting the cheapest quote. Due to the urgency of progressing this work, the order had been placed with the view to obtaining the Parish Council's retrospective ratification.

Agreed:

The Parish Council accepts the quotation of £2,995-00 from Solent Environmental Services Ltd., for the removal of asbestos from the old Pavilion.

Proposed: Cllr. N.Campbell-White

Seconded: Cllr. M.Shaw

Vote: Unanimous

d) Demolition of old pavilion.

Cllr. N.Campbell-White advised the meeting that the proposals were for Integra to demolish the Old Pavilion free of charge, this had been agreed between the New Pavilion Building Committee and Integra. Nothing had been put in writing to this effect and since the time of that agreement, the personnel at Integra had changed. Accordingly, Integra have now stated that there is doubt that they will be in a position to demolish the old Pavilion free of charge. Mr. Paul Murray is pursuing this issue and it is now being left with him.

e) Financial Regulations – Model Financial Regulations for Town & Parish Councils.

Covered within Cllr. Campbell-White's report, Appendix G. Cllr. Campbell-White advised the meeting that a "Draft Financial Regulations" document will be produced for adoption by the newly elected Parish Council after the June Elections.

f) Parish Council Insurances

Covered within Cllr. Campbell-White's report, Appendix G. Cllr. Campbell-White advised that the Parish Council's "Asset Values" and "Insurance Values" are currently being reviewed by members of the Finance and Administration Committee.

g) Risk Assessment

Cllr. N.Campbell-White advised that this issue is becoming a matter of urgency. Part of the Audit process addresses the Parish Council's responsibility in respect of Risk Management. It is necessary to have something on file for the Audit and to this end Cllr.

Campbell-White, with the Clerk, will formulate something for ratification at the next Finance and Administration Committee meeting.

h) Clerk's salary increase.

Covered within Cllr. Campbell-White's report, Appendix G.

Due to the nature of discussions on this subject, the Clerk and Members of the Public were asked to leave the meeting. Accordingly, the discussions which ensued were not recorded or documented. However, The Chairman advised the Clerk that agreement had been reached as follows:-

Agreed:

1. A one off bonus payment of £750-00 net be paid to the Clerk within the Financial Year 2003/2004.
2. The Clerk's Salary for the financial year 2004/2005 be set at the rate as specified under scale SCP18.
3. The hours for which the Parish Council will pay the Clerk in the financial year 2004/2005 will be increased from 12 hours per week to 15 hours per week.
4. The Office Allowance to be paid to the clerk during the financial year 2004/2005 will be increased from £92-65 per month to £104-16 per month.

Proposed: Cllr. N.Campbell-White

Seconded: Cllr. G.Beckett

Vote: Unanimous.

11. Planning Committee. - Convenor's report.

Cllr. J.Millar's report is as per Appendix "H".

a) Applications and decisions.

Applications and decisions advised during the month of March 2004, are as per Appendix "I".

In addition, Cllr. J.Millar advised the following:-

The Merries/Ballakitch

A Site Viewing Sub Committee will be visiting the proposed development site at on the 19th April 2004.

It is understood that the Parish Council will have a 3-minute speaking slot during which the Parish Council's views can be put forward.

Cllr. J.Millar will liaise with District Councillor Charlotte Bailey to ensure that we are speaking from the same point of view.

The Parish Council would like to see a maximum of 7 dwellings on this site, rather than the 14 dwellings being proposed.

Action:

Cllr. J.Millar to circulate details of the Site Viewing Sub Committee meeting in respect of The Merries/Ballakitch proposed development, to all Councillors so that any Councillor who is able to, may attend on the 19th April 2004 and thereby add weight to the Parish Council's views.

Longacre.

The recent Appeal against refusal of the last application for 17 dwellings had been rejected.

The new application was for six dwellings, but this had been rejected on Highways issues – specifically the matter of the road junction at the end of hurdle Way.

The fear is that if the developer undertakes the necessary work on the road junction to the satisfaction of the Highways Authority and thereby eliminates the grounds for the rejection, then the previously refused application for 17 dwellings may be granted.

Highlands

The retrospective Planning Application has been refused.

Attwoods Drove.

Whilst no papers have been received to-date, it is understood that an application to change a footpath into a driveway has been submitted.

It is understood that the land in question is privately owned.

The Parish Council can see no problem in this proposal.

Shepherds Grove

INTEREST

Cllr. M.Shaw declared an interest in this matter in that she lives opposite the site in question.

An Outline Planning Application for the erection of 2 dwellings in the garden of Shepherds Grove has been submitted.

Some discussion on the subject of the Tree Preservation Orders applicable to this site took place. It was noted that the Parish Council have not yet been formally advised of the newly imposed Tree Preservation Orders.

Assuming that there is no further Tree removal and the opening of the access to the proposed site does not cause significant tree removal, then in principle the proposal is acceptable to the Parish Council.

Agreed/Action:

Cllr. J.Millar, together with the Planning Committee, to develop a "Support in principle" response to Winchester City Council in respect of the Planning Application in respect of Shepherds Grove.

Vote: By a show of hands, Unanimous.

Humphries Holdings.

Twyford Parish Council have recognised numerous developments on this site which have not conformed to usual Planning Procedures.

Winchester City Council have now stated that development of this site must be properly regulated and have proposed to grant certain permissions.

It is unknown whether Twyford Parish Council will be requesting assistance from Compton and Shawford Parish Council on this matter.

It was concluded that Compton and Shawford Parish Council should maintain a "watching brief" on the Humphries Holdings situation.

Cllr. M.Shaw advised that she had been approached by residents of Shepherds Lane who were asking about the large pile of chalk that had been excavated at the Silkstead Priors development. In answer, it was advised that it is understood that this chalk would be used to infill a hollow in the lower half of the field adjacent to the development. Accordingly, it is preferable to await completion of the development before making any formal representations.

Cllr. N.Campbell-White advised the meeting that on behalf of the Parish Council, he had submitted Planning Applications to cut down some Ash and Sycamore trees surrounding the Victorian Jubilee Memorial in Shawford.

12. Playing Fields Management Committee. - Convenor's report.

Cllr. M.Shaw's report is as per Appendix "J".

(a) Mr. Webb – commemorative plaque.

Cllr. Shaw had obtained the Commemorative Plaque which she showed the meeting. It was generally agreed that this Plaque looked very good. The cost of this Plaque was £30-00 plus VAT.

(b) Golf Practice On Playing Fields – Notices.

Cllr. Shaw has estimated that five signs will be required and such signs could be fixed to the back of the bench seats around the Memorial Playing Field. It is estimated that the cost of these signs would be approximately £35 to £40 plus VAT per sign.

Agreed/Action:

Cllr. M.Shaw, together with the Playing Field Management Committee, to determine the size, colour and wording content of the proposed signs, initially to prohibit Golf Practice on the Playing Field, and to proceed with their purchase and installation at a cost not exceeding £300-00.

Proposed: Cllr. G.Beckett

Seconded: Cllr. C.Simmons

Vote: Unanimous.

Cllr. M.Shaw advised the meeting that the new Goal Posts for the Compton Street Play Area had been delivered. The parish Council had obtained 35% discount at a total cost of £294-55 plus VAT. Mr & Mrs Unsworth have agreed to install these new Goal posts over the Easter weekend, the Parish Council only paying for the concrete used. It is anticipated that George Beckett will donate a small quantity of turf to re-turf the Goalmouth.

Cllr. M.Shaw raised the issue of the temporary path from the Jubilee Pavilion to the Tennis Courts, the main points being as follows:-

This temporary path had been put down by members of the Tennis Club/Sports Club.

It consists of paving slabs laid on top of the uneven grass.

At present this path is very uneven and some of the slabs have broken.

It is considered that this path is very dangerous and as it has been brought to the Parish Council's attention, some remedial action is necessary on the grounds of "health and Safety" responsibilities.

It is hoped that under the Landscaping schemes for the Jubilee Pavilion, this path could be installed properly. But, at present there are no funds to cover the cost.

As it is the Sports Club who are the Tenants of the Jubilee Pavilion and the Memorial Playing Field, any corrective action should be organised through them.

Action:

Cllr. G.Beckett to draft a letter to the Sports Club advising them that the Parish Council have been put on notice about the dangerous condition of the footpath from the Jubilee Pavilion to the Tennis Courts, asking them (a) what immediate remedial action they are going to take and (b) what long term proposals they intend to implement in respect of this pathway.

Cllr. M.Shaw advised that she continues to receive complaints concerning the "washout" from the Jubilee Pavilion Car Park. Cllr. N.Campbell-White re-confirmed that this is one of the issues to be addressed under either the "Snagging List" with the contractor or under the eventual Landscaping scheme for the Jubilee Pavilion. Currently the issue is being held pending an improvement in the weather conditions.

Cllr. M.Shaw advised that the installation of the Wilmshurst memorial bench seat will take place before the end of April 2004, with an "opening" ceremony of the seat taking place on Saturday 1st May 2004 at 10.30am. The precise location of this bench seat has been determined by Mrs Wilmshurst in conjunction with the Parish Council and the Sports Club.

13. Parish Hall.

(a) Report from our rep on CASCA Management.

Cllr. J.Millar's Report is as per Appendix "K"

14. Highways, Byways, M3 and Environment Committee – Convenor's report.

(a) Street Lighting – Bridge Lane.

Significant discussion ensued on this matter, the main points being as follows:-

The question of cost must be addressed.

Some felt that placing the matter in the hands of the District Council will result in unacceptably high costs.

The Parish Council does not have any budget to pay for such Street Lighting out of its own funds

It may be possible to get a grant.

Expert advice as to what form such Street Lighting should take, how many units would be required and the likely set up costs together with ongoing costs, will be needed.

Installing Street Lighting in Bridge Lane may establish a precedent for other areas in the Parish requesting Street Lighting.

Compton and Shawford is considered to be a "country/rural" parish where Street Lighting is not the norm.

The accepted "Standard" for such issues as Street Lighting in areas such as Shawford needs to be established.

The Parish Council would have to undertake its own independent survey of residents and establish the desirability and need.

Action:

The Clerk to write to the appropriate Authority to establish the applicable street lighting Standards appropriate to an area such as Bridge Lane, Shawford, the recommended amount of street lighting that would be appropriate to meet those Standards, the cost of such Street Lighting and the practicality of connecting such street lighting.

(b) Road signage – junction at entrance to Southdown School and Shepherds Lane.

Cllr. C.Simmons had been in contact with Corrin Hollis, Winchester City Council, Highways Department, who had undertaken a site visit. The undergrowth had been cut back and the “sight-lines” are considered acceptable. Accordingly, the junction does not meet the criteria for installing a “Stop Sign”.

Cllr. G.Beckett commented that there is still a significant amount of undergrowth on land outside “Woodpeckers”. This land is owned by Hampshire County Council and it used to be a grass area. Since then the undergrowth has encroached on this land and it could be cut back to the Boundary Hedge of “Woodpeckers”.

Action:

Cllr C.Simmons to arrange for Hampshire County Council to cut back the undergrowth outside the “Woodpeckers” house, thereby improving the sight-lines at the junction of Shepherds Lane and the access road to Southdown School.

15. Annual Parish Assembly

(a) Guest Speaker – Mr. David Boardman

The Clerk confirmed that Mr. David Boardman will be the Guest Speaker at the Annual Parish Assembly. He will be asked to limit his presentation to 15 minutes followed by questions from the floor.

(b) Parish Newsletter

The Chairman, Cllr. G.Beckett, expressed his congratulations to Committee Convenors in getting their reports to Cllr. A.Walmsley on time to be included in the Parish Newsletter. He also congratulated and thanked Cllr. A. Walmsley for the excellent job he had done in compiling the Newsletter.

Agreed:

The content and format of the Parish Newsletter – Annual Review 2004, was approved by the Parish Council.

Vote: By a show of hands – Unanimous.

Action:

Cllr. A.Walmsley to make final amendments to the Parish Newsletter re spelling corrections etc., and provide the Clerk with a Final copy, both on disk and hard copy.

Action:

The Clerk to arrange for printing of 600 copies of the Parish Newsletter and deliver the 600 copies to Cllr J.Millar for distribution to members for delivery.

(c) Agenda for A.P.A. 28th April 2004

The Chairman, Cllr G.Beckett, went through the proposed Agenda for the Annual Parish Assembly, which had been circulated prior to the meeting. The main points emphasised were as follows:-

The oral reports from Convenors are to be kept as brief as possible, but termed in such a way so as to invite questions from the floor.

Cllr. M.Bell will give the report for the Planning Convenor as he was convenor for most of the year in question if he is in agreement.

The Chairman’s report will focus on the problems of cost in running a Parish Council, to continue as the Parish Council is at present is not an option. The suggested options are seen as being :-

1. Transfer all the Parish Council Assets to a Community Association and close down the Parish Council, leaving the District Council to administer the area.
2. Merge with an adjacent Parish Council and achieve economies of scale.

3. Increase the Precept to a realistic level to support a meaningful Parish Council operation and deal with the increased administration.

It is hoped that of these three options, the Annual Parish Assembly will favour option number 3.

Agreed:

The proposed Agenda for the Annual Parish Assembly as circulated prior to this meeting is approved by the Parish Council.

Vote: By a show of Hands – Unanimous.

Action:

The Clerk to arrange for printing of 600 copies of the Agenda and deliver the 600 copies to Cllr J.Millar for distribution.

(d) Minutes of A.P.A. held 30th April 2003

The Minutes of the "003 Annual Parish Assembly were circulated to Members prior to the meeting.

Agreed:

The Parish Council approves the Minutes of the 2003 Annual Parish Assembly, as circulated prior to this meeting, and approves their submission to the 2004 Annual Parish Assembly for Adoption.

Proposed: Cllr. C.Simmons

Seconded: Cllr. J.Millar

Vote: Unanimous

Action:

The Clerk to prepare 6 copies of the 2003 Annual Parish Assembly Minutes to be made available at the 2004 Annual Parish Assembly.

Action:

The Clerk to provide Cllr A.Walmsley with an electronic copy of the 2003 Annual Parish Assembly Minutes for publication on the WEB.

(e) Unaudited Accounts year ending 31st March 2004.

The Clerk confirmed that the Accounts for the Financial Year ending 31st March 2004 had been completed.

Action:

The Clerk to prepare 30 copies of the Unaudited Accounts for the financial year ending 31st March 2004, to be distributed at the 2004 Annual Parish Assembly. These accounts will only consist of the Balance Sheet (two pages) and will be printed on coloured paper.

Action:

The Clerk to prepare 30 copies of the Audited Accounts for the financial year ending 31st March 2003, to be distributed at the 2004 Annual Parish Assembly. These accounts will consist of the full Audited Accounts (six pages) and will be printed on white paper.

16. Alternative venue for the 15th June "Annual Parish Council Meeting".
The Chairman, Cllr G.Beckett, advised the meeting that the June Annual Parish Council Meeting will be exceptionally held in the Heathcote Room, Shawford Parish Hall.

A.O.B.

1) The Chairman, Cllr. G.Beckett, advised the meeting that HAPTC had invited Compton and Shawford Parish Council to be featured in their Spotlight article in their June 2004 Bulletin. Some discussion ensued and it was concluded that it would be inappropriate to participate in such an article in view of the Parish Council elections taking place at the same time.

Action:

The Clerk to advise HAPTC that Compton and Shawford Parish Council decline the invitation to be featured in the Spotlight article in the June HAPTC bulletin.

2) The Chairman, Cllr G.Beckett, drew Parish Councillor's attention to the document concerning the forthcoming Parish Council Elections, which was circulated prior to the meeting.

17. Date of Next Meeting.
4th May 2004.

Compton and Shawford Parish Council

Minutes of the Compton and Shawford Parish Council Meeting held on Tuesday 4th May 2004 in the Compton Room, Shawford Parish Hall, starting at 7.15pm.

Present:

Mr. G.Beckett (Chairman), Mr. M.Bell, Mrs. J.Ford, Mrs. J.Millar. Mrs. M.Shaw, Mrs. C.Simmons, Mr. A.Walmsley.

In attendance: District Councillor Charlotte Bailey – Joined the meeting late.
District Councillor Murray Macmillan
1 Members of the Public

1. **Correspondence** - circulated to all members for their response.
The correspondence file containing the correspondence for the month of April 2004 was circulated to all Councillors who were in attendance.
2. **Apologies for absence.**
Cllr.N.Campbell-White
Cllr. T.Threlfall
Police Constable Mark Smith.
3. **Minutes** - To approve the minutes of the meeting held on 6th April 2004 (as circulated)
There were no changes/amendments requested.

Agreed:

The Parish Council agreed that the Minutes of the meeting held 6th April 2004, as circulated were a true record of that meeting.

Proposed:- Cllr. C.Simmons

Seconded:- Cllr. J.Ford

Vote:- Unanimous.

The Chairman signed the minutes of the meeting held 6th April 2004 as being a true record of that meeting.

4. **Matters arising and Outstanding Action Points** - from minutes and not mentioned elsewhere on the Agenda.
Matters Arising: There were no matters arising.
Action Points: Outstanding Action Points as at the time of this meeting were circulated prior to this meeting. Outstanding Action Points as a result of this meeting are as per Appendix "A"

The Meeting will be closed

Statements, Observations and Questions from Members of the Public will be received and addressed. Maximum of 15 minutes allowed.

Mrs Gillian Webster raised the issue of Street Lighting in Bridge Lane. There was some discussion on this matter, the main points being as documented under section 14(a) below.

Mrs Gillian Webster raised the matter of the double yellow lines, opposite the Bridge Hotel. The issue had been again referred to the Highways Authority who had advised in writing that this matter will be attended to before the end of the year. A copy of the letter from the Highways Authority had been sent to Mrs. Webster and she confirmed receipt.

The Meeting will be re-opened.

5. **Police Report.**
Police Constable Mark Smith was not in attendance and had not submitted a written report. The Chairman, Cllr. G.Beckett, advised that anything that the police had to report was adequately covered at the Annual Parish Assembly and there was little value in repeating it at this Parish Council meeting.
6. **County Councillor's Report.**
County Councillor Ann Bailey was not in attendance and had not submitted a report.

7. **District Councillor's Report.**

District Councillor Murray Macmillan had not submitted a written report, but reported orally as follows:-

Aircraft Noise

- o A three-month trial period covering a revised flightpath into and out of Southampton Airport had commenced.
- o During this Trial Period, there had been problems with the Instrument Landing System when it had been "Off Line".
- o This therefore invalidated the Trial Period.
- o District Councillor Macmillan will be meeting with Mr. David Cummins, Southampton Airport, to try to re-schedule the Trial Period when the I.L.S. is working.

Action:

The Clerk to forward copies of Robin Tice's e-mail reports on Aircraft Noise to District Councillor Murray Macmillan before his meeting with Mr. David Cummins.

Planning

- o Introduction of "Planning Policy Statements" (PPS).
- o The PPS is a significant change in format to the PPG3 requirements.
- o The PPS expands upon the question of "sustainability".
- o It is considered that with the PPS, there will not be a similar situation arising as did with "Longacre".
- o The PPS principle is being imposed upon the Winchester District Local Plan Review.
- o It was asked whether the "sustainability" issue is a matter that will be consulted upon with Parish Councils – in answer it was stated that consultation would not take place as yet.
- o District Councillor Macmillan will report back to the Parish Council on the resultant recommendations.

Shawford Trains

- o A meeting at the Bridge Hotel is to take place next week.
- o District Councillor Macmillan will attend.
- o South West Trains and the Strategic Rail Authority will have representatives in attendance.

District Councillor Charlotte Bailey had not submitted a written report, but reported orally as follows:-

Open Spaces Report.

- o District Councillor Bailey asked whether the Parish Council had received the "Draft" Open Spaces Report – The clerk advised that the Parish Council had not, but it was noted that certain information on Compton and Shawford Parish had been submitted.

Action:

District Councillor Bailey advised that she would ensure that the Parish Council is in receipt of the "Draft" Open Spaces Report.

- o District Councillor Bailey was asked whether the report included a review of the funding of the Open Spaces scheme – which was answered "no", the report covered the whole district and identified shortcomings in facilities such as the lack of amenities for Teenagers in Compton & Shawford.

With the elections due in June 2004, there is a reduction in the amount of business being conducted by the Committees within the District Council.

District Councillor Bailey has been working on the "Principle Scrutiny Committee".

8. **Parish Transport Representative's Report.**

Mrs. Charlotte Bailey had nothing to report.

9. **Parish Tree Warden's/Parish Footpaths/Compton Lock Representative's Report.**

Cllr T.Threlfall was not in attendance, but had submitted a written report, which is as per Appendix "B".

10. **Finance and Administration Committee. - Convenor's Report.**

Cllr. N.Campbell-White was not in attendance and had not submitted a written report.

a) Parish Accounts - Cheques for payment

The state of the Parish Council Accounts as at the date of this meeting were as per Appendix "C". The Clerk advised the meeting that the Precept in the sum of £23,926 had been received from Winchester City Council.

Cheques issued since the last Parish Council meeting were as per Appendix "D".

b) Parish Council Accounts – Financial Year 2003/2004.

The Parish Council Accounts for the Financial Year 2003 – 2004 were circulated to all Councillors prior to the meeting for adoption.

Agreed:

The Parish Council Accounts for the Financial Year 2003/2004 as circulated, be adopted by the Parish Council.

Proposed: Cllr. A.Walmsley.

Seconded: Cllr. M.Bell

Vote: Unanimous.

The Chairman, Cllr. G.Beckett, and the Clerk duly signed the Accounts for the financial year 2003 – 2004 as being a true record of the Parish Council Accounts for that year.

c) Audit – Financial Year 2003/2004.

Having finalised the Accounts for the Financial Year 2003 – 2004, it is necessary to have the accounts Audited by an Internal Auditor prior to their submission to the External Auditor, The Audit Commission. In previous years, BKR Haines Watts had undertaken the Internal Auditor function. Whilst discussion encompassed the question of appointing an alternate body to undertake the Internal Audit, it was concluded that it would be preferable to continue with the current Auditor.

Agreed:

The Parish Council proposes to appoint BKR Haines Watts as "Internal Auditor" for the internal audit of the Parish Council's Accounts for the financial year 2003/2004.

Proposed: Cllr. G.Beckett

Seconded: CllrM.Shaw.

Vote: Unanimous.

d) Jubilee Pavilion – Outstanding Issues/Snagging list.

Significant discussion arose concerning the outstanding list of issues that need to be attended to in respect of the Jubilee Pavilion. The salient point were as follows:-

It is understood that the list of issues has been reduced to approximately 8 to 12 issues.

Due to Cllr. N.Campbell-White being out of the country for one month, it was requested that the Clerk get involved in identifying the precise outstandings and report back to the Parish Council.

It was considered that anything that was not contained within the specifications for the construction of the Jubilee Pavilion, should not be on any list of outstanding issues requiring attention from the Parish Council.

It was thought the some additional items, over and above the specifications, had been added to the list of outstandings by the Sports Club.

The "Run Off" from the car park is still causing considerable mess in Shepherds Lane.

Significant Items such as the "Digi-Lock", "Hand Dryers" and the "Emergency Exit Signs" seem to be the most urgent issues to the Sports Club.

These items are understood to be outside the specifications for the Jubilee Pavilion, although the question of "Emergency Exit Signs" should have been part of the original specification. Despite this, the Parish Council do not consider themselves solely responsible for "Health and Safety" within the Jubilee Pavilion, such issues are the responsibility of the tenant, the Sports Club.

Agreed:

The Parish Council consider that the provision and installation of a "Digi-lock" on the front Door, the provision and installation of "Hand Dryers" in the changing rooms and the provision and installation of "Emergency Exit Signs" in the Jubilee Pavilion is outside the specifications for the construction of the Jubilee Pavilion and therefore, as such, will not be paid for by the Parish Council.

Proposed: Cllr. J.Ford.

Seconded: Cllr. M.Bell

Vote For: 6 votes

Vote against: 1 vote.

Accordingly the motion was carried.

Cllr. A.Walmsley requested that it be recorded that he had reservations about taking such a "hard line" with the Sports Club in refusing to pay for these items. This being because the Parish Council is endeavouring to encourage the Sport Club to establish itself with a strong financial base providing security for the future.

e) Demolition of old pavilion.

Cllr. G.Beckett advised the meeting of the following:-

The original offer to demolish the old Pavilion free of charge had been lost due to the delay in being ready to start demolition.

Mr. Paul Murray had arranged for contractors to demolish the old Pavilion at a cost of £1100-00, the cost of which to be paid for from residual funds being held by Mr. Paul Murray resultant from fund-raising activities by the Pavilion Building Committee.

It is understood that the site of the old Pavilion will be cleared within the next few days.

The Asbestos in the old Pavilion had been removed and the invoice for this work is being paid as at today's date. It is not known whether a certificate of correct Asbestos removal will be issued by the contractor in question, none has been received to-date.

f) Financial Regulations – Model Financial Regulations for Town & Parish Councils.

The "Draft" proposals prepared by the Clerk are currently with Cllr N.Campbell-White. In the absence of Cllr. Campbell-White, the matter was deferred until the next Parish Council meeting.

g) Parish Council Insurances

Cllr. G.Beckett advised that the Parish Council Insurances were due for renewal on the 1st June 2005. An Asset Register report, indicating Insurance Values had been produced by the Clerk. This report had been commented upon by Cllr. N.Campbell-White, Convenor of the Finance and Administration Committee, and further consideration needs to be given to the subject by the rest of the Finance and Administration Committee.

The Clerk advised the meeting that definitive instructions are required from the Parish Council concerning the Insurance Values that the Parish Council wish to place upon various assets, which are to be Insured. The proposed premium for renewal indicated by the Parish Council's Insurer is currently £2609.90 and it is hoped that this figure could be reduced by re-assessing the Insurance cover. It should be noted that this is a significant increase over previous Insurance Premiums and is occasioned by the recently acquired Jubilee Pavilion. Additionally, the insurance cover for the Jubilee Pavilion has not as yet been determined, current figures are based upon the Project cost for want of a better figure. Also, a definitive list of what constitutes "Fixtures and Fittings" and therefore what is insured by the Parish Council and what has to be Insured by the Sports Club has not as yet been finalised. Contents of the Jubilee Pavilion, which is owned by the Sports Club, cannot be added to the Parish Council's Insurance policy. The Clerk insisted that these issues need to be resolved as soon as possible, before the Insurance renewal date, so that a fresh Renewal Invitation can be prepared by the Insurer.

Agreed:

Cllr. G.Beckett, Cllr. M.Bell and Cllr. A.Walmsley, together with notes prepared by Cllr. N.Campbell-White, being members of the Finance and Administration Committee, have the authority delegated to them by the Parish Council to finalise the Parish Council Insurance for the period 1st June 2004 to 31st May 2005, with the provision that any resultant Insurance Premium does not exceed £2600.

Proposed: Cllr. G.Beckett

Seconded: Cllr. M.Bell

Vote: Unanimous.

h) Risk Assessment

The Clerk advised the meeting that the Annual Return for the Financial Year 2003-2004 had been received for completion from the External Auditor, The Audit Commission. Part of this Annual Return, in the event of the Parish Council's income and/or expenditure being greater than £100,000, is as follows:-

"Any documentation relating to the arrangements in place for the management of risk, including minutes of action taken (or to be taken) to address any risks identified".

Currently, this Parish Council does not have any formalised documentary evidence of Risk Management processes in place. Whilst this matter has been mentioned in the past, no formal action on the matter has taken place to-date.

Action:

The Clerk to produce an outline proposal for the formalisation of the Parish Council's Risk Management procedures for consideration at the June 2004 Parish Council meeting and for subsequent adoption at the July 2004 Parish Council meeting.

Vote: By a show of hands, Unanimous.

11. Planning Committee. - Convenor's report.

Cllr. J.Millar's report is as per Appendix "E".

a) Applications and decisions.

Applications and decisions advised during the month of April 2004, are as per Appendix "F".

Discussions ensued concerning varying Planning Applications, the salient points being as follows:-

Highdown

- It was asked whether the Parish Council lodge a further "Objection" on the latest Outline Planning Application for this site, previously the Parish Council had objected to similar applications for this site.
- This latest application involved the construction of three terraced dwellings.
- The difference in this latest application was the removal to a certain extent of some of the reasons for the Parish Council's objection.
- The previous "outline" Planning Application had not been withdrawn and was yet to be determined.
- The Parish Council could object on the grounds that the development was for a "Terrace" of three dwellings, which was considered to be the cause of an undesirable precedent.
- The road access was also considered to be unsatisfactory at the junction with Main Road.
- The fact that the resultant development would be overlooked by Highdown itself may not be a relevant argument.
- The proposed development is for three dwellings on this site, whereas previously four dwellings were proposed.
- The site was included within the Urban Capacity Study, but that study did not suggest the development of Terraced or Semi Detached dwellings.

Action/Agreed:

Cllr. J.Millar to draft a letter of objection concerning "Highdown", restating the same reasons for objection but making the point that the Parish Council is encouraged by the reduction in density as previously requested in connection with proposals for this site.

Vote: By a show of hands, Unanimous.

Silkstead Priors

- Copies of letters from the Planning Department, Winchester City Council, concerning the movement of the new Garage building 4 meters to the east, were read out to the meeting.
- The result of this was that amendments to the original plans had been made and were sanctioned by the Planning Department without consultation with the neighbouring householders or the Parish Council.
- The garage building in question was a two story building and of significant size.
- It was considered, that due to the delay in responding to the previous letters from the Parish Council, the Planning Department had taken "advice" on this subject.
- It was suggested that in fact, Mrs. Lloyd who is most affected by this amendment to the plans, actually asked for such an amendment in order to afford her property with more privacy.

Action:

Cllr. J.Millar to draft a letter to the Planning Department, Winchester City Council, expressing the Parish Council's dissatisfaction and disappointment in that the plans for this site were amended without consultation with the Parish Council or the neighbouring properties of this site, especially in view of the fact that the proposed building that has been moved at Silkstead Priors is such a large building.

Action:

Cllr. G.Beckett to draft a letter to Mr. & Mrs. Wilson advising them of the situation concerning the move of two story garage building at Silkstead Priors, forwarding to them copies of the letters from the Planning Department, Winchester City Council.

12. Playing Fields Management Committee. - Convenor's report.

Cllr. M.Shaw had not submitted a written report, but reported orally as follows:-

(a) Golf Practice On Playing Fields – Notices.

Discussions within the Playing Field Management Committee resulted in agreement on the content of the proposed “signs” which are as follows:-

In the interest of Safety
No motor vehicles
No Golf Practice
No Horse riding
No Dog Fouling
Compton and Shawford Parish Council.

Some discussion took place, the main points being as follows:

These proposed signs will be affixed to the back of the appropriate bench seats on the Memorial Playing Field together with the appropriate entrances to the Playing Field.

There will be five signs in number

The size of each sign will be A4.

Each sign will cost £35-00 plus VAT.

Agreed:

Cllr. M.Shaw to progress the purchase and installation of these five signs, at a cost of £35-00 plus VAT per sign.

Cllr. M.Shaw also raised the following issues:-

The new Goal Posts had been installed in the Compton Street Play Area by Mr. & Mrs. Unsworth.

Action:

The Clerk to write a letter of thanks to Mr.& Mrs. Unsworth, thanking them for undertaking the installation of the new Goal Posts in the Compton Street Play Area.

Grass seeding around the Jubilee Pavilion had been undertaken.

Topsoil and grass seed had been put down across the Memorial Playing Field where the trench for the new electricity supply had been dug.

A trench had been dug outside Mr. Jordan’s property to prevent any possible floodwaters running off of the Memorial Playing Field into the properties on the boundary of the Playing Field.

Complaints were made concerning Mr. & Mrs Keefe of “Silverwood”, Field Way, together with their visitors, parking their cars on the Memorial Playing Field.

Action:

The Chairman, Cllr. G.Beckett, to draft a letter to Mr.& Mrs. Keefe of “Silverwood”, Field Way, requesting that they and/or their visitors do not park their cars on the Memorial Playing Field as complaints had been received from Parishioners.

The Play Area inspections had been completed and reports received. The reports indicated that there were no problems concerning the state of the Play Areas.

The only issue raised was the possibility of installing a fence around the swings. This had been resisted in the past and will continue to be so.

13. Parish Hall.

(a) Report from our rep on CASCA Management.

Cllr. J.Millar’s report is as per Appendix

14. Highways, Byways, M3 and Environment Committee – Convenor’s report.

(a) Street Lighting – Bridge Lane.

Some discussion on this subject took place, the main points being as follows:-

The Chairman advised that guidance had been sought from the Highways Authority, the main points being as follows:-

- Standards for Street Lighting are published on the Hampshire County Council Web site.
- Different rules apply for “Rural Areas” as opposed to “Urban Areas”.
- Bridge Lane is considered a “Rural Area”.
- The Parish Council is entitled to install Street Lighting if it chooses to do so.
- Effective Street Lighting requires a Lighting unit every 30 meters.
- The cost of each Lighting unit is approximately £1000-00 and there would be significant maintenance costs together with power supply costs.
- Grants to help with the cost of installing Street Lighting may be available.

The Parish Council considers that the installation of Street Lighting in Bridge Lane would cause a precedent for other areas also requesting Street Lighting.

The cost of the necessary Street Lighting to meet Standards could not be paid for out of Parish Council funds without significant impact on the precept.

It is thought that it would be unlikely that a grant for street lighting in Bridge Lane, could be obtained.

The volume of traffic and pedestrian needs are considered too low to warrant the expense of installing street lighting in Bridge Lane.

The comment concerning overhanging hedgerows, causing pedestrians to walk in the path of motor traffic is not accepted.

The comparison of Martins Field with Bridge Lane is not considered a valid comparison.

If anything, a comparison with Southdown Road, where there is no Street Lighting, is considered a more appropriate comparison.

There is a very low density of residents in Bridge Lane, most of whom do not walk along Bridge Lane in the hours of darkness.

Previous requests for Street Lighting in Otterbourne Road, a road with significantly greater motor and pedestrian traffic, had been resisted on the grounds that Compton and Shawford is a “Rural” area and as such is not expected to have Street Lighting.

Agreed/Action:

The Chairman, Cllr G.Beckett, to draft a letter to Mrs. Gillian Webster, advising her that the Parish Council cannot accede to her request for Street Lighting in Bridge Lane, on the grounds of cost together with on-going costs, the fact that Bridge Lane is in a Rural area where Street Lighting is not expected and installation of Street Lighting in Bridge Lane would cause a precedent for possibly more deserving areas of the Parish.

Vote: By a show of Hands, Unanimous.

(b) Cutting back of undergrowth by H.C.C. outside “Woodpeckers”, Shepherds Lane.

Cllr. C.Simmons advised the meeting of the following:-

No action on this matter has been undertaken as there had already been some cutting back of the undergrowth.

Further cutting back will not improve the sight line of drivers entering Shepherds Lane.

It was considered that no further improvement to the sight lines can be achieved.

As a result, the subject will be removed from the Agenda.

15. Annual Parish Assembly

(a) Matters arising.

The Chairman, Cllr. G.Beckett, outlined his impressions of the Annual Parish Assembly as follows:-

The format of the meeting was considered appropriate.

It might be preferable to have only one non Parish Council speaker in order to reduce the time taken by speakers to give their reports and to allow more time for Parish Council specific issues.

The presentation given by Police Inspector Stephen Sargent was considered most enjoyable.

The session for the Keynote Speaker, Mr. David Boardman, whilst being most informative, did tend to go on for too long a time.

The Parish Council Newsletter proved most valuable as it allowed Parish Council speakers to make simple “bullet point” statements on their activities thereby encouraging questions.

It was nice that the Parish Council was thanked by the Parishioners for their work undertaken on behalf of the Parish during the preceding year,.
It was good to see such a large attendance by Parishioners, a total of 56 in all.

Cllr. Beckett advised the meeting that a letter received from Mrs. Sorsbie had not been answered at the Annual Parish Assembly. This covered three points and could be answered as follows:-

- 1) **Bishops Drain** – This issue had been delegated to the Shawford Resident Association during previous discussions on the subject.
- 2) **No Cycling Signs** – this matter is on Neil Broadbent's list of actions.
- 3) **Walcons Yard** - This matter is the subject of an "Enforcement Notice" issued by Winchester City Council. District Councillor Charlotte Bailey advised the meeting of the following:-
 - As from the 19th May 2004, the activities currently ongoing at Walcons Yard must cease before the expiry of a three-month period.
 - The site must be cleared of all items and equipment associated with the current activities before the expiry of 4 months as from the 19th May 2004.
 - The operators at Walcons Yard have until the 19th May 2004 to lodge an appeal against the Enforcement Notice.

Action:

Cllr. G.Beckett to draft a letter to Mrs. Sorsbie in response to her questions submitted to the Annual Parish Assembly.

The subject of mud and general untidiness remaining outside "Red House", Bridge Lane, as raised by Mr. Stewart Hunter at the Annual Parish Assembly, was raised.

Action:

Cllr. C.Simmons to investigate the subject of mud and general untidiness remaining outside "Red House", Bridge Lane, as raised at the Annual Parish Assembly and take the appropriate action to resolve it.

The support of the Woman's Institute in providing refreshments at the Annual Parish Assembly was very much appreciated.

Agreed/Action:

The Clerk to write a letter of thanks to Mrs. Joan Olsen, Chairman of Compton and Shawford Woman's Institute, enclosing a cheque for £25-00 as a donation to their funds.

Vote: By a show of hands, Unanimous.

A.O.B.

Cllr A.Walmsley raised the matter of the "Annual Parish Spring Clean". In previous years this had been undertaken in May/June.

Cllr. C.Simmons responded by advising that there was considerable disappointment in the turnout of volunteers last year. Additionally, it had been reported that there had been items in the News that Parish Councils are open to legal claims should any volunteer be injured in any way whilst undertaking these activities. Also, with the Parish Council elections taking place in June 2004, the subject has not been initiated this year. The Chairman, Cllr G. Beckett, reminded councillors that this meeting was the last of the present Parish Council. Elections are due to take place on the 10th June 2004 and the June Parish Council Meeting is to be delayed until after those elections. The Finance and Administration Committee, as with all officers and activities of the present Council, will remain operative until the 10th June 2004, the date on which the elections are due to take place.

Cllr. G.Beckett thanked all Councillors for their work and their support during the preceding four years. Similarly, Councillors thanked Cllr G.Beckett for being Chairman during the past two years.

16. Date of Next Meeting.

The next meeting will be the Annual Parish Council meeting and will be the first meeting of the new Parish Council. It will take place exceptionally in the Heathcote Room, Shawford Parish Hall, on Tuesday 15th June 2004.

Compton and Shawford Parish Council

Minutes of the Compton and Shawford Parish Council Meeting held on Tuesday, 15th June 2004 in the Reeves Scout Hall, Martins Fields, Compton, starting at 7.15pm.

Present:

Mr. G.Beckett (Chairman), Mrs. P.Caffyn, Mr.N.Campbell-White, Mr. J.Dolphin, Mrs. J.Millar, Mrs. M.Shaw, Cllr. Mr. T.Threlfall, Mr. A.Walmsley.

In attendance: County Councillor Ann Bailey – joined the meeting late.

County Councillor Murray Macmillan – joined the meeting late.

1 Member of the Public

1. **ELECTION of CHAIRMAN**

Being the Annual Parish Council Meeting, the first item of business was to elect a Chairman for the forthcoming year. As Cllr. G.Beckett was standing for re-election as Chairman, he vacated the "Chair" and Cllr. N.Campbell-White, being the previous Chairman, took the Chair to conduct the Election.

The results of the election were as per Appendix "A".

Cllr. G.Beckett resumed the Chair and thanked members for their support during the previous two years of his Chairmanship and their vote of confidence in re-electing him as Chairman for the forthcoming year. Cllr. G.Beckett also advised that due to pressures upon his time, he would only be available as Chairman for the one year.

Cllr. G.Beckett, Chairman, welcomed members to the Annual Parish Council meeting and expressed his congratulations on their successful re-election. He also welcomed Cllr. P.Caffyn and Cllr. J.Dolphin as new Councillors to Compton and Shawford Parish Council.

Apologies for absence.

Cllr. J.Ford.

2 **Minutes - To approve the minutes of the meeting held on 4th May 2004 (as circulated)**

There were no changes/amendments requested.

Agreed:

The Parish Council agreed that the Minutes of the meeting held 4th May 2004, as circulated were a true record of that meeting.

Proposed:- Cllr. M.Shaw

Seconded:- Cllr. T.Threlfall

Vote:- Unanimous.

The Chairman signed the minutes of the meeting held 4th May 2004 as being a true record of that meeting.

3 **Matters arising and Outstanding Action Points - from minutes and not mentioned elsewhere on the Agenda.**

Matters Arising: There were no matters arising.

Action Points: Outstanding Action Points as at the time of this meeting were circulated prior to this meeting. Cllr. G.Beckett advised that certain "Actions" listed had not been attended to due to the Elections, he considered that it was in-appropriate to pursue certain issues at the time of these elections. Outstanding Action Points as a result of this meeting are as per Appendix "B"

The Meeting will be closed

Statements, Observations and Questions from Members of the Public will be received and addressed. Maximum of 15 minutes allowed.

Mrs. Ros Pugh, Chairman of the Compton and Shawford Lawn Tennis Club, raised the following issues:-

1. When is the Old Sports Pavilion going to be demolished? This demolition is significantly overdue and until such demolition is complete, the Tennis Club are unable to commence preparations for the construction of the new third Tennis

court. Additionally, the state of the Old Pavilion and surrounding area is a potential hazard in terms of "health and Safety".

2. Access to the Jubilee Pavilion by disabled people is considered by Mrs Pugh to be hindered by the absence of a "digilock" on the front door. With the installation of a "digilock", access to the foyer by disabled people would facilitate access to the keys for the Club Room. Without a "digilock", the provision of keys at a cost of £4-00 per key would be necessary, such a cost being unfair on disabled people. The cost of installing a "digilock" is one reason why such a lock has not been installed, but this could be alleviated by the request of a possible grant from a charity such as SCOPE who may be able to assist in such matters relating to disabled people.

Discussions ensued, the salient points being as follows:-

Old Pavilion Demolition – Cllr G.Beckett was equally concerned about the delays in demolition of the Old Sports Pavilion and expressed his apologies to Mrs Pugh for these delay. This matter is being addressed by Mr. Paul Murray and Cllr. Beckett will raise the matter with him again and respond in writing to Mrs. Pugh within one week.

Action:-

Cllr. G.Beckett to determine dates when the Old Sports Pavilion is to be demolished and advise Mrs. Ros Pugh, Chairman of the Compton and Shawford Lawn Tennis Club, of such dates in writing within one week of this meeting.

Digilock access to the Jubilee Pavilion

The installation of a "digilock" would not only benefit disabled people.

The question of a "digilock" is therefore not purely for allowing disabled access.

It is a matter for the Sports Club, as tenants of the Jubilee Pavilion, to manage their own affairs.

The Tennis Club, being a section within the Sports Club, should take up any concerns they have with the Sports Club.

This matter is not considered to be the responsibility of the Parish Council.

The Meeting will be re-opened.

4. Finance and Administration Committee. - Report.

Cllr N.Campbell-White's report is as per Appendix "C".

- a) Parish Accounts - Cheques for payment.

The state of the Parish Council Accounts as at the date of this meeting was as per Appendix "D".

Cheques issued since the last Parish Council meeting were as per Appendix "E".

- b) Parish Council's Insurances.

Jubilee Pavilion Insurance.

Covered within Cllr. N.Campbell-White's report, Appendix "C".

Jubilee Pavilion – Subsidence Insurance.

Covered within Cllr. N.Campbell-White's report, Appendix "C".

- c) Financial Regulations.

Covered within Cllr. N.Campbell-White's report, Appendix "C".

- d) Risk Management.

Covered within Cllr. N.Campbell-White's report, Appendix "C". Cllr. Campbell-White emphasised that it was every Parish Councillor's responsibility to be aware of Risk Management and its implications, it was not a subject to be left solely to the Finance and Administration Committee. Additionally, the document submitted by the Clerk is perceived to be a "living document", which is open to amendment depending on ever changing circumstances. The document had been examined by the Finance and Administration Committee and it is that Committee's recommendation that the Parish Council adopts the document as being the Parish Council's policy on the subject of "Risk Management".

Agreed:

The Parish Council formally adopts the principles of Risk Management as contained within the document "Compton and Shawford Parish Council – Risk Management".

Proposed: Cllr. N.Campbell-White

Seconded: Cllr. A.Walmsley

Vote For: 7 votes

Abstention: 1 vote

The motion was carried.

- e) Jubilee Pavilion
“Snagging List” – position to date.
Car Park.
Old Pavilion – position to date.

All matters covered within Cllr. N.Campbell-White’s report, Appendix “C”.

- f) Audit.

The Clerk advised the meeting that the “Internal Audit” was undertaken on the 10th June 2004, at which the Accounts, Annual Return, Minute Books, Asset Register, Procedures and controls were examined by the appointed Internal Auditor, Haines Watts. A “Management Letter” has subsequently been received from Haines Watts and there were no matters arising that require the attention of the Parish Council. The Annual Return can now be submitted to the Audit Commission, Plymouth, for verification by the “External Auditor”.

The Chairman, Cllr G.Beckett, requested that a formal vote of thanks to the Clerk for the efficient handling of the Parish Council accounts, be recorded.

5. Planning Committee. - Report.

Cllr. J.Millar’s report is as per Appendix “F”.

- a) Applications and decisions.

Applications and Decisions for the month of May 2004 and the first half of the month of June 2004 are as per Appendix “G”.

- b) Longacre

Cllr. G.Beckett advised the meeting that the latest Planning Application in respect of “Longacre” had been received and it was thought that it was very similar to the previous application. The reason for the previous application being refused does not appear to have been addressed, this being the issue of the road junction with the main road and the unacceptable sight lines.

The matter of the “Longacre” Planning Application will be addressed by the new Planning Committee.

Tilden Road

Cllr. J.Millar advised the meeting that she will attend the Public Enquiry concerning this development and will discuss the matter with the new Planning Committee who will review this proposed development. It was pointed out the Parish Council’s point of view on this proposed development coincided with that of Winchester City Council.

The following additional issues on Planning were raised, the main points being as follows:-

Farmer, Mr. John Venn has applied to change the use of certain farm buildings to establish a Farm Shop at Four Dell Farm, Poles Lane. It was considered that the Parish Council would not support this application, but it was conceded that it would be very difficult to formulate a meaningful objection.

Miss Lloyd has raised significant objection to the change in Planning Permission in respect of the development at Silkstead Priors. Whilst the Parish Council are sympathetic to the problems caused by the change in the position of the buildings, it was considered that the Parish Council are unable to do anything other than object to the way such changes in Planning Permission were allowed by Winchester City Council.

Action:

Cllr G.Beckett in conjunction with the new Planning Committee to review the correspondence concerning the Silkstead Priors development and to determine a way forward in supporting the complaints from Miss Lloyd.

The “Winchester District Local Plan Review” session at which the Parish Council is speaking, is due to take place on the 16th June 2004. Cllr. J.Millar will attend. Cllr. Millar was concerned that not all the documents relating to the Winchester District Local Plan Review were in her possession.

Action:

The Clerk to extract from the filing all documents relating to the Winchester District Local Plan Review and make copies available to Cllr J.Millar and/or the new Planning Committee.

Cllr. A.Walmsley advised the meeting that a neighbour of his had put up a large structure/decking without planning permission. It is understood that Planning permission had not been obtained and Retrospective Planning Permission was being sought. It was pointed out that if the Retrospective Planning Permission should fail, then the Structure/Decking would have to be removed. However, it was also pointed out that enforcement of the removal may be far more difficult than refusing correctly applied for Planning Permission.

Cllr. M.Shaw enquired as to the reason why the Planning Application in respect of Shepherds Grove had been withdrawn. Details were in the Correspondence File, the main reason being that the applicant did not consider that all the appropriate information on the application had been submitted by the officers to the Planning Committee, Winchester City Council.

The Chairman, Cllr G.Beckett, expresses the thanks of the Parish Council to Cllr. J.Millar for taking over the Convenorship of the Planning Committee when Cllr M.Bell stood down as Convenor.

County Councillor Ann Bailey.

Although not an Agenda item, County Councillor Ann Bailey reported on the following:-

Kiln Lane, Otterbourne, - a new road lining and signage scheme is shortly to be introduced.

A new Recycling Centre at Bar End Depot, replacing the one at Garnier Road, is shortly to be opened.

A "Cycle to Work" day is being organised by Hampshire County Council on 16th June 2004.

The Cultural Centre/Discovery Centre project at the Libraries is progressing.

The "Children's Bill" is progressing.

Bushfield Farm – there is to be a change of Tenant.

District Councillor Murray Macmillan

Although not an Agenda item, District Councillor Murray Macmillan reported on the following:-

With the election of Cllr. G.Beckett as Conservative District Councillor in the recent elections, it had been determined that District Councillor Murray Macmillan would in future attend Otterbourne Parish Council Meetings and District Councillor G. Beckett would attend Compton and Shawford Parish Council meetings. This approach was acceptable to Otterbourne Parish Council and understood to be acceptable to Compton and Shawford Parish Council. However, either District Councillor may, should the need arise, be summoned to the alternate Parish Council meeting.

District Councillor Murray Macmillan expressed his gratitude and appreciation for the close working relationship with the previous District Councillor, Mrs. Charlotte Bailey.

Confirmation of the constitution of the various Committees of Winchester City Council is expected next week.

District Councillor Macmillan had requested to be on the Principle Scrutiny Committee and the Committee dealing with Southampton Airport.

Cllr. G.Beckett, confirmed the comments made by District Councillor Macmillan concerning the District Councillor attendance at Otterbourne and Compton & Shawford Parish Council meetings.

6. Committees – Election of Officers

Finance and Administration

Planning

Playing Fields Management

Tree Warden/Footpaths/Compton Lock

Highways & Byways

Transport Representative

WDAPC Representative

CAH Representative

CPRE Representative

Sports Club Representative

The election of officers on Compton and Shawford Parish Council was as per Appendix "A".

In addition, the following was determined:-

Whilst these elections established responsibilities of elected members hopefully for the period of this Parish Council, i.e. four years, such elections have to be re-confirmed each year at the Annual Parish Council Meeting.

Changes can therefore take place, but it is hoped for the sake of continuity to keep the structure and specific responsibilities in place for the four year term.

It is hoped that Mrs. Charlotte Bailey will continue as the Parish Council's Transport Representative.

Action:

Cllr. G.Beckett to draft a letter to Mrs Charlotte Bailey, thanking her for her efforts on behalf of the Parish Council as District Councillor during the last four years and to ask her to continue as the Parish Council's Transport Representative.

The position of C.A.H.Representative is no longer considered to be the responsibility of the Parish Council, as all matters relevant to this issue are addressed by CASCA. Accordingly the position will be dropped from the Parish Council structure.

As there was no specific interest by members in attendance, the filling of the position of CPRE Representative was deferred until a later date.

The position of a Representative of the Parish Council on the Board of School Governors, Compton Primary School, is no longer a right of the Parish Council. It is understood the Chairman of School Governors is keen to have a representative from the Parish Council and Cllr. J.Dolphin advised that he would be prepared to fulfil the role. However, it was considered that this needs to be further discussed with the Chairman of School Governors.

Action:

Cllr. G.Beckett to discuss the matter of a Parish Council representative on the Board of School Governors with Mr. Bob Emerson, Chairman of School Governors, and report back to the next Parish Council meeting.

Confirmation is required from Mrs Spickernall, that she will continue in her role as the Parish Council's representative on "Winchester Villages Trust" (formally "Winchester Rural District Welfare Trust".)

Action:

Cllr. G.Beckett to draft a letter requesting Mrs Spickernall, to continue in her role as the Parish Council's representative on "Winchester Villages Trust".

A.O.B.

- 1) It was requested that a letter of thanks to Mr. Martin Bell and Mrs Celia Simmons be written by the Chairman, thanking them for their services to the Parish Council over the last four years.

Action:

Cllr. G.Beckett to draft a letter of thanks to Mr. Martin Bell and Mrs Celia Simmons, thanking them for their services to the Parish Council over the last four years.

- 2) It was requested that a letter of thanks to Mr. Barton-Briddon be written, thanking him for his interest in standing for the Parish Council, albeit unsuccessfully.

Action:

Cllr. G.Beckett to draft as letter to Mr. Barton-Briddon be written, thanking him for his interest in standing for the Parish Council, albeit unsuccessfully.

- 3) Cllr. A.Walmsley advised the meeting that subsequent to discussions with the Rev. Paul; Baird, no arrangements for this years Civic Service had been made. This year it is Otterbourne Parish Council's responsibility to organise the Civic Service and it was envisaged that a suitable date would be the third Sunday in October 2004. It is understood that Otterbourne Parish Council are discussing the matter at their Parish Council meeting.

7. **Date of Next Meeting.**

6th July 2004.

Compton and Shawford Parish Council

Minutes of the Compton and Shawford Parish Council Meeting held on Tuesday 6th July 2004 in the Compton Room, Shawford Parish Hall, starting at 7.15pm.

Present:

Mr. A.Walmsley (Vice Chairman), Mrs. P.Caffyn, Mr.N.Campbell-White, Mr.J.Dolphin, Mrs. J.Ford, Mrs. J.Millar. Mrs. M.Shaw, Mr. T.Threlfall

In attendance: County Councillor Ann Bailey

Kate Tobin – Countryside Service, Hampshire County Council

Charles Cuthbert – Countryside Service, Hampshire County Council.

0 Members of the Public

The Chairman, Cllr. G.Beckett, was not in attendance, accordingly Cllr A.Walmsley, Vice Chairman, took the Chair.

1. **Correspondence** - circulated to all members for their response.
The correspondence file containing the correspondence for the month of June 2004 was circulated to all Councillors who were in attendance.
2. **Apologies for absence.**
Cllr. George Beckett
3. **Minutes** - To approve the minutes of the meeting held on 15th June 2004 (as circulated)
There were no changes/amendments requested.

Agreed:

The Parish Council agreed that the Minutes of the meeting held 15th June 2004, as circulated were a true record of that meeting.

Proposed:- Cllr. J.Dolphin

Seconded:- Cllr. M.Shaw

Vote:- Unanimous.

The Chairman signed the minutes of the meeting held 15th June 2004 as being a true record of that meeting.

4. **Matters arising and Outstanding Action Points** - from minutes and not mentioned elsewhere on the Agenda.

Matters Arising:

Cllr. A.Walmsley drew members' attention to the issue of Risk Management on Page 2 and Cllr. J.Dolphin confirmed that he had now read the Risk Management policy document.

Cllr. A.Walmsley noted that Cllr. G.Beckett was to speak to Mr. Bob Emmerson concerning the appointment of a Parish Council representative on the Board of School Governors. It is understood that this matter is being progressed.

Cllr. A.Walmsley referenced the Annual Civic Service, which is, this year, being hosted by Otterbourne Parish Council and is due to take place on 17th October 2004.

Action Points: Outstanding Action Points as at the time of this meeting were circulated prior to this meeting. Outstanding Action Points as a result of this meeting are as per Appendix "A"

The Meeting will be closed

Statements, Observations and Questions from Members of the Public will be received and addressed. Maximum of 15 minutes allowed.

There being no members of the public in attendance, there were no matters raised.

The Meeting will be re-opened.

- 5 **Shawford Down - Countryside Service, Hampshire County Council**

Kate Tobin and Charles Cuthbert, both from the Hampshire County Council, Countryside Services, gave a presentation covering their outline proposals for the management of Shawford Down. Details of their presentation are as per Appendix "B".

During the presentation some discussion took place, the main points being as follows:-
Historically, Shawford Down had been grazed.

This is perceived to be the best way of managing the Down and at the same time to protect the natural flora and fauna. At risk species include the Chalkhill Butterfly, horseshoe vetch and pyramidal spotted orchid.

The alternative of cutting the grass/scrub is not so effective in the management of the Down.

It is proposed to use Highland Cattle to graze the northern part of the Down.

This will necessitate the installation of a permanent fence with suitable gates and styles to allow continued access to the Down.

Grazing would only take place for two to three months each Autumn.

Hampshire County Council Countryside Services are seeking the Parish Council's support and assist in engendering the support of the community at large.

The outline plans put forward are in the early stages of development.

Precise details of fencing and its location are open to discussion.

The main objection is envisaged to come from dog walkers.

Continued occurrences of "dog mess" are seen to be a problem.

Access by Horse Riders on the bridle ways will continue by the installation of suitable gates in the fencing.

The initial proposals for the enclosure allows for the permanent fencing to be less obtrusive by being erected along existing scrub land.

A reduced fenced off area could be considered, but this would possibly make the fencing more obtrusive.

Protection to the stone War Memorial could be provided if thought necessary.

The approximate timescale is envisaged to be a start date for installing a fence in October 2005.

This will enable grants from the "Countryside Stewardship" scheme to be applied for and at the same time establish support from the community.

It was estimated that approximately 75% of "users" of Shawford Down do not live in the local community.

It is accepted that the proposal requires a significant publicity and consultation and leaflets together with a questionnaire on the subject would be useful.

Action:

Cllr. T.Threlfall to speak to "Shawford Village Residents Association" concerning the proposal to graze Highland Cattle on Shawford Down and to report back to the next Parish Council meeting with their views.

Action:

The Clerk to place the subject of grazing cattle on Shawford Down on the Agenda for the next Parish Council meeting.

6. Police Report.

Police Constable Mark Smith was not in attendance and had not submitted a written report.

7. County Councillor's Report.

County Councillor Ann Bailey's report is as per Appendix "C".

In addition, County Councillor Bailey advised, as a result of a question raised at last month's meeting, details of Hampshire County Council actions in encouraging its staff to use bicycles rather than cars to get to work.

Also, County Councillor Bailey advised members that it had been established Shepherds Lane is a private road owned by the Chamberlayne Estates and as such would not be maintained by Hampshire County Council. This had been verified by the Clerk who had spoken with Neil Broadbent, Hampshire Highways, a note being held on file.

Action:

Cllr. P.Caffyn to review, in the light of the road ownership question, the situation concerning the maintenance of Shepherds Lane and report back to the next Parish Council meeting with recommendations for the way forward.

8. District Councillor's Report.

Cllr. G.Beckett was not in attendance, but had submitted a written report, which is as per Appendix "D".

9. **Parish Transport Representative's Report.**

The role of the "Parish Transport Representative" has yet to be filled and therefore there was no report on this subject this month. Charlotte Bailey had declined to continue in the role as she felt it was best combined with the duty of the City Councillor.

10. **Parish Tree Warden's/Parish Footpaths/Compton Lock Representative's Report.**

Cllr. T.Threlfall's report is as per Appendix "E".

Cllr. Threlfall also advised the meeting that "No Cycling" signs had now been erected on the Itchen Navigation Towpath.

Cllr. P.Caffyn referenced the proposed flooding of the Twyford Meads project and enquired as to whether consideration had been given to the question of reducing the water levels in the canal. Cllr. Threlfall advised that it is his understanding that nothing can be done with regard to this matter.

11. **Finance and Administration Committee. - Convenor's Report.**

a) Parish Accounts - Cheques for payment

The state of the Parish Council Accounts as at the date of this meeting was as per Appendix "F".

Cheques issued since the last Parish Council meeting were as per Appendix "G".

b) Jubilee Pavilion – Outstanding Issues/Snagging list.

Cllr N.Campbell-White reported that the list of outstanding Issues/Snagging List is still outstanding. Due to personal commitments, this matter could not be addressed for the next week or so. However, as this has been outstanding for some time, a further delay in resolving these issues should not have any serious impact.

Action:

Cllr. N.Campbell-White to arrange a Finance and Administration Committee Meeting within the next two weeks to discuss/finalise the "Snagging List", "Financial Regulations" etc.

d) Demolition of old pavilion.

Cllr. N.Campbell-White advised the meeting that demolition of the Old Pavilion had been satisfactorily completed. Following on from this will now be for the Tennis Club to provide the Parish Council with details of the size, precise location and landscaping of the area surrounding the proposed third Tennis Court. To facilitate this, Cllr N.Campbell-White will provide the Tennis Club with the "levels" that are to be adhered to when constructing the third Tennis Court.

Action:

Cllr. N.Campbell-White to provide the Tennis Club with the "levels" that are to be adhered to when constructing the third Tennis Court.

Cllr. A.Walmsley, on a matter of administration, referred members to the "printout" of part of the Parish Council WEB site, this "printout" having been circulated prior to the meeting. Whilst reviewing these pages, Cllr Walmsley considered that two issues needed to be considered further:-

- 1) A "Quorum" for Committees had been set at one half of its members. A "quorum" for the Parish Council is set at one third of its members. If the same rule for the Parish Council is applied to the Committees, then a committee of three persons results in a "Quorum" of one person.
- 2) To avoid the complexity of advertising and admitting members of the Public to Committee Meetings, the Parish Council previously designated all their Committees "Sub-Committees". This practice was deemed to be incorrect and the Parish Council reverted to "Committees". However, it has proven to be onerous to publicise so that members of the Public may attend and to find suitable public locations to hold Committee meetings. This is so much so that there has been a tendency to avoid holding Committee meetings. It was requested that the new Councillors who are attending the "HAPTC Training Seminar for New Councillors" on 4th August 2004 to raise this matter and establish current thinking.

Action:

Cllr. J.Dolphin, Cllr P.Caffyn and Cllr. J.Ford to raise at the HAPTC Training Seminar for New Councillors the subject of publicising, public attendance and public locations for Committee meetings and establish the current thinking on this matter

and report back to the next Parish Council meeting.

12. Planning Committee. - Convenor's report.

Cllr. A.Walmsley's report is as per Appendix "H".

a) Applications and decisions.

Planning Applications and Decisions for the month of June 2004 are as per Appendix "I".

Cllr. A.Walmsley added to his report in that an objection to the development at Longacre had been submitted to Winchester City Council.

Cllr. J.Millar referenced the appeal concerning Mountain Ash and considered that the appeal is likely to be successful. This would set a precedent for high density housing within the Parish.

13. Playing Fields Management Committee. - Convenor's report.

Cllr. M.Shaw had not submitted a written report, but reported orally as follows:-

- 1) The southern boundary of Memorial Playing Field, between the Tennis Courts and the boundary fences belonging to the adjacent houses, is in a bad state with significant grass and scrub having grown. Jim Kimber had quoted £450-00 to clear this area and having done so would be able to keep it clear during his two weekly grass cutting of the playing fields.

Action:
Cllr. M.Shaw to obtain a second quote for the clearance of grass/scrub on the southern boundary of Memorial Playing Field, between the Tennis Courts and the Boundary fences.

- 2) A report covering the Open Spaces Strategy, issued by Winchester City Council, had been received. The following are the main issues raised in the report concerning Compton and Shawford:

A children's Play Area is required in Shawford

The standard of Play Equipment in the existing Play Areas needs upgrading.

Provision of facilities for Teenagers is lacking.

Cllr. M.Shaw is meeting with the author of the report to discuss these issues further.

- 3) Requests had been received by residents bordering the Compton Street Play Area, for higher netting to be erected on the boundary to stop footballs being kicked into their gardens.

Action:
Cllr. M.Shaw to obtain the appropriate number of quotations to increase the height of the netting on the boundary of Compton Street Play Area, thereby preventing footballs from being kicked into the householder's gardens.

(a) Golf Practice On Playing Fields – Notices.

Despite several requests, the supplier of the proposed plaques had still not sent a fax detailing the layout of the required plaques. Once this fax is received, it will be presented to the Parish Council for approval prior to confirming the order for the Plaques.

14. Parish Hall.

(a) Report from our rep on CASCA Management.

Cllr. J.Millar's report is as per Appendix "J".

Cllr. Millar also advised that CASCA had decided to increase the Hall Hiring rates.

Cllr. N.Campbell-White commented that the rent paid by CASCA to the Parish Council needs to be reviewed.

15. Highways, Byways, M3 and Environment Committee – Convenor's report.

Cllr. P.Caffyn's report is as per Appendix "K".

With regard to the increase in the payments to the cleaners of the Bus Shelters and the M3 underpass, there was no need to raise the matter with the full Parish Council providing such proposed increases are within budget.

With the installation of new Bus Shelters, questions have been raised as to their cleaning.

Action:

Cllr. P.Caffyn to discuss with the Cleaners of the Bus Shelters and the M3 Subway, the extent of their cleaning duties, ensuring that all Bus Shelters are adequately cleaned and to discuss and implement appropriate increases in payment, providing such increases are within Budget.

Cllr. N.Campbell-White raised the matter of the two notice boards in Shawford village. He asked the question as to whether the Parish Council needed both of them as CASCA are seeking more notice board facilities. General discussion ensued, the salient points being as follows:-

It was considered important that Parish Council notices be displayed at the Parish Hall.

The notice board on the corner by the Victorian Jubilee Memorial is widely read by passing pedestrians.

It is considered that Parish Council notices including Planning Applications/Decisions should be displayed in the notice board adjacent to the Post Office.

It is not considered onerous to place Parish Council notices in both notice boards.

Agreed:

CASCA to be allowed to place an additional notice board on the wall of the Parish Hall should they so desire, adjacent to the existing Parish Council notice board.

Proposed: Cllr. A.Walmsley

Seconded: Cllr J.Ford.

Vote for: 7 votes

Vote Against: 1 vote.

Cllr. J.Ford raised the matter concerning keys to the notice boards in that Jude Vallis still had the key, which theoretically should be passed to her.

Action:

Cllr J.Ford to sort out the matter of the Notice Board key that Jude Vallis still holds, to the satisfaction of Cllr J.Ford.

The Clerk raised the matter of the need for refurbishment of the seven Parish Council notice boards together with the replacement of the glass in the notice board on the corner of Compton Street and the main road. This glass had been broken for some eight months.

Action:

Cllr. P.Caffyn to enquire of Frank Smith whether he will undertake the refurbishment/repair of the Parish Council notice boards.

A.O.B.

- 1) Cllr. A.Walmsley referenced a letter from the "Winged Fellowship Trust" in the correspondence file.

Action:

The Clerk to write a "standard letter" advising the "Winged Fellowship Trust" that it is not the Parish Council's policy to donate funds to entities outside of the Parish.

- 2) Cllr. A.Walmsley raised the matter of the "Parish Project" which is currently the refurbishment of the Victorian Jubilee Memorial. Cllr. N.Campbell-White, who was leading this project advised that he would be happy to pass the project to Cllr. P.Caffyn who is possibly better placed to oversee the project.
- 3) Cllr A.Walmsley reminded Councillors that subsequent to the recent elections, a return of election expenses is required by the Electoral Registration Officer, Winchester City Council. Whilst not being entirely clear, it is thought nil returns are required.

- 4) Cllr. A.Walmsley pointed out that at the Annual Parish Council Meeting, the position of CPRE Representative had not been appointed. Cllr. J.Ford had expressed an interest in this.

Agreed:

Cllr. J.Ford be appointed as the Parish Council CPRE Representative.

Vote: By a show of hands – Unanimous.

- 5) Cllr. J.Millar advised the meeting that the Southdown Residents Association had held its A.G.M.
- 6) Cllr. N.Campbell-White advised that he had appointed Mr. John Bevan to serve on the “Aircraft Noise Liaison Group” with Mr. Robin Tice.
- 7) Cllr. T.Threlfall requested that the County Councillor and the District Councillor prepare and submit written reports prior to the meetings. This would be beneficial in that it would enable Councillors to prepare pertinent questions, focus member’s attention on relevant matters and assist the Clerk in ensuring accuracy of the minutes.

Action:

The Clerk to write to all Convenors of Committees, the County Councillor and District Councillor, reminding them of the importance of written reports to be submitted prior to the Parish Council meetings in order to keep meetings short and to the point.

Action:

The Clerk to speak to Police Constable Mark Smith pointing out that if he is unable to attend the Parish Council meetings, a written report would be appreciated. A follow up letter to support representations to his Inspector will also be written by the Clerk if required.

16. Date of Next Meeting.

7th September 2004 – There is no meeting of the Parish Council during the month of August.

Compton and Shawford Parish Council

Minutes of the Compton and Shawford Parish Council Meeting held on Tuesday 7th September 2004 in the Compton Room, Shawford Parish Hall, starting at 7.15pm.

Present:

Mr.George Beckett (Chairman), Mrs. P.Caffyn, Mr.N.Campbell-White, Mr.J.Dolphin, Mrs. J.Ford, Mrs. J.Millar. Mrs. M.Shaw, Mr. T.Threlfall, Mr. A.Walmsley.

In attendance: 0 Members of the Public

The Chairman, Cllr. G.Beckett welcomed members to the first Parish Council meeting after the summer recess.

1. **Correspondence** - circulated to all members for their response.

The correspondence file containing the correspondence for the months of July and August 2004 was circulated to all Councillors who were in attendance.

2. **Apologies for absence.** County Councillor Ann Bailey.

3. **Minutes** - To approve the minutes of the meeting held on 6th July 2004 (as circulated)

There were no changes/amendments requested.

Agreed:

The Parish Council agreed that the Minutes of the meeting held 6th July 2004, as circulated were a true record of that meeting.

Proposed:- Cllr. M.Shaw

Seconded:- Cllr. T.Threlfall

Vote:- Unanimous.

The Chairman signed the minutes of the meeting held 6th July 2004 as being a true record of that meeting.

4. **Matters arising and Outstanding Action Points** - from minutes and not mentioned elsewhere on the Agenda.

Matters Arising:

Cllr.A.Walmsley pointed out that under A.O.B., 6), it was reported that Cllr. N.Campbell-White had appointed Mr John Bevan to serve on the "Aircraft Noise Liaison Group". It was noted that Cllr. N.Campbell-White had no authority to make such an appointment, but the Parish Council now approves such an appointment.

Cllr. P.Caffyn advised the meeting that she had been approached by residents of Shawford that there is no signboard indicating Shawford Railway Station at the junction of Otterbourne Road and Shawford Road. This being in addition to the Low Bridge sign that is needed in the same location.

Action:

The Clerk to write a letter to the Highways Authority requesting that appropriate signpost be installed.

Action Points:

At a recent Seminar for New Councillors, Cllr. J.Dolphin, Cllr P.Caffyn and Cllr. J.Ford were asked to establish the legal necessity of publicising and holding Committee Meetings in public venues. The following points were noted:-

HAPTC strongly recommended the publicising of Committee Meetings and holding such meetings in a public venue at which members of the public could attend.

Arnold Baker dictates that this is the case.

This approach applies to Committee Meetings, Sub-Committee Meetings and Working Parties.

After discussion, it was concluded that guidelines were required as to when a Committee Meeting should be convened as opposed to undertaking the normal course of business of the Parish Council.

Action:

The Clerk to prepare guidelines as to when a Committee Meeting should be convened for consideration at the next Parish Council Meeting.

Outstanding Action Points as at the time of this meeting were circulated prior to this meeting. Outstanding Action Points as a result of this meeting are as per Appendix "A"

The Meeting will be closed

Statements, Observations and Questions from Members of the Public will be received and addressed. Maximum of 15 minutes allowed.

There were no members of the public in attendance, therefore there were no issues raised.

The Meeting will be re-opened.

5. **Police Report.**

Police Constable Mark Smith was not in attendance and had not submitted a written report.

6. **County Councillor's Report.**

County Councillor Ann Bailey was not in attendance and had not submitted a written report.

7. **District Councillor's Report.**

District Councillor George Beckett's report is as per Appendix "B".

There were no questions raised or any matters arising.

8. **Parish Transport Representative's Report.**

The Chairman, Cllr. G.Beckett, advised that the previous incumbent of this position, Mrs. Charlotte Bailey, had declined her continuation in her role as Transport Representative. Accordingly, the Parish Council is seeking a new Transport Representative. It was considered that such a position need not be filled by a Parish Councillor, but could be undertaken by any Parishioner who uses Public Transport. Cllr J.Ford advised that she knew of two Parishioners who may be interested in undertaking the role.

Action:

Cllr. J.Ford to approach potential volunteers to enquire if they will undertake the role of Transport Representative for the Parish Council.

9. **Parish Tree Warden's/Parish Footpaths/Compton Lock Representative's Report.**

Cllr. T.Threlfall's report is as per Appendix "C".

With regard to the issue of the Viaduct, it was asked if it was in the Parish and if so should the Parish Council, as possible Consultee, establish a position on its status and maintenance. Cllr. T.Threlfall considered this was not necessary at the present time and the Parish Council need only to take a position if and when the Parish Council is asked for its input.

With regard to the fallen trees across the Itchen Navigation Towpath, Cllr. J.Ford asked if any action had been taken by the appropriate householders to clear them. Cllr. T.Threlfall advised that no action had taken place to-date and advised that the matter will be raised with the Department of the Environment when the matter of the appearance of a "bog" adjacent to Compton Lock is discussed.

10. **Finance and Administration Committee. - Convenor's Report.**

Cllr. N.Campbell-White's report is as per Appendix "D".

a) Parish Accounts - Cheques for payment

The state of the Parish Council Accounts as at the date of this meeting was as per Appendix "E".

Cheques issued since the last Parish Council meeting were as per Appendix "F".

b) Jubilee Pavilion – Outstanding Issues/Snagging list.

Discussions ensued on this issue, the salient points being as follows:-

Most problems had now been attended to.

In addition, certain "wish list" items had also been done.

Issues relating to external problems will be undertaken shortly.

The issue of the trench outside Mrs. Ellis's property was considered no longer to be an issue.

The matter of potential flooding to Mr. Jordan's property had been attended to by the digging of a ditch.

The loose manhole covers had now been secured.

The issue of the flooding urinal in the Gents toilet had been rectified.

Questions were raised as to when an issue was part of the guarantee on construction as opposed to ongoing maintenance and how such a distinction could be made. Cllr. N.Campbell-White pointed out that there was no Industry Standard covering this. However, a finite list of issues had been agreed with the Sports Club and when all of these had been attended to, the Parish Council's responsibility will have been completed. Additionally, issues arising after 1 year will be deemed to be "ongoing maintenance" and as such the responsibility of the Sports Club.

Cllr. M.Shaw raised the matter of the water run off from the car park, which is causing problems in Shepherds Lane. Cllr. N.Campbell-White advised that this issue would be addressed under the project to increase the car-park size. It is considered that this problem is a design fault and that a "gully" will have to be constructed at the additional expense to the Parish Council. In addition to this, Cllr Campbell-White is still trying to obtain written interpretation of the Car Park specifications from Gentle Associates as it is believed that the Car Park is not constructed in accordance with the specifications. To date, Gentle Associates have not responded to requests for this information.

Action:

Cllr. N.Campbell-White to urgently speak to Gentle Associates to obtain their detailed written interpretation of the Car Park specification in order to determine if the Car Park is constructed in accordance with that specification.

It was discussed that the time to pay the outstanding retention monies to Wilding Butler is fast approaching. The Parish Council wants to honour its obligations in this respect, but if outstanding issues remain, such payment cannot be made.

Action:

The Clerk to write to Gentle Associates advising them that the Parish Council wants to make payment of the retention monies on the due date in December, but before doing so the Parish Council must have the various outstanding issues resolved.

With regard to the cost of extending the Jubilee Pavilion Car Park, Cllr. N.Campbell-White advised that it had already been agreed with Mr. Stuart Dunbar-Dempsey, Winchester City Council that £6,000-00 can be paid out of the Open Spaces Fund.

c) Tennis Club – Supplemental Lease

Cllr. N.Campbell-White advised the meeting that there had been significant correspondence with the Tennis Club concerning the amendments to the Supplemental Lease, which had previously been considered finalised in February 2004. The result of this correspondence was that a revised draft had been submitted to White and Bowker, the Parish Council's Solicitors, for approval. The cost of this additional legal work will be borne by the Tennis Club and this has been confirmed in their letter dated 24th August 2004. The final Supplemental Lease is awaited from White and Bowker.

Agreed:

The Parish Council authorises the Chairman and the Clerk to sign the Supplemental Lease on receipt from White and Bowker, providing that White and Bowker approve the amendments.

Proposed:- Cllr. N.Campbell-White

Seconded:- Cllr. P.Caffyn.

Vote:- Unanimous

As a precursor to the signing of the Supplemental Lease, specifications for the construction of the Third Tennis Court has to be agreed by the Parish Council. These specifications had been received by Cllr. N.Campbell-White and after some minor clarifications were found to be acceptable. These Specifications were duly signed off by the Chairman, Cllr. G.Beckett, Cllr N.Campbell- White and the Clerk.

Action:

The Clerk to send a copy of the signed off specification for the construction of the Third Tennis Court to the Tennis Club.

d) Financial Regulations

This subject was deferred until the next Parish Council meeting.

The Chairman, Cllr. G.Beckett, raised the matter of an invoice in the sum of £672-86 being received from Winchester City Council in respect of the Parish Council's allocated costs for the recent elections. As the original cost of this was previously anticipated to be approximately only £400-00, the matter was queried by Cllr Becket with Winchester City Council. The response from Winchester City Council is as per Appendix "G", which was read out to the meeting.

Agreed:

The invoice from Winchester City Council in the sum of £672-86, being the allocation to the Parish Council of election costs for the recent elections, to be paid.

Vote:- By a show of hands – Unanimous.

For the sake of comparison, it was considered that this Parish Council should establish what election costs were allocated to Otterbourne Parish Council.

Action:-

Cllr. G.Beckett/the Clerk to establish what election costs were allocated to Otterbourne Parish Council, for the recent elections.

11. Planning Committee. - Convenor's report.

Cllr. A.Walmsley's report is as per Appendix "H".

Cllr. Walmsley also advised that the Planning Department, Winchester City Council, are holding an "Open Evening" on the 21st September 2004 and that representatives of this Parish Council should attend.

Action:

The Clerk to book three places at the "Open Evening", Planning Department, Winchester City Council, which is to be held on 21st September 2004, on behalf of Cllr, M.Shaw, Cllr. J.Millar and Cllr. A.Walmsley.

Cllr. Walmsley advised that he had received documentation indicating when Planning Permission is required. This will be held on file for future reference.

a) Applications and decisions.

Planning Applications and Decisions for the months of July and August 2004 are as per Appendix "I".

Discussions took place on various Planning issues, the main points being as follows:-

Longacre:

The submission to "committee" has been deferred until 28th September 2004.

It is seen to be essential that the Parish Council liaise with the Compton Down Society in making representations.

Cllr. J.Millar will speak on behalf of the Parish Council.

Cllr. G.Beckett will speak in his capacity as District Councillor.

Cllr. G.Beckett will raise all issues, even though they may be considered outside the current remit.

Mountain Ash:

The Planning Inspector allowed this development to proceed.

Silkstead Priors:

The decision to allow the re-siting of the Garage Block cannot be overturned.

Miss Lloyd could take the matter to the Planning Ombudsman.

The Parish Council considers it to be prudent to take no further action at this time.

Kynance:

Retrospective Planning Permission is being sought.

The Parish Council objected to this development.

The Planning Officer, after undertaking a site visit, saw no reason to refuse the Application.

The matter will now go to the Planning Committee, Winchester City Council, with recommendation for approval by the Officer.

The Parish Council must try to get the Committee to vote against the recommendation of the Officer.

It is thought that objection could be made on two grounds:-

- Intrusive Lighting affecting the neighbouring property.

- The height of the structure, which is seen to be excessive from the neighbouring property due to the difference in garden levels. This was not adequately addressed by the Planning Officer during his site visit.

The Parish Council will attend the Planning Committee meeting and make representations.

Action:

Cllr. G.Beckett to write a letter to the Planning Department, Winchester City Council, requesting a second site visit to Kynance, to establish a balanced view of the development, together with obtaining details of the rules pertaining to Lighting in a conservation area.

Compton Heights:

Residential Access driveway over land acquired from Hampshire County Council. No complaints have been expressed.

Highdown:

The agent for the Applicant wanted to know the Parish Council's position on this application.

The agent was advised that a single dwelling would be supported.

Attwoods Drive:

The City Council have given themselves permission for this development.

No "Orange Notices" were displayed regarding this development.

Action:-

The Clerk to write to Winchester City Council, Planning Department, enquiring as to why no Orange Notices were displayed in respect of the development at Attwoods Drive.

Beechcroft:

A proposed development adjacent to Church Field.

A previous Application for this site was refused.

Local Residents are unhappy with the proposal.

One of the proposed dwellings faces onto Church Field.

The proposed development could be considered "Backland Development".

A neighbour says that some trees have already been cut down in preparation for the development.

The Rector and the School have been advised of the Planning Application.

Many of the reasons for refusing the previous Application have been overcome in this latest Application.

Agreed:

The Parish Council should object to the Planning Application (ID235) concerning Beechcroft on the grounds of being contrary to the needs of the Conservation Area, Development Frontage (H2), additional traffic generated adjacent to the School and creating an undesirable precedent.

Vote:- By a show of hands – Unanimous.

12. Playing Fields Management Committee. - Convenor's report.

Cllr. M.Shaw's report is as per Appendix "J".

(a) Golf Practice On Playing Fields – Notices.

Cllr. Shaw showed the meeting a specimen of the proposed Notice that is to be put up around the Memorial Playing Field. Some discussion took place.

Agreed:

It was agreed that the "Font" of the first line of the notice should be changed to make it more apparent and the notice as specified, was approved by the Parish Council.

Vote: By a show of Hands – Unanimous.

Action:

Cllr. M.Shaw to proceed with obtaining the required number of notices and arrange for them to be put up around the Memorial Playing Field.

b) Scrub clearance – Southern Boundary of Memorial Playing Field.

No action on this matter has taken place as the subject will be incorporated into the overall Jubilee Pavilion Car Park enlargement project. The subject to be removed from the Agenda.

(b) Compton Street Play Area – Boundary Netting.

Item covered within Cllr. M.Shaw's report. The Committee have decided on the cheaper quotation and it has been determined that the cost can be funded from the Open Spaces Fund.

Action:

Cllr. M.Shaw to check the "Draw Down" procedures for obtaining money from the Open Spaces Fund and to proceed with the installation of the requisite Boundary Netting, together with "pigeon guards" to be placed upon the Play Equipment in the Compton Street Play Area.

Cllr. M.Shaw raised two issues requiring sanction from the Parish Council:

- 1) The installation of a new slide in the Compton Street Play Area, to be supplied by the Parish Councils preferred supplier, Playdale, at a cost of approximately £8,000-00. The old slide is rusty and in need of replacement. The cost of this can be met from the Open Spaces Fund and the old slide to be removed by a Parishioner free of charge.

Agreed:

The Parish approves the Purchase and Installation of a new Children's Slide in the Compton Street Play Area, to be supplied by Playdale, at a cost of approximately £8,000-00 to be funded out of the Open Spaces Fund.

Proposed:- Cllr. M.Shaw

Seconded:- Cllr. J.Ford

Vote: Unanimous

Action:

Cllr. M.Shaw to proceed with the removal of the old slide in the Compton Street Play Area, free of charge to the Parish Council, and to Purchase and Install a new slide to be supplied by Playdale, at a total cost not exceeding £8,000-00, to be funded out of the Open Spaces Fund.

- 2) Cllr. M.Shaw advised that in response to the Open Spaces Strategy, her Committee had been looking at the possibility of installing Cricket Nets at the Memorial Playing Field in order to provide facilities for the Youth of the Parish. Initial enquiries indicate that such Cricket Nets could be provided at the approximate cost of £6,000-00, which would be funded out of the Open Spaces Fund. Having installed these Cricket Nets, they would be given to the Sports Club for them to manage, such management to be documented by an exchange of letters with the Sports Club.

Agreed:

The Parish Council approves the proposal in general terms the purchase of Cricket Nets at the Memorial Playing Field at a total cost not exceeding £6,000-00, to be funded out of the Open Spaces Fund, and such Cricket Nets to be given to the Sports Club for them to manage under the terms of an exchange of letters detailing the terms and conditions for their use. Cllr. M.Shaw to develop detailed proposals for agreement.

Proposed: Cllr. M.Shaw

Seconded: Cllr. J.Ford

Vote: Unanimous.

Action:

Cllr. M.Shaw to draft a letter to the Sports Club detailing the use and management of proposed Cricket Nets to be installed by the Parish Council on the Memorial Playing Field and to obtain their agreement before further action is taken.

Whilst discussing the Subject of using the Open Spaces Fund, Cllr. G.Beckett suggested that the Parish Council should look at ways of using the funds whilst they exist for projects of a Capital nature, such as the purchase of land, which the Parish Council would be able to manage for the Parish in years to come. This was generally thought to be something which would be worth pursuing.

Action:

Cllr G.Beckett and Cllr. A.Walmsley to review the various parcels of land in and around the Parish with a view to their possible purchase by the Parish Council for the benefit of the community as a whole.

Cllr. M.Shaw raised the matter of a possible Play Area in Shawford Village. Cllr P.Caffyn responded having discussed the matter with the Shawford Residents Association, the main points being as follows:-

The proposed site at the bottom of Shawford Down was considered unsuitable due to problems of vandalism and "late night goings on".

The proposed site would necessitate young children crossing Shawford Road which is considered extremely dangerous due to the speed of traffic on that road.

An alternative site needs to be identified.

The survey of various parcels of land which is to be undertaken by Cllr. Beckett and Cllr. Walmsley will assist in deliberations on this subject.

Cllr. M.Shaw advised that she had been approached by Mr. Bob Jordan concerning the cutting back of the hedge outside the property belonging to Edward Pooley. It was pointed out that this is not a Parish Council Matter.

Action:

Cllr. M.Shaw to resolve the matter of cutting back of the hedge outside the property belonging to Edward Pooley., with Mr. Bob Jordan by advising him that it is not a Parish Council matter.

Cllr. M.Shaw advised that she had been approached by Mr. Bob Jordan concerning the Prunus trees on the Memorial Playing Field which are obstructing his views of the playing field. These trees are owned by the Parish Council and their pruning/thinning will be part of the overall landscaping scheme once the Third Tennis Court is constructed.

Action:

Cllr. M.Shaw to resolve the issue of the Prunus Trees on Memorial Playing Field by advising Mr. Bob Jordan that their pruning/thinning will be part of the overall landscaping scheme once the Third Tennis Court is constructed.

Cllr. M.Shaw advised that she had been approached by Mark Jenkins with regard to clearance of weeds on the bank outside the Jubilee Pavilion. It was concluded that this is a matter for the Sports Club to address.

In her report, Cllr. M.Shaw referenced the crown lifting of the Silver Maple tree, necessary to facilitate the construction of the Third Tennis Court. Whilst a quote had been obtained from Richard Morris in the sum of £150-00, the work had not been done due to a difference of opinion between Richard Morris and Cllr. N.Campbell-White.

Action:

Cllr. M.Shaw to obtain an alternative quote from an alternative tree surgeon and if suitable to progress the Crown Lifting of the Silver Maple tree on the Memorial Playing Field.

13. Parish Hall.

(a) Report from our rep on CASCA Management.

Cllr. J.Millar's report is as per Appendix "K". There were no issues arising.

(b) Replacement CASCA Chairman and Treasurer.

The Chairman, Cllr G.Beckett, advised the meeting that a letter had been received from Mr. Mike Matthews, Chairman of CASCA, advising that CASCA are having great difficulty in identifying suitable candidates for replacement Chairman and Treasurer of CASCA. If such replacements cannot be found, the management of CASCA will fall back to the Parish Council, something that should be avoided if at all possible. It would appear that the difficulty in identifying suitable volunteers is that the responsibilities of the positions are unknown.

Action:

Cllr. G.Beckett to write to Mr. Mike Mathews to request that an outline of the CASCA Chairman Job and CASCA Treasurer Job be provided to assist in identify suitable candidates for the positions.

14. Highways, Byways, M3 and Environment Committee – Convenor's report.

Cllr. P.Caffyn's report is as per Appendix "L".

Cllr. Caffyn re-affirmed that the Shawford Residents Association would be keen to be represented on a small Committee overseeing the refurbishment of the Victorian Fountain.

A Complaint from Muriel Wilmshurst concerning the fallen branches in Compton Street was investigated, but no such Fallen Branches could be found. However, somebody had been cutting down a tree opposite the school, leaving a mess. This is a matter to be addressed by the Parochial Church Council.

The question of maintenance of Shepherds Lane was discussed in that Cllr Caffyn had been advised by the Builder at Silkstead Priors that his "searches" had revealed that Winchester City Council had committed to maintaining the road up as far as the junction with Field Way. However, it was concluded that this was before the moving of Field Way to its present location, therefore such a commitment was considered void. The letter to Mr Nigel Pugh, Chairman of Shepherds Lane Householders Association, saying that Winchester City Council will no longer maintain this road, still stands.

15. **Shawford Down – Highland Cattle Grazing**

The Chairman, Cllr. G.Beckett, considered that the issue could be split into two elements, "The desirability of cattle grazing on Shawford Down" and "The methodology of cattle grazing on Shawford Down"

Discussions ensued, the salient points being as follows:-

Desirability:

The proposal was good in overall concept.

The Parish Council is not sure that they are entirely happy with the proposal.

The new contact person for this issue is an ex farmer who wants to return the Down to its original condition.

Proposals to just cut the grass and leave it are understood to be unacceptable.

The cost of cutting the Down and removing the grass is **considerable**. ~~estimated to be approximately £24-00 per ton.~~

If the Down is left, then trees and scrub will encroach across the whole Down.

Further presentations are to be made to the Shawford Residents Association.

The negative written responses received to date are understood to be the result of the author not fully appreciating the issues involved.

A "Public Meeting" should be organised at which the issue could be discussed with all interested parties.

The question of initiated a "trial period" has not been raised.

Methodology:

It is understood that grazing would only take place in the Autumn each year.

Funding for the proposal is understood to come from DEFRA.

The new proposals for the fencing makes such fencing less obtrusive in that such fencing will be mostly concealed within existing scrub and tree lines.

The type of fencing to be used is unknown.

It is not known whether the proposed fencing will be permanent or not.

A trial period would be more acceptable.

It was concluded that further details of the proposal would be required together with a wider consultation with residents through a Public Meeting specifically arranged for this subject.

Action:

Cllr. G.Beckett to write to Mr. David Ball, Countryside Service, Hampshire County Council, requesting further details regarding the nature of the proposed fencing and whether a trial period could be contemplated.

16. **Refurbishment of Victorian Drinking Fountain.**

Deferred until the next meeting.

A.O.B.

Cllr. N.Campbell-White requested that the issue of Aircraft Noise be placed upon the Agenda for the next meeting. He considered that this subject is going to increase in importance for the Parish Council over the next few months.

17. **Date of Next Meeting.** 5th October 2004

Compton and Shawford Parish Council

Minutes of the Compton and Shawford Parish Council Meeting held on Tuesday 5th October 2004 in the Compton Room, Shawford Parish Hall, starting at 7.15pm.

Present:

Mr.George Beckett (Chairman), Mrs. P.Caffyn, Mr.N.Campbell-White, Mr.J.Dolphin, Mrs. J.Ford, Mrs. M.Shaw, Mr. A.Walmsley.

In attendance: County Councillor Ann Bailey.
1 Member of the Public

The Chairman, Cllr. G.Beckett, advised the meeting that Cllr. T.Threlfall had suffered an accident and was currently in Southampton Hospital. The cause of the accident was not known, but it was hoped that Cllr. Threlfall would make a speedy recovery.

Action:

Cllr. G. Beckett to write a letter to Cllr T.Threlfall on behalf of the Parish Council, wishing Cllr. Threlfall a speedy recovery.

1. **Correspondence** - circulated to all members for their response.
The correspondence file containing the correspondence for the months of July and August 2004 was circulated to all Councillors who were in attendance.
2. **Apologies for absence.** Cllr. Mrs. J.Millar
Cllr. Mr. T.Threlfall
Police Constable Mark Smith.
3. **Minutes** - To approve the minutes of the meeting held on 7th September 2004 (as circulated)
Cllr. P.Caffyn referenced Page 8, item 15 and the bullet point which read:-
"The cost of cutting the Down and removing the grass is estimated to be approximately £24-00 per ton."
Cllr. Caffyn advised that the sum of £24-00 was the cost of clearing the grass and does not include the cost of cutting. Accordingly, the minutes were changed to read:-
"The cost of cutting the Down and removing the grass is considerable."

There were no further changes/amendments requested.

Agreed:

The Parish Council agreed that the Minutes of the meeting held 7th September 2004, as circulated, together with the above-mentioned amendment, were a true record of that meeting.

Proposed:- Cllr. M.Shaw

Seconded:- Cllr. J.Ford

Vote:- Unanimous.

The Chairman signed the minutes of the meeting held 7th September 2004, incorporating the above-mentioned amendment, as being a true record of that meeting.

4. **Matters arising and Outstanding Action Points** - from minutes and not mentioned elsewhere on the Agenda.

Matters Arising:

Cllr. N.Campbell-White referenced the response received from Chris Ashcroft, Winchester City Council, in which he advised that it would not be appropriate to advise the figures of election costs apportioned to other Parishes subsequent to the recent Elections. These figures had been requested in order to help in the justification of the amounts charged to Compton and Shawford Parish Council. Cllr. Campbell-White considered that such a response defeats the requirement of "transparent government" and whilst he now accepted the figures he considered that it was a very strange comment to be made by the City Solicitor's Office, Winchester City Council.

Action:

Cllr. G.Beckett, in his capacity as City Councillor, to speak to Mr. Chris Ashcroft of Winchester City Council and obtain an explanation of the comment to the effect that it is not appropriate to divulge the election costs apportioned by Winchester City Council to other Parishes.

Action Points:

Outstanding Action Points as at the time of this meeting were circulated prior to this meeting. Outstanding Action Points as a result of this meeting are as per Appendix "A"

The Meeting will be closed

Statements, Observations and Questions from Members of the Public will be received and addressed. Maximum of 15 minutes allowed.

There were no Statements, observations or questions raised by members of the Public in attendance.

The Meeting will be re-opened.

5. **Police Report.**

Police Constable Mar Smith was not in attendance but had submitted a written report, which is as per Appendix "B". There were no issues arising.

6. **County Councillor's Report.**

County Councillor Ann Bailey's report is as per Appendix "C".

With regard to the matter of services provided by the "Fire and Rescue Service", Cllr. J.Ford enquired whether they would be continuing the home inspections for Parishioners, if and when requested. County Councillor Bailey confirmed that they would and are keen to put smoke detectors into the homes of elderly people.

7. **District Councillor's Report.**

District Councillor George Beckett's report is as per Appendix "D".

It was requested that additional copies of the District Councillor's report be made available at the Parish Council meetings.

Action:

The Clerk to make additional copies of the District Councillor's report available at Parish Council meetings.

8. **Parish Transport Representative's Report.**

(a) Appointment of Transport Representative.

Cllr. J.Ford had spoken to a Parishioner who would be prepared to provide information on Public Transport issues, but would not wish to be the formally appointed Transport Representative. Accordingly, Cllr. Ford volunteered to become the Transport Representative and act as a liaison point between the Parish Council and the appropriate parishioner.

Agreed:

Cllr. J.Ford to act as the Transport Representative for the Parish Council, acting as a liaison point between the Parish Council and the appropriate Parishioner on all Public Transport issues.

9. **Parish Tree Warden's/Parish Footpaths/Compton Lock Representative's Report.**

Whilst Cllr. T.Threlfall was not in attendance, he had submitted a written report, which is as per Appendix "E".

Cllr. N.Campbell-White referred to the fallen tree at the Bridge Hotel, which remains across the Itchen Navigation. This is considered an eyesore, but is thought not to impede the flow of water in the navigation and does not obstruct the footpath. Cllr. Campbell-White enquired as to whether the Parish Council should make polite representations to the landowner, the Bridge Hotel, requesting them to have the tree removed.

It was concluded that this matter was not a matter, which the Parish Council should involve itself as any involvement could set a precedent. It was therefore concluded that the Parish Council should await events.

Cllr. P.Caffyn advised the meeting that the water levels in the Itchen Navigation are again extremely low. Further upstream, the water levels are controlled whereby 60% goes to the river and 40% goes to the navigation. However, it is understood that the measuring of these percentages is being undertaken at an incorrect point.

Action:

Cllr. P.Caffyn to draft a letter to the appropriate authority concerning the incorrect measurement of water being diverted to the River and Itchen Navigation, resulting in low levels of water in the navigation and obtain a response for reporting back to the next meeting.

(a) Sewage discharge into the Itchen Navigation

Cllr. G.Beckett referred members to the notice that had appeared in the Hampshire Chronicle, together with his note to the Parishioner who had brought it to his attention, see Appendix "F". It was considered that the proposed discharge into the Itchen Navigation would consist of a septic tank "run-off" and as such would be clean water. The matter is being addressed by the Planning Department, Winchester City Council.

Action:

Cllr. G.Beckett, in his capacity as District Councillor, to monitor the position concerning the discharge of sewage into the Itchen Navigation and report back to the next Parish Council meeting.

10. Finance and Administration Committee. - Convenor's Report.

Cllr. N.Campbell-White's report is as per Appendix "G".

a) Parish Accounts - Cheques for payment

The state of the Parish Council Accounts as at the date of this meeting was as per Appendix "H".

Cheques issued since the last Parish Council meeting were as per Appendix "I".

b) Jubilee Pavilion – Outstanding Issues/Snagging list.

This issue is covered in Cllr. Campbell-White's report. Cllr. Campbell-White added the following points:-

Cllr. Campbell-White will resolve the issue of the Car Park in conjunction with Gentle Associates and Wilding Butler.

It may prove necessary to install a concrete or tarmac lead up to the main car park, although it is thought that the builder will try to avoid this solution.

A suggestion of spraying the car park with an Acrylic Bonding agent, as suggested by Cllr. M.Shaw, will be investigated by Cllr. Campbell-White.

Action:

Cllr. N.Campbell-White to produce a specification for the Jubilee Pavilion Car Park extension, together with resolving the outstanding issues of "water run-off" and "hoggin" thickness of the existing Car Park.

c) Tennis Club – Supplemental Lease

As reported in Cllr. Campbell-White's report, the Supplemental Lease for land upon which the third Tennis Court is to be built has been signed and exchanged. The Supplemental Counterpart Lease has been lodged with White and Bowker and the Tennis Club have paid for all of the Parish Council's legal costs in respect of this matter.

d) Financial Regulations

This matter has not been discussed by the Finance and Administration Committee and therefore is again deferred.

Action:

Cllr. N.Campbell-White to convene a Finance and Administration Committee meeting to review the draft "Financial Regulations" document for subsequent submission to the full Parish Council for adoption.

e) Data Protection Act

Cllr. N.Campbell-White referred members to the note on the subject of Data Protection had been circulated by the Clerk in advance of the meeting. Whilst the assessment questionnaire again indicated that "notification" should not be necessary, instructions from HAPTC and the Information Commissioner indicates that the Parish Council has no option but to "Notify". An annual cost of this will be £35-00.

Agreed:

The Compton and Shawford Parish Council agrees "Notification" to the Information Commissioner under the Data Protection Act at an annual cost of £35-00. The Clerk to attend to the details.

Proposed: Cllr. N.Campbell-White

Seconded: Cllr. G.Beckett

Vote: Unanimous.

f) Guidelines on Convening Committee Meetings.

In accordance with instructions at the last meeting, the Clerk had prepared "draft" Guidelines on when it is appropriate to convene a Committee meeting. This document had been circulated prior to the meeting. Cllr. N.Campbell-White disagreed with some of the issues raised in the document and considered that it should be reviewed by the Finance and Administration Committee before being submitted to the full Parish Council for adoption. Cllr. Campbell-White called for all members to let him have their comments on the document as soon as possible.

Action:

Cllr. N.Campbell-White to convene a Finance and Administration Committee meeting to review the draft "Guidelines on Convening Committee Meetings" document for subsequent submission to the full Parish Council for adoption.

11. Planning Committee. - Convenor's report.

Cllr. A.Walmsley's report is as per Appendix "J".

a) Applications and decisions.

Planning Applications and Decisions for the months of September 2004 are as per Appendix "K".

Cllr. A.Walmsley added to his report by advising the following:-

At the Parish Open Evening at the Planning Department, Winchester City Council, conflicting information was received in respect of Parishes producing a "Village Design Statement"/"Parish Plan.

Some departments indicated that little credence is given to such Plans.

Steve Opiacic under "Forward Planning" indicated that greater weight is now given to Village Design Statements.

Cllr. G.Beckett made the following observations on this subject:-

The development and production of a Village Design Statement/Parish Plan needs to be undertaken under the auspices of a body other than the Parish Council.

For a Village Design Statement/Parish Plan to be effective, it must be approved by the Planning Department, Winchester City Council.

If it conflicts with the policy of the Planners, it will not be approved and therefore it would be valueless.

To produce a Village Design Statement/Parish Plan, a group of interested people would have to be formed, who in turn would have to appoint experts in the field.

A cost consideration would arise and it is understood that difficulties in drawing down grants for such activities have been experienced by other Parish Councils.

It would be appropriate for the Planning Committee to review the whole subject.

Action:

Cllr. A.Walmsley in conjunction with the Planning Committee to review the benefits, appropriateness and cost of the Parish Council initiating the production of a Village Design Statement/Parish Plan and report back to the Parish Council in January 2005.

Cllr. Walmsley continued:

The business of the Development Control Committee, Winchester City Council, can be viewed on the WEB.

The letter to the Planning Department, Winchester City Council, concerning the lack of "Orange Notices" in respect of the development in Attwoods Drove was responded to in a most curious manner by Winchester City Council. A pro-forma letter was sent in response, which did not address the question at all, leaving us to believe that the question was not read.

Action:

Cllr. G.Beckett, in his capacity as District Councillor, to raise a "Members Enquiry" on the subject of the Orange Notices in respect of the recent Attwoods Drove Planning Application, submitted by Winchester City Council to Winchester City Council.

Cllr. Walmsley advised the meeting that he had been told that Mr. Alfred Witham is to submit an outline planning application to demolish his house at the end of Compton Street, Compton, and to build multiple dwellings on the site. The Planning Application had not as yet been submitted to Winchester City Council.

Cllr. J.Ford enquired as to how the Planning Applications and Planning Decisions are handled by the Parish Council and whether all developments were notified to the Parish Council. The process was explained, however it was pointed out that if a development took place that was not subjected to the Planning Application procedure, then the Parish Council would not necessarily be aware of it. Such developments would be the subject of the Planning Enforcement procedure. Lists of Planning Enforcements are received periodically and are passed to Cllr. A.Walmsley, Convenor of the Planning Committee.

Action:

Cllr. A.Walmsley to make the latest Planning Enforcement List available to members at the Parish Council meetings.

b) Silkstede Priors, Shepherds Lane.

Cllr. G.Beckett drew member's attention to the letter received from the developer at Silkstede Priors, together with his holding response – see Appendix "L". General discussion ensued, the salient points being as follows:-

Cllr. P.Caffyn had attended the site on two occasions in order to exchange letters concerning the maintenance of Shepherds Lane road.

Cllr. M.Shaw had visited the site on occasion to express the concerns of the local residents in the disruption caused by the building and large vehicle traffic. It should be noted that Cllr. Shaw is one of the local residents affected.

There is apparently some bad feeling by local residents towards the manner in which the developer is undertaking this development, such bad feeling goes beyond the issue of the re-siting of the garage block.

It was questioned as to whether this is an issue that should involve the Parish Council or whether it is a matter for the local Residents Association.

It was pointed out that there is no appropriate Residents Association.

If the Parish Council involved itself and acted as an arbitrator, it would set a precedent for other similar conflicts.

Whilst the Parish Council has received the complaint from the developer, no complaints have been received from the Local Residents.

If local Residents have complaints which they want addressed by the Parish Council about the development and/or the developer, then such complaints should be put in writing to the Parish Council via the Clerk.

Action:

Cllr. G.Beckett to respond to the Developer of Silkstede Priors to the effect that representatives of the Parish Council are happy to meet with him, but would require details of what the Developer wishes to discuss. Discussions within the Parish Council indicates that there have not been instances of "door-stepping" by the Parish Council, but merely representations by the Local Residents, one of whom happens to be a Parish Councillor.

Cllr. G.Beckett advised the meeting that in his capacity as District Councillor, he had attended the recent Planning Development Control Committee meeting of Winchester City Council. The salient issues arising that affect this Parish are as follows:

Highdown.

The parish Council supported the development of one dwelling.

The application was refused on "Traffic" grounds in respect of the road junction with Otterbourne Road.

Longacre.

The Traffic Officer made a detailed representation.

The application for 17 dwellings was refused on "Traffic" grounds in respect of the road junctions with Otterbourne road.

If the application is appealed, the new Appeal Inspector starts with a "clean sheet" and all issues over and above the Traffic issues can be considered.

An appeal for 6 dwellings on this site is already in.

Cllr. Beckett advised that he had spoken to Mrs. Hauser, the owner of the site, that if a proposal for development of an acceptable number of dwellings on this site was put forward, the objection may be lifted. However, this suggestion was made without any commitment.

Kynance.

The retrospective Planning Application had been granted, subject to suitable screening.

There were no conditions imposed in respect of the lighting.

The Parish Council withdrew its objection on the basis that Mr. And Mrs. Bickley had given assurances that adequate screening would be installed and the lighting would be limited in its use, and the "uplighters" would be removed.

12. Playing Fields Management Committee. - Convenor's report.

Cllr. M.Shaw's report is as per Appendix "M".

(a) Golf Practice On Playing Fields – Notices.

Cllr. M.Shaw advised that the notices have been made and have yet to be collected and put up.

(b) Boundary Netting – Compton Street Play Area

Covered in Cllr. Shaw's report. Waiting for advice as to the date when installation will take place.

(c) New Children's Slide – Compton Street Play Area

Covered in Cllr. Shaw's report. Waiting for advice as to the date when installation will take place.

(d) Cricket Nets – Memorial Playing Field.

Covered in Cllr. Shaw's report. Waiting for a further two quotations from Mr. Martin Dearlove who is arranging for the quotes. It is anticipated that installation of the cricket nets could take place in February or March 2005.

The Clerk advised the meeting that the Sports Club have accepted the terms of installing the proposed Cricket Nets by signing and returning the "Terms of acceptance" letter dated 28th September 2004.

Cllr. G.Beckett enquired as to the nature of the proposed Cricket Nets and the anticipated life expectancy. It is anticipated that they will consist of a concrete base covered with "Astra Turf" together with all weather netting. Concern was expressed that it be clearly understood where responsibility for maintenance for the nets lay.

The question of Insurance was raised and it is anticipated that responsibility for insuring the nets will be covered by the Sports Club, whereas Public Liability insurance will be covered by the Parish Council's existing insurance.

Action:

The Clerk to investigate the question of Insurance of the proposed Cricket Nets on Memorial Playing Field and report back to the next meeting.

(e) Crown Lifting of Silver Maple – Memorial Playing Field.

Cllr. Shaw advised the meeting that no action had taken place on this matter as previous proposed actions were stopped by Cllr. N.Campbell-White as he disagreed with what the Tree Surgeon was proposing to do. Accordingly, Cllr. N.Campbell-White will assume responsibility for resolving this matter.

Action:

Cllr. N.Campbell-White will address the issue of Crown Lifting the Silver Maple tree on the Memorial Playing Field.

Cllr. M.Shaw raised in her report the proposal to utilise some of the Open Space Fund, held by Winchester City Council on behalf of the Parish Council, to landscape part of the “returned land” at the north eastern corner of the Memorial Playing Field and install a BMX cycle track for the youth of the Parish. Discussions ensued, the salient points being as follows:-

It must be remembered that the funds held in the Open Space Fund by Winchester City Council on behalf of the Parish Council are the Parish Council’s funds, therefore any expenditure from those funds is effectively expenditure from the Parish Council.

It was questioned whether the Parish wants a BMX cycle track, the suggestion of a Skate Board facility already having been rejected.

The proposed piece of land requires utilisation in some way, there being no other definitive plans at present.

Concern was expressed that all the Parish facilities appear to be concentrated in the Memorial Playing Field area.

With proposals to put additional facilities into the Memorial Playing Field, it may make Shawford Village look like the “poor relation”.

It was thought unlikely that youth from Compton Village would use a facility up on Memorial Playing Field, due to distance.

There is a higher proportion of Youth living in Compton Village, who would therefore not necessarily benefit.

A proposed review of parcels of Land in the Parish may identify a more suitable location, thereby disseminating the potential facilities for the Youth of the Parish. Previous provision of facilities for the Youth of the Parish such as the Youth Club, had failed.

It was questioned whether there was sufficient Youth in the Parish who would take advantage of such a facility.

The cost of the proposal is not yet known.

The land in question requires extensive clearance regardless of these proposals and no alternative ideas have yet been formulated for its use.

The suggestion for a BMX cycle track is something that would not have to be a permanent facility.

It may be appropriate to discuss the matter with local schools and obtain some feedback from the Youth in the Parish.

Action:

Cllr. M.Shaw and Cllr. J.Ford to undertake a review of the need for provision of facilities for youth of the Parish and to establish the demographics of Teenagers in the Parish, the likely usage of the suggested BMX Cycle Track and the likely costs involved. Definitive proposals to be provided at the next Parish Council meeting.

The subject of the provision of a “Bottle Bank” at the Jubilee Pavilion was raised by Gordon de la Mare of the Sports Club. It was suggested that this would be a useful facility for the community. Whilst the motives for suggesting this proposal by the Sports Club are unknown, it is acknowledged that such facilities in the local Pubs have recently been withdrawn. It is accepted that the installation of a Bottle Bank would result in additional use of the car park.

Agreed/Action:

Cllr. G.Beckett and Cllr. A.Walmsley to undertake a feasibility study to determine the benefits of installing a “Bottle Bank” in the Jubilee Pavilion Car Park and advise Gordon de la Mare of the Sports Club of the outcome.

Proposed: Cllr. G.Beckett

Seconded: Cllr. J.Ford

Vote For: 5 votes

Vote against: 1 vote

Abstention: 1 vote.

13. Parish Hall.

(a) Report from our rep on CASCA Management.

Cllr. J.Millar was not in attendance, but had submitted a written report, which is as per Appendix “N”.

Cllr. N.Campbell-White raised the matter of the proposed streamlining of the current CASCA Board of Trustees. It is proposed to reduce the Board of Trustees to seven Trustees with a second Consultative Board. The proposal is accepted in principle. It is proposed to have one Parish Councillor on the main Board of Trustees – Cllr. N.Campbell-White – and one Parish Councillor on the Consultative Board – Cllr. J.Millar. This proposal needs to be formally ratified by the Parish Council.

Action:

The Clerk to place an item on the Agenda for the next meeting with a formal motion to be voted upon, for the appointment of Cllr. N.Campbell-White as Trustee on the CASCA Board of Trustees and the appointment of Cllr. J.Millar to the CASCA Consultative Board.

(b) Replacement CASCA Chairman and Treasurer.

A draft Job Description covering the role of CASCA Chairman had been received from Mike Matthews. The purpose of producing this document was to assist in the selection of a suitable candidate to replace the existing CASCA Chairman. Unfortunately, it was considered that the Job Description as produced would have the effect of discouraging any potential candidates.

Action:

Cllr. N.Campbell-White to re-draft the CASCA Chairman Job Description so that it serves to encourage potential candidates to take on the role of CASCA Chairman.

14. Highways, Byways, M3 and Environment Committee – Convenor’s report.

Cllr. P.Caffyn’s report is as per Appendix “O”.

(a) “Low Bridge” sign, “Shawford Station” sign.

With regard to “Low Bridge” and “Shawford Station” road signs at the junction of Otterbourne Road and Shawford Road, a letter had been sent on 7th September 2004 to the Traffic Engineer, Winchester City Council, and a response is awaited. In respect of the suggested additional three road signs warning of the junctions on Otterbourne Road with Shepherds Lane, Shawford Road and Hurdle Way, a note of caution was expressed in that such road signage may impact Planning Applications for developments on Compton Down.

Action:

Cllr. P.Caffyn and the Highway & byways Committee to review the appropriateness of requesting additional road signs warning of the junctions of Shepherds Lane, Shawford Road and Hurdle Way. If found to be appropriate to draft a letter to the Head of Traffic and Transport requesting the same.

15. Shawford Down – Highland Cattle Grazing

This subject is covered within Cllr. P.Caffyn’s report, see Appendix “O”.

Some discussion took place and the main points were as follows:-

If the Down is left, the result would be unacceptable.

There is no possibility for temporary fencing to be erected, either in total or in part.

A trial period is not feasible.

Cllr. T.Threlfall objects on the grounds of reversing previous efforts to prevent privatisation under the Enclosures Act.

The provision of eleven gates in the fencing will allow adequate Public access to the areas of the Down within the fenced area.

A review of the reasons to object as put forward in writing by Parishioners indicates that all reasons for objection have been eliminated by the revised proposals.

A remaining concern is the installation of a barbed wire fence at the bottom of the Down, which could be injurious to children when tobogganing in winter months.

The Parish Council needs to take a position on this subject.

Agreed:

The Parish Council agrees in principle to the proposal to fence in the major part of Shawford Down for the purpose of grazing Highland Cattle there for two months of the year, for the purpose of “managing” the down, but reserve the right to comment upon the detail of the proposals.

Proposed: Cllr. P.Caffyn

Seconded: Cllr. A.Walmsley

Vote: Unanimous.

16. **Aircraft Noise.**

Cllr. N.Campbell-White advised the meeting that he had been acting as an informal conduit on to the Parish Council on this subject. His main points were as follows:-

There had been a large number of complaints received by Southampton Airport.

However, there had been very few complaints from residents of Compton and Shawford.

There appears to be three issues as follows:

1) Misleading information has been given out by Southampton Airport.

2) Aircraft have not been using the proper routes into and out of Southampton Airport.

3) The “Trial” was flawed in that Aircraft were coming in under the Radar.

The Parish Council needs to be more vociferous in its complaints.

Cllr. Campbell-White has tried to stop individuals complaining in preference to a formal complaint from a body such as the Parish Council, which would carry more weight.

General discussion ensued, the salient points being as follows:-

The recent Trials of an alternate routing are to be discussed with Mark Oaten MP.

Since the end of the Trial period, it is thought that the situation is better, now that the Aircraft Routing has returned to its original course.

What is better for Compton and Shawford is perhaps worse for other Parishes.

The Parish Council needs to be more involved in the discussions.

The Parish Council representative on Aircraft and Southampton Airport issues, Robin Tice, is understood to be desirous of standing down.

Mr. John Bevan is understood to be prepared to take over from Robin Tice.

Action:

Cllr. G.Beckett to speak to Mr. Robin Tice with a view of him standing down as the Parish Council’s representative in respect of issues relating to Aircraft and Southampton Airport.

Action:

Cllr. G.Beckett to draft a letter to Mr. John Bevan, appointing him as the Parish Council’s representative in respect of issues relating to Aircraft and Southampton Airport.

17. **Appointment of a School Governor.**

Cllr. G.Beckett advised the meeting that he had been in discussion with Mr. R.G.Emmerson, Chairman of Governors, Compton School, and had proposed that Cllr. J.Dolphin be the Parish Council’s representative on the Board of Governors. This had been accepted by Cllr. J.Dolphin.

Agreed:

The Parish Council appoints Cllr. Mr. J.Dolphin as the Parish Council’s representative on the Board of Governors of Compton School.

Proposed: Cllr. G.Beckett

Seconded: Cllr. M.Shaw

Vote: Unanimous.

Cllr. P.Caffyn observed that she was disappointed that a Parish Councillor can be appointed as a “Sponsored Governor” to the Board of Governors for Compton School, but not for Southdown Shepherds Down School.

18. Refurbishment of Victorian Drinking Fountain.

Issue covered in Cllr. P. Caffyn's report under item 14- Highways and Byways, above. Responsibility for this issue now passes from Cllr. N.Campbell-White to Cllr. P.Caffyn.

19. Civic Service – 17th October 2004

Cllr. G.Beckett advised the meeting that he had amended the list of invitees from Compton and Shawford to a number that is acceptable to Otterbourne Parish Council. Otterbourne Parish Council are organising the Civic Service this year, which is to be held on the 17th October 2004.

Cllr. G.Beckett advised that after discussions with the Rector, the Remembrance Service, which is to be held on the 14th November 2004, will commence at 10.30am in order for the one-minute silence to be observed at 11.00am. It was concluded that the Rector must arrange the services as he sees best.

Action:

The Clerk to arrange for the provision of two poppy wreaths for the Remembrance Service on the 14th November 2004.

AOB.

Cllr. N.Campbell-White advised the meeting that there is to be a Public Inquiry Meeting concerning the Southdown National Park next Tuesday, the 12th October 2004. Cllr. Campbell-White was due to speak at this inquiry, but is now unable to attend as previously planned. Cllr. Campbell-White asked if any other Councillor wished to attend in his place. There was no response.

20. Date of Next Meeting.

2nd November 2004.

Compton and Shawford Parish Council

Minutes of the Compton and Shawford Parish Council Meeting held on Tuesday 2nd November 2004 in the Compton Room, Shawford Parish Hall, starting at 7.15pm.

Present:

Mr. George Beckett (Chairman), Mrs. P. Caffyn, Mr. N. Campbell-White, Mr. J. Dolphin, Mrs. J. Millar, Mrs. M. Shaw, Mr. T. Threlfall.

In attendance: 0 Members of the Public

The Chairman, Cllr. G. Beckett, welcomed Cllr. T. Threlfall back to the Parish Council meetings after his recent illness.

1. **Correspondence** - circulated to all members for their response.
The correspondence file containing the correspondence for the month of October 2004 was circulated to all Councillors who were in attendance.
2. **Apologies for absence.** Cllr. Mrs. J. Ford
Cllr. Mr. A. Walmsley.
County Councillor Mrs. Ann Bailey.
3. **Minutes** - To approve the minutes of the meeting held on 5th October 2004 (as circulated)
Cllr. P. Caffyn requested that a change be made to the section concerning the Appointment of a School Governor. On page 9, under section 17, it should read:-
"Cllr. P. Caffyn observed that she was disappointed that a Parish Councillor can be appointed as a "Sponsored Governor" to the Board of Governors for Compton School, but not for Shepherds Down School."

There were no further changes/amendments requested.

Agreed:

The Parish Council agreed that the Minutes of the meeting held 5th October 2004, as circulated, together with the above-mentioned amendment, were a true record of that meeting.

Proposed:- Cllr. M. Shaw

Seconded:- Cllr. J. Dolphin

Vote:- Unanimous.

The Chairman signed the minutes of the meeting held 5th October 2004, incorporating the above-mentioned amendment, as being a true record of that meeting.

4. **Matters arising and Outstanding Action Points - from minutes and not mentioned elsewhere on the Agenda.**

Matters Arising:

Cllr. N. Campbell-White asked if Cllr. G. Beckett had written/spoken to Mr. Robin Tice concerning his standing down as the Parish Council's Representative on issues relating to Aircraft Noise and Southampton Airport, and also whether he had written/spoken to Mr. John Bevan requesting him to be the Parish Council's Representative on issues relating to Aircraft Noise and Southampton Airport. Cllr. G. Beckett responded that he had written to Mr. John Bevan, a copy of the letter is held on file. Cllr. Beckett also advised that he had been trying to contact Mr. Robin Tice, but it is now understood that he is away from home for some four months.

Action:

Cllr. G. Beckett to draft a letter to Mr. Robin Tice, advising him that the function of being the Parish Council's Representative on issues relating to Aircraft Noise and Southampton Airport, has now been assumed by Mr. John Bevan.

Action Points:

Outstanding Action Points as at the time of this meeting were circulated prior to this meeting. Outstanding Action Points as a result of this meeting are as per Appendix "A"

The Meeting will be closed
Statements, Observations and Questions from Members of the Public will be received and addressed. Maximum of 15 minutes allowed.

There were no members of the Public in attendance, therefore there were no matters arising.

The Meeting will be re-opened.

5. **Police Report.**

Police Constable Mark Smith was not in attendance and he had not submitted a written report.

Cllr. G.Beckett made the observation that Police Sergeant Bill Ord recently retired from the Police. He suggested that the Parish Council might wish to send him their best wishes for a happy retirement. There was no response to this; therefore the matter was not pursued.

6. **County Councillor's Report.**

County Councillor Ann Bailey was not in attendance, but had submitted a written report, which is as per Appendix "B".

Cllr. P.Caffyn raised the following in respect of the M3 noise issue:-

Noise barriers, protecting Shepherds Down School, have been requested.

Noise from the M3 motorway is a serious problem at the School, especially for autistic children.

Any support that the Parish Council can provide in this request will be appreciated.

Mark Oaten MP, is involved in this issue.

County Councillor Ann Bailey is putting pressure on the Department of Transport to get a quieter road surface on the M3.

The meeting referenced in Ann Bailey's report is due to take place on 24th November 2004.

Cllr. G.Beckett made the following observations:-

The installation of Noise Barriers on the western side of the motorway to protect Shepherds Down School may serve to accentuate the noise in other areas especially on the eastern side, which is a residential area.

A wider ranging survey of the impact of the proposed Noise Barriers needs to be undertaken so that the Parish Council has a good understanding of the cause and effect, before the Parish Council takes a position on this issue.

The Parrish Council need not be in attendance at the meeting on the 24th November 2004, but will wish to see the minutes of the meeting.

Cllr. G.Beckett reference the matter of the Hampshire Structure Plan and advised the meeting that this will be reported upon to the Parish Council by Winchester City Council. It is understood that there is no significant change to the plan for the immediate Winchester locality.

7. **District Councillor's Report.**

District Councillor G.Beckett had not submitted a written report, but reported orally as follows:-

A report on the "Flies Infestation" in the Silkstead area concludes that the infestation is not linked to the Poultry Sheds at Silkstead Farm.

The report is held by Cllr. Beckett should any questions be raised on the subject.

Cllr. N.Campbell-White raised the matter of the proposed Bottle Bank at the Jubilee Car Park. Cllr. Beckett advised that this would be discussed under section 10, below.

8. **Parish Transport Representative's Report.**

Cllr. J.Ford was not in attendance, but had submitted a written report, which is as per Appendix "C".

Discussion ensued on the subject of the Bus Service from Compton village, the main points being as follows:-

It is apparent that the customers of Stagecoach who raised the complaint were "left in the lurch" by the Bus operator.

This sort of bad service is not a new problem.

Stagecoach, who operate the franchise awarded by Hampshire County Council for the provision of this service, receive subsidies for operating this route.

In view of the subsidies received, a far better level of service should be expected from Stagecoach.

It was questioned whether the Parish Council should raise the matter with Hampshire County Council or direct with Stagecoach.

If the matter was raised with Stagecoach, it was uncertain as to who should be contacted.

Action:

The Clerk to establish through Hampshire County Council, who is responsible at Stagecoach for the management of the Bus Service out of Compton village and draft a letter of complaint about the poor service.

Action:

Cllr. G.Beckett to draft a letter to the Parishioners who have raised complaints concerning the Bus Service out of Compton Village, advising them that the Parish Council is raising the matter with the Bus Operator.

9. Parish Tree Warden's/Parish Footpaths/Compton Lock Representative's Report.

Cllr. T.Threlfall's report is as per Appendix "D".

Some discussion took place regarding the water levels in the Itchen Navigation, the main points being as follows:-

The water level is still very low.

It would be disappointing if the Bishops Drain dried up.

The "Meads Project" is taking additional water out of the navigation.

The measuring of water to determine the 60%/40% is not at all accurate and such measurement cannot effectively be done.

The prime concern of the Department of the Environment is Flood Protection, the lack of water in the navigation is a very secondary issue for them.

It is considered that the Parish Council can do nothing further other than maintain a watching brief.

(a) Discharge of sewage into the Itchen Navigation.

Cllr. G.Beckett had received a response from the Health Department of Winchester City Council on this matter, the main points being as follows:-

The proposed discharge of treated effluent is quite normal.

The proposal was contained within the Planning Application.

Similar discharge is undertaken from other properties.

The Health Department is happy with the arrangements being made.

10. Finance and Administration Committee. - Convenor's Report.

Cllr. N.Campbell-White's report is as per Appendix "E".

a) Parish Accounts - Cheques for payment

The state of the Parish Council Accounts as at the date of this meeting was as per Appendix "F".

Cheques issued since the last Parish Council meeting were as per Appendix "G".

b) Financial Regulations.

Motion:-

"The Parish Council approves and adopts the Financial Regulations as circulated prior to the October Parish Council meeting and which have been subsequently amended, approved and recommended to the Parish Council by the Finance and Administration Committee."

Since circulation of the Draft Financial Regulations to members of the Finance and Administration Committee, further comments have been made that require further discussion within the Committee. Accordingly, this subject was deferred until the next Parish Council meeting.

b) Guidelines on Convening Committee Meetings.

Motion:-

The Parish Council approves and adopts the “Guidelines on Convening Committee Meetings” as circulated prior to the Parish Council meeting and which are recommended to the Parish Council by the Finance and Administration Committee.”

There was no further discussion on this subject.

Agreed:

The Parish Council approves and adopts the “Guidelines on Convening Committee Meetings” as circulated prior to the Parish Council meeting and which are recommended to the Parish Council by the Finance and Administration Committee.

Proposed: Cllr. N.Campbell-White.

Seconded: Cllr. J.Dolphin.

Vote: Unanimous.

These adopted Guidelines are as per Appendix “H”.

c) Increase of Rent payable by CASCA for Shawford Parish Hall.

Some discussion took place, the main points being as follows:-

Certain elements of CASCA had made objections to some of the proposals.

CASCA have yet to discuss the matter and decide upon their position.

It is hoped that the Rent paid by CASCA will equate with the cost of the Room Hire for the Parish Council meetings.

Whatever is decided, the actual rent payable and the Room Hire costs for Parish Council meetings will have to be put through the books in order to maintain accounting integrity.

Agreed/Action:

The Parish Council Representatives on the CASCA Board of Trustees to negotiate with CASCA to achieve an equitable Rent payable by CASCA to the Parish Council for Shawford Parish Hall, such Rent to be in the region of £300-00 to £360-00 per annum. Discretion within these limits left to the Parish Council Representatives.

Proposed: Cllr. G.Beckett

Seconded: Cllr. N.Campbell-White

Vote: Unanimous.

d) Appointment of CASCA Trustees:-

Motion:-

“The Parish Council appoints Cllr. N.Campbell-White as it’s representative on the CASCA Board of Trustees and Cllr. J.Millar as it’s representative on the CASCA Consultative Board.”

Cllr. N.Campbell-White outlined the background of this issue and some discussion ensued as follows:-

The object is to streamline the effectiveness of the CASCA Board of Trustees.

A main Board of seven Trustees is desired with a consultative Board in support.

Concern was expressed as to the dilution of the Parish Council’s influence over the CASCA Board of Trustees; this was thought not to be an issue.

Agreed:

The Parish Council appoints Cllr. N.Campbell-White as it’s representative on the CASCA Board of Trustees and Cllr. J.Millar as it’s representative on the CASCA Consultative Board.

Proposed: Cllr. N.Campbell-White

Seconded: Cllr. J.Dolphin.

Vote: Unanimous.

f) Jubilee Pavilion – Outstanding Issues/Snagging list.

Cllr. N.Campbell-White reported that most of all the outstanding items on the Snagging List had now been rectified.

Cllr. M.Shaw raised the issue of the external lights in that the bulbs continue to “blow” and the cost of them is significant. Cllr. N.Campbell-White advised that this problem has yet to be addressed by the electrician and it is not known if the problem is an installation fault or not.

g) Jubilee Pavilion – Car Park.

Cllr. N.Campbell-White advised that an on site meeting is to take place on 3rd November 2004 with Gentle Associates and Wilding Butler. The issues to be discussed/resolved encompass the following:-

Specifications of the thickness of the Car Park surface.

Drainage channel across the entrance of the Car Park, together with drainage along the side of the Car Park entrance.

It was stated that it would be preferable for Wilding Butler to undertake the remedial work rather than for them to make a financial contribution towards the work to be undertaken by another party. This will be determined subsequent to the meeting on the 3rd November.

Cllr. N.Campbell-White raised the matter of significant Tree Work to be undertaken around the Parish, primarily at Memorial Playing Field and specifically in respect of the Jubilee Pavilion Car Park. Requests for Quotations had been sent out and three quotations had been received back. A synopsis of the Quotations is as per Appendix "I". The quotation received from Woodlands Tree Surgeons is the preferred quotation and the cost as quoted is covered within a number of Budgets for this financial year. One element of this quotation concerns the single tree adjacent to Mr. & Mrs. Locket's house and it is suggested that a contribution for the removal of this tree be obtained from Mr. & Mrs. Locket.

Agreed/Action:

The Parish Council accepts the quotation from Woodlands Tree Surgeons in the sum of £1810-00, with a reserve on the £180-00 being the cost of removing the tree adjacent to Mr. & Mrs. Locket's residence on the understanding that they will make a contribution, and authorises Cllr N.Campbell-White to proceed with the work as quoted.

Proposed: Cllr. N.Campbell-White

Seconded: Cllr. J.Dolphin

Vote: Unanimous.

h) Jubilee Pavilion – Bottle Bank.

Discussions took place on this subject, the main points being as follows:-

Currently, Winchester City Council is unable to provide a Bottle Bank, however, it has been noted and as and when one becomes available the Parish Council will be contacted in this respect.

The type of Bottle Bank being pursued is the smaller circular plastic type of Bottle Bank, which can be delivered and taken away on the back of a Transit type of vehicle, not a large lorry.

It was questioned as to whether the Parish Council wants a Bottle Bank at the Jubilee Pavilion.

It was pointed out that the installation of Bottle Banks usually results in significant mess and rubbish being left around the Bottle Bank.

It was also questioned as to whether a Bottle Bank would be of benefit to the Parish or whether it is purely a benefit to the Sports Club.

If a Bottle Bank were to be installed, it would be for the Sports Club to keep the area tidy and free from litter.

The Parish Council has a duty to provide facilities that encourage recycling within the Parish.

Agreed:

The Parish Council will pursue the installation of a Bottle Bank at the Jubilee Pavilion, on the understanding that the Sports Club will undertake to keep the area tidy and free from rubbish.

Proposed: Cllr. N.Campbell-White

Seconded: Cllr. J.Dolphin

Vote For: 4 votes

Vote Against: 2 votes

Abstention: 1 Vote.

Accordingly the motion was carried.

Action:

Cllr. N.Campbell-White to draft a letter to the Sports Club advising them that the Parish Council is to pursue the matter of installing a Bottle Bank at the Jubilee Pavilion on the understanding that the Sports Club will undertake to maintain the area free from rubbish and litter.

11. Planning Committee. - Convenor's report.

Cllr. A.Walmsley was not in attendance, but had submitted a written report, which is as per Appendix "J".

a) Applications and decisions.

Planning Applications and Decisions for the months of October 2004 are as per Appendix "K".

Cllr. J.Millar added the following comments to Cllr. Walmsley's report:

Village Design Statement

Cllr. J.Millar will pursue this issue in conjunction with Mary Davies of Otterbourne Parish Council who have initiated such a project.

It is understood to be a big project.

It is questionable as to whether it is worthwhile.

However, the Parish Council may be criticised for not producing a Village Design Statement.

A Village Design Statement/Parish Plan is required should the Parish Council apply for Quality Status.

The whole issue is a waste of time if the Planning Department, Winchester City Council, does not endorse the resultant Village Design Statement/Parish Plan.

Cllr. G.Beckett advised that he could obtain guidance on the subject from the Planning Department, Winchester City Council.

Planning Seminar

A Planning Seminar is to be held by Winchester City Council on the 26th November.

The cost is £40-00 for the first delegate and £35-00 per subsequent delegates.

Any Councillor that wishes to go to advise Cllr. J.Millar.

Beechcroft.

Cllr. G.Beckett advised that subsequent to an exchange of e-mails, it had been confirmed by the Planning Department, Winchester City Council, that the matter will go to Committee.

Beechcroft is in the conservation area where certain restrictions on development apply.

Silkstede Priors

The amended plans apply to the garage associated with the original House.

A response to the Parish Council's letter on this matter is awaited.

Cllr. G.Beckett will chase for a response when appropriate. (A response has been received subsequent to this meeting.)

Attwoods Drove – Orange Notices.

A reply had been received from Planning Department, Winchester City Council.

This letter is held on file.

No further action is appropriate.

b) Planning Application – Martins Close.

Issue covered in Cllr. A.Walmsley's report, see appendix "J".

12. Playing Fields Management Committee. - Convenor's report.

Cllr. M.Shaw's report is as per Appendix "L".

(a) Golf Practice On Playing Fields – Notices.

Covered within Cllr. Shaw's Report, Appendix "L".

Action:

Cllr. N.Campbell-White to install the notices on the backs of the Bench Seats around the Memorial Playing Field.

(b) Boundary Netting – Compton Street Play Area
Covered within Cllr. Shaw's Report, Appendix "L".

(c) New Children's Slide – Compton Street Play Area
Covered within Cllr. Shaw's Report, Appendix "L".

(d) Cricket Nets – Memorial Playing Field.
Covered within Cllr. Shaw's Report, Appendix "L".

Action:

The Clerk to write to the Sports Club putting them on notice that it is the Cricket Club's responsibility to ensure that adequate "Public Liability Insurance" is held by the Cricket Club for when members of the Cricket Club are using the proposed Cricket Nets.

(e) Crown Lifting of Silver Maple – Memorial Playing Field.
Covered under the Finance and Administration report, see item 10(g) above.

(f) Proposed BMX Cycle track – Facilities for the Youth of the Parish.
Significant discussion ensued on this subject, the salient points being as follows:-

It was apparent that there was not necessarily universal support for this proposal. Cllr. M.Shaw was very keen to utilise the land in question and by doing so get the area cleaned up.

There are no other projects/plans for using the land in question at present.

It was uncertain as to who would use a facility such as a BMX cycle track and whether its proposed location was the best to serve the Parish as a whole.

It was suggested that the cost, which could be paid for out of the Open Space Fund, might be better used in providing facilities for other groups of Parishioners rather than children/youth who had already benefited from the recently acquired new Children's Play Areas.

The fact that the land could be made available and the cost of the proposal could be met out of the Open Space Fund, does not alone justify the progressing of the proposal as identified.

A specific need has not been accurately identified and documented.

Agreed:

Cllr. M.Shaw and Cllr. J.Ford to progress with the outstanding action of undertaking a review of the need to provide facilities for Youth in the Parish, (Action ID 364), and report back at the February Parish Council meeting.

Vote: By a show of hands, unanimous.

Cllr. M.Shaw advised that Mr. Martin Bell had repaired the fencing around the Children's Play Area at Memorial Playing Field.

13. Parish Hall.

(a) Report from our rep on CASCA Management.
Cllr. J.Millar's report is as per Appendix "M".

Cllr. Millar requested volunteers from members of the Parish Council to provide their usual services at the CASCA Christmas Party.

(b) Replacement CASCA Chairman and Treasurer.

CASCA are still seeking a new Chairman and Treasurer. To this end, Cllr. N.Campbell-White circulated a revised Job Description for the position of CASCA Chairman. This should assist in identifying suitable candidates. Cllr. G.Beckett advised that he will speak on this matter at the CASCA AGM.

14. Highways, Byways, M3 and Environment Committee – Convenor's report.

Cllr. P.Caffyn's report is as per Appendix "N".

Cllr. Caffyn advised the meeting that Mr. Ted Mallion had been taken ill and was not able to tidy up the area around the wooden "Way Side Cross" at the present time. Cllr Caffyn said she would undertake this work in preparation for Remembrance Sunday.

Cllr. Caffyn also advised the meeting that the Winchester City Council Environment Strategy consultation document needs a response by the end of the month.

Action:

Cllr. P.Caffyn and Cllr. J.Dolphin to meet and formulate a response to the Winchester City Council Environment Consultation document.

15. Refurbishment of Victorian Drinking Fountain.

This project has now been taken over by Cllr. P.Caffyn who reported as follows:-

A staged refurbishment scheme has been prepared.

The first stage is the essential maintenance.

The tree works detailed under section 10(g) above will assist in this.

It is estimated that the initial essential work will cost in the region of £250-00.

The Shawford Residents Association are anticipated to be willing to assist in obtaining grants for the subsequent stages of the project.

16. Budgets – Financial Year 2005/2006.

All councillors were reminded that preparation of the Budgets for the financial year 2005/2006 should be worked upon. The Clerk requires the proposals from all Convenors by the 15th December 2004. These proposals will be reviewed by the Finance and Administration Committee at its meeting on New Years Eve with a view to ratifying them at the January Parish Council meeting.

17. Remembrance Service.

Councillors were reminded that this years Remembrance Service will take place on Sunday 14th November 2004. The poppy wreaths have been received and are held by the Chairman, Cllr. G.Beckett.

18. Date of Next Meeting.

7th December 2004.

Compton and Shawford Parish Council

Minutes of the Compton and Shawford Parish Council Meeting held on Tuesday 7th December 2004 in the Compton Room, Shawford Parish Hall, starting at 7.15pm.

Present:

Mr. George Beckett (Chairman), Mrs. P. Caffyn, Mr. J. Dolphin, Mrs. J. Millar, Mrs. M. Shaw, Mr. T. Threlfall, Mr. A. Walmsley.

In attendance: 2 Members of the Public

1. **Correspondence** - circulated to all members for their response.
The correspondence file containing the correspondence for the month of November 2004 was circulated to all Councillors who were in attendance.
2. **Apologies for absence.** Cllr. Mrs. J. Ford
Cllr. Mr. N. Campbell-White
County Councillor Mrs. Ann Bailey.
3. **Minutes** - To approve the minutes of the meeting held on 2nd November 2004 (as circulated)
There were no changes/amendments requested.

Agreed:

The Parish Council agreed that the Minutes of the meeting held 2nd November 2004, as circulated, were a true record of that meeting.

Proposed:- Cllr. J. Dolphin

Seconded:- Cllr. P. Caffyn

Vote For:- 6 votes.

Abstention:- 1 vote.

The Chairman signed the minutes of the meeting held 2nd November 2004, as being a true record of that meeting.

4. **Matters arising and Outstanding Action Points** - from minutes and not mentioned elsewhere on the Agenda.
Matters arising:
There were no matters arising.
Action Points:
Outstanding Action Points as at the time of this meeting were circulated prior to this meeting. P. Caffyn advised that "Action Point ID 380" had now been completed and can be removed from the list.
Consequently, the outstanding Action Points as a result of this meeting are as per Appendix "A" Cllr.
The Meeting will be closed
Statements, Observations and Questions from Members of the Public will be received and addressed. Maximum of 15 minutes allowed.
There were no issues raised.
The Meeting will be re-opened.
5. **Police Report.**
Police Constable Mark Smith was not in attendance and had not submitted a written report. However, a letter had been received from Police Superintendent R.J.E. Rose, which outlined some changes to local policing to be introduced in February 2005. This letter was circulated prior to the meeting and is as per Appendix "B".
6. **County Councillor's Report.**
County Councillor Ann Bailey was not in attendance and had not submitted a written report.
7. **District Councillor's Report.**
District Councillor George Beckett's report is as per Appendix "C".

Cllr. J. Dolphin requested further details of the "alternate week refuse collections". District Councillor G. Beckett outlined these plans and directed member's attention to a green leaflet that had been circulated to all affected households. Cllr. Beckett went on to say that if residents were to object to the proposals, a collective objection through

the Parish Council might meet with greater success. However, it was noted that the trial period was proceeding smoothly and members were not aware of any objections to-date. The appropriate Residents Associations will be made aware of the possibility of using the Parish Council as a conduit for objections, but it was pointed out that any objection would necessarily have to be particularly significant for Winchester City Council to change or amend their proposals in respect of alternate week Refuse Collections.

8. Parish Transport Representative's Report.

Cllr. J.Ford was not in attendance and no report had been submitted. However, Cllr. J.Dolphin advised the meeting that changes had been made in the train timetables affecting Shawford Train Station. Discussion ensued, the salient points being as follows:-

A significant improvement had been achieved, although one "key Train Service" had been removed.

A full hourly service had been reinstated.

In general, the "Commuters" had done well, but services that facilitated travel by school children and students were not favourable.

Particular impact upon School Children at Peter Symonds School has been felt.

The Parish Council had not been involved in the preparation of the new timetable and it was questioned whether the Parish Council should be.

The Parish Council had not received any representations to-date.

It was concluded that the Parish Council should take no action at this time and wait until any representations are received before taking further action.

Action:

The Clerk to place the matter of the Train Timetable covering trains into and out of Shawford Train Station, on the Agenda for the February 2005 Parish Council Meeting.

Action:

The Clerk to ensure sufficient publicity to the new Train Timetable is given in the report of this Parish Council Meeting, which is published in the Hampshire Chronicle and the Parish Magazine. This report to include a invitations to Parishioners to make appropriate representations through the Parish Council to the appropriate authorities.

9. Parish Tree Warden's/Parish Footpaths/Compton Lock Representative's Report.

Cllr. T.Threlfall's report is as per Appendix "D".

Some discussion took place concerning the proposal to fence off part of Shawford Down for the purpose of grazing highland cattle for two months per year. The main points were as follows:-

Cllr. T.Threlfall expressed his concern at the proposal to erect permanent fencing.

Other members were concerned about the proposed fence at the bottom of the down, which could prove to be a safety hazard to children when using the down for tobogganing in winter months.

Most, if not all, other fencing would be concealed in the hedgerows etc.

There are proposed adequate gates onto the Down.

The Parish Council has only agreed to the proposal in principle, reserving the right to comment on the detail.

In conclusion it was thought appropriate to review the details of the proposal when received from the Countryside Services, Hampshire County Council.

Cllr. Threlfall advised the meeting that he is to attend a meeting concerning the river Itchen on the 8th December and a meeting on "Diffuse Pollution Reporting" in January 2005. He will report back to the Parish Council subsequent to those meetings.

10. Finance and Administration Committee. - Convenor's Report.

Cllr. N.Campbell-White was not in attendance, but had submitted a written report, which is as per Appendix "E".

a) Parish Accounts - Cheques for payment

The state of the Parish Council Accounts as at the date of this meeting was as per Appendix "F".

Cheques issued since the last Parish Council meeting were as per Appendix "G".

b) Financial Regulations.

In the absence of Cllr. Campbell-White, this matter was deferred for further discussion by the Finance and Administration Committee, before being brought to the full Parish Council again.

b) Increase of Rent payable by CASCA for Shawford Parish Hall.

Cllr. J.Millar advised the meeting that this subject is still under negotiation by Cllr. Campbell-White with CASCA and was therefore deferred until the next Parish Council meeting.

c) Jubilee Pavilion – Outstanding Issues/Snagging list.

Cllr. G.Beckett gave a resume of the current situation concerning the water run off from the Car Park together with the current situation concerning the Car Park extension. It was considered that the outstanding issues in respect of the Car Park and the proposals to extend the Car Park should be viewed as a single project as any remedial work would be undertaken at the same time as any extension. Significant discussion took place, the main points being as follows:-

It was understood by Cllr. N.Campbell-White that individual members of the Sports Club were in agreement with the Parish Council's plans to extend the Car Park to the south.

Whilst some objection from one immediate neighbouring resident was noted by Cllr. Campbell-White, he thought these objections could be overcome.

Cllr. A.Walmsley had been made aware that the objections were stronger than originally believed and as a safeguard referenced the Covenant placed upon the land by the Ministry of Transport when the land was given to the Parish Council. This covenant restricted the removal of some of the trees etc., something that would be necessary for the Car Park to be extended to the south. Accordingly, Cllr. Walmsley requested a delay in implementing the tree work.

The contractor who had been commissioned to undertake the tree removal in preparation of the Car Park extension had to be stopped from carrying out the work on the day before he was due to start. The Contractor declined to undertake other aspects of the work that had been specified elsewhere in the Parish.

It had been made apparent that the neighbouring residents were under the impression that the Sports Club had strongly objected to the Parish Council's plans for the Car Park extension.

An e-mail received from Mr. Martin Dearlove, Chairman of Compton and Shawford Sports Club, admits misleading the Parish Council in its agreement to the Car Park extension plans.

It appears that whilst individuals in the Sports Club had made their views known, there had been no Sports Club decision as such.

It was commented that the objecting neighbours could have made their objections known at an earlier date.

In the light of the objections and apparent change in position of the Sports Club, it would be foolhardy to progress the existing plans especially in view of the covenant on the trees on the land in question. Should the Parish Council press ahead regardless, then significant bad press could ensue.

It was also thought that the trees actually giving rise to the complaint were not included in the covenant, but this needed to be verified.

It was therefore considered to be in the best interests of all parties concerned that the whole subject be reviewed and an appropriate course of action determined.

Agreed/Action:

An "Ad Hoc" Committee consisting of Cllr. G.Beckett (Chairman), Cllr. A.Walmsley, Cllr. M.Shaw and Cllr. P.Caffyn to be formed with the mandate to hold a Public Meeting at which all parties concerned may expound their preferences and/or objections for the extension of the Jubilee Pavilion Car Park. From this meeting, this "Ad Hoc" committee to formulate detailed proposals for the extension of the Jubilee Car Park, together with the resolution of the Covenant issues in connection with any of the trees affected by any ultimately agreed proposals and to report back to the Parish Council at its meeting in January 2005.

Proposed: Cllr. J.Millar.

Seconded: Cllr. T.Threlfall

Vote: Unanimous.

d) Jubilee Pavilion – Car Park.

Covered under 10 c) above.

e) Jubilee Pavilion – Bottle Bank.

Cllr. G.Beckett outlined the history of this matter and advised the meeting that the Sports Club had now agreed that a Bottle Bank would not be installed at the Jubilee Pavilion. The matter is now closed.

f) Audit Commission – Invoice for £1250-00.

The Clerk informed the meeting that an invoice in the sum of £1,250-00 plus VAT had been received from the Audit Commission in respect of “External Audit Fees”. This exceptionally high audit fee was caused by the financial transaction of building the Jubilee Pavilion. This expenditure had taken the Parish Council accounts into the bracket under which the maximum External Audit Fees would be charged. A letter had been sent to the Audit Commission complaining of this exorbitant charge and details of the Appeals Procedure had been requested. A response is awaited and in the meantime, the External Audit Fee has not been paid.

The Clerk raised the outstanding issue of the “Fidelity Guarantee Insurance” as suggested by the Auditors. Whilst some members of the Finance and Administration Committee had expressed their views, a final position on this issue had not been forthcoming. Cllr. G.Beckett advised that this matter must be deferred to the Finance and Administration Committee for further deliberation with recommendations being made to the full Parish Council.

11. Planning Committee. - Convenor’s report.

Cllr. A.Walmsley’s report is as per Appendix “H”.

a) Applications and decisions.

Applications and Decisions are as per Appendix “I”.

b) Planning Applications for:

Shepherds Grove

Cllr. A.Walmsley gave a brief outline of the history of this Application, which now consists of the development of a single dwelling in the garden of Shepherds Grove. The application conforms to the Urban Capacity Study and is sympathetic in its size and style of other houses in Shepherds Lane. The application is also in conformance with the Parish Council’s Planning Policy Statement.

Agreed/Action:

Cllr. A.Walmsley to draft a letter of support to Winchester City Council in respect of the Planning Application for the development of a single dwelling at Shepherds Grove, Shepherds Lane.

Vote: By a show of Hands – Unanimous.

Silkstede Priors

Cllr. A.Walmsley advised the meeting that an application for the erection of Stables and the creation of an earth bund had been submitted. It was commented that the earth bund consisted of chalk, which had been dug out when constructing the footings of the new houses at Silkstede Priors. This had been left on the agricultural land rather than being taken away or spread evenly over the land. It was also commented that no action over this matter will set a precedent but the local Residents may object individually if they so wished. It was concluded that the Parish Council would take no action in respect of this issue as there had been no representations made by local Residents.

Mountain Ash.

An application had been submitted by the Developers at Mountain Ash, for the erection of a 2.4 meter high by 12 meter long sign advertising the development, to be placed facing over the M3 motorway. It was thought that such a sign would not be legal, but it would be a matter for the Highways Authority. Whilst the Parish Council would not favour such a sign, it was questioned whether it is the Parish Council’s responsibility to raise the matter with the Highways Authority.

Action:

Cllr. G.Beckett, in his capacity of District Councillor, to make a “Members Comment” to the Planning Department, Winchester City Council, in respect of the Planning Application to erect a 2.4mtr by 12mtr sign overlooking the M3 motorway, advertising the development at Mountain Ash.

Cllr. A.Walmsley advised the meeting that a Planning Application to replace a mobile telephone mast at the Bushfield Roundabout had been submitted. The existing 8mtr mast is to be replaced with a 15mtr mast and would continue to be screened within the adjacent trees.

Declaration of Interest.

Cllr. G.Beckett declared an interest in this matter.

Cllr. A.Walmsley considered that the Parish Council need take no action on this Application.

Cllr. Walmsley advised the meeting that the Planning Ombudsman had responded to the complaints from Miss Lloyd concerning the development at Silkstede Priors. The Ombudsman had concluded that the Planning Department, Winchester City Council, had done nothing wrong in the way the Planning Application had been handled.

Cllr. G.Beckett advised the meeting that two letters had been received from Winchester City Council, these were:-

**Proposed “Local Area Design Statement” for Compton Down – Appendix “J”.
Assistance with Producing Village/Neighbourhood Design Statements –
Appendix “K”.**

Discussion ensued on these matters, the main points being as follows:-

In the past, the Parish Council has not pursued these issues as it involves a lot of work and expense with no guarantee that the results will be accepted or recognised by the Planning Departments.

However, in the future, the District Local Plan will cease and be replaced with a Local Development Framework in which the Local Area Design Statement will strongly feature.

The Local Area Design Statement for Compton Down will be assisted and monitored by Winchester City Council.

It was questioned whether

- a) The Parish Council is in agreement with producing a Local Area Design Statement for Compton Down?
- b) Should the Parish Council endeavour to get ownership of the project?
- c) Should the Parish Council, having obtained ownership of the project, appoint somebody to lead the project on behalf of the Parish Council?

It was also asked if the Parish Council should have the proposed Local Area Design Statement for Compton Down extended to cover other areas of the Parish.

If it is seen that Compton Down is the subject of such a project, other areas in the Parish may feel that they are being unfairly excluded.

It was pointed out that the Local Area Design Statement for Compton Down could form just one section of a “Village Design Statement” covering the whole Parish.

To commence with a Local Area Design Statement for Compton Down and then at a later date continue with other areas of the Parish thereby ultimately producing a Village Design Statement for the whole Parish would seem the appropriate course of action to pursue.

It is accepted that there would be a financial cost to the Parish Council in the approximate sum of £2,000-00 per annum, which would have to be budgeted for in the Financial Year 2005 – 2006 Budgets. This is on the understanding that approximately 50% of the costs will be borne by Winchester City Council.

It is anticipated that a Local Area Design Statement for Compton Down will take approximately eighteen months to complete. The question of undertaking a similar project for other areas of the Parish at the same time or subsequent to Compton Down will have to be explored.

It was pointed out that the production of Local Area Design Statement for Compton Down is a separate and possibly a precursor to producing a Village Design Statement.

Agreed/Action:
Cllr. G.Beckett, as Chairman of Compton and Shawford Parish Council, to respond to Winchester City Council in a very positive manner concerning the proposed Local Area Design Statement for Compton Down. The letter to include requests for guidance together with details of the appropriate consultant so that the Parish Council may take a leading role in the project.
Vote: By a show of Hands – Unanimous.

Action:
Cllr. G.Beckett to contact Mr. Terry Long and/or Mr Peter Savage, enquiring as to whether either individual would be prepared to lead the project of producing a Local Area Design Statement for Compton Down on behalf of the Parish Council.

12. Playing Fields Management Committee. - Convenor's report.

Cllr. M.Shaw had not submitted a written report, but reported orally as follows.

(a) Golf Practice On Playing Fields – Notices.

Cllr Shaw had the notices and is currently awaiting Cllr N.Campbell-White to put them up as he had promised at last month's meeting.

(b) Boundary Netting – Compton Street Play Area

Cllr. Shaw advised that whilst the quotation for this work had been accepted, the contractor had yet to give a date for its implementation.

Action:
The Clerk to "chase" White and Etherington Ltd, the chosen contractor, for a date for the extending the height of the boundary fencing at the Compton Street Play Area.

(c) New Children's Slide – Compton Street Play Area

Cllr. Shaw advised that Playdale had commenced installation and everything was running smoothly.

(d) Cricket Nets – Memorial Playing Field.

The proposed cricket nets have now been ordered from Huck Nets (UK) Ltd., at a total cost of £5,570-00 plus VAT. The Sports Club have confirmed in writing that the appropriate Public Liability Insurance for use of the Cricket Nets by the Cricket Club/Sports Club, is held.

Cllr. Shaw also advised the meeting that to-date no further action has been taken in respect of her proposal for providing some form of facility for the Youth of the Parish, e.g., BMX cycle Track. This is due to Cllr J.Ford being unwell; Cllr. J.Ford being the chosen supporting Councillor in this proposal.

13. Parish Hall.

Cllr. J.Millar's report is as per Appendix "L"

(a) Replacement CASCA Chairman and Treasurer.

Cllr. J.Millar advised the meeting that CASCA are still looking for a new Chairman and Treasurer. In the meantime, Mrs. Jo Pitt has agreed to act as Chairman pending the appointment of a new Chairman.

Action:
Cllr. G.Beckett to write on behalf of the Parish Council to Mrs Jo Pitt, thanking her for taking on the role of CASCA Chairman on a temporary basis pending the appointment of a new Chairman.

Action:
Cllr. G.Beckett to write, in the New Year on behalf of the Parish Council to Mr. Mike Mathews, thanking him for all his past work as Chairman of CASCA.

14. Highways, Byways, M3 and Environment Committee – Convenor's report.

Cllr. P.Caffyn's report is as per Appendix "M".

With regard to the matter of the roadwork currently being undertaken in the "Main Road", Shawford, a letter had been received from Jo and Geoffrey Pitt, complaining of the state of the gutters and drains which have been damaged by heavy vehicles driving on the opposite side of the road. The Parish Council has been requested to ensure that the Contractors make good any damage on completion of the work.

Action:

Cllr. P.Caffyn to draft a letter to the appropriate Highways Authority, requesting that the Contractors undertaking the road Works in the Main Road, Shawford, reinstate the road, gutters and drains damaged by heavy traffic driving on the opposite side of the road during the period when the road works were being undertaken.

Action:

The Clerk to reply to the letter received from Jo and Geoffrey Pitt concerning the road works in the Main Road, Shawford, advising them that the Parish Council is taking the matter up with the appropriate Highways Authority, thereby getting the Contractor to reinstate the road, Gutters and Drains.

In respect of the Malms Development, Cllr Caffyn advised the following:-

There have been problems with the Developer/Contractors.

The surface of the road leading to the Malms is suffering and is anticipated to get worse when the Utilities are installed.

The developer is in dispute with Mr. Mike Baird who owns the road and for which the developer has permissive use of the Road.

It was asked whether the Parish Council should insist on reinstatement of the road to its original condition, subsequent to the development being completed.

The Ranger for Shawford Down, Mr. David Ball, has had some success with the Developer of the Malms, he could be a useful conduit to the Developer for the Parish Council.

Action:

Cllr. P.Caffyn to draft a letter to Mr, David Ball, Ranger for Shawford Down, Countryside Services, Hampshire County Council, expressing the Parish Council's concern over the state of the road to the Malms development, the damaged state being caused by/will be caused by the Development of the Malms. Requests for assistance in resolving this matter will form part of this letter.

Cllr. P.Caffyn had been in correspondence by e-mail with a Mrs Joyce Baxter who wanted to install a bench seat on Shawford Down in memory of her Father who is buried in Compton Churchyard. Local Residents have objected to any more commemorative Bench Seats being installed on the Down. Accordingly, an alternate site was proposed to Mrs. Baxter, possibly opposite Compton School to replace the dilapidated one originally donated by the Woman's Institute. An alternative location is understood to be acceptable to Mrs Baxter.

Action:

Cllr. P.Caffyn to draft a letter back to Mrs Baxter, thanking her for offering to donate a Bench Seat, and advise her that an alternative location, other than Shawford Down, has been identified, which is opposite Compton School, Compton Street. The approximate costs of the Bench Seat together with commemorative plaque will be advised by the Clerk when the wording of the Plaque is known.

Action:

Cllr P.Caffyn to draft a letter to Mrs. G.Sollom, Head teacher, Compton School, advising her that a replacement bench seat may be donated to the Parish, replacing the dilapidated bench seat opposite Compton School.

Cllr. P.Caffyn advised the meeting that the Village Spring Clean/Litter Pick is planned to take place on 13th March 2005. Winchester City Council will provide plastic bags for collecting rubbish together with gloves. It was suggested that fizzy drinks and sweets could be provided for the children, the cost of which to be paid for out of the Chairman's Allowance.

Cllr. Caffyn had been made aware of the problems encountered by introduction of "Quiet Lanes" in Hampshire. In Oxfordshire, many Parish Councils had come to regret the introduction of "Quiet Lanes". It was pointed out that there would appear to be no candidates for "Quiet Lane" status in this Parish.

An extensive exchange of e-mails had been copied to Cllr. P.Caffyn concerning the possibility of installing "kissing Gate" to prevent Trial Bikes accessing Bushfield Camp. The location of this prospective "Kissing Gate" is on the boundary of this Parish, hence

Badger Farm Parish Council had passed the issue to Compton and Shawford Parish Council. Some discussion took place, the salient points being as follows:-

The adjacent Resident, who is Resident in Badger Farm Parish, has complained about Trial Bikes accessing the land adjacent to his property, such land being owned by the Church Commissioners.

The Church Commissioners who own the land in question will not take any action. Badger Farm Parish Council will not take any action as the precise location of the suggested Kissing Gate is within the Boundary of Compton and Shawford Parish. Accordingly, it is requested that Compton and Shawford Parish Council assists a Resident of Badger Farm Parish.

This not being a Public Footpath, there appears to be no obligation on this Parish Council to assist a Parishioner of another Parish in a dispute with a private Landowner.

Any installation of a Kissing Gate in the location specified will not stop Trial Bikes from accessing the land in question.

Action:

The Clerk to write to Badger Farm Parish Council advising them that Compton and Shawford Parish Council sees no obligation on its part to install a Kissing Gate to prevent Trial Bikes from accessing Land owned by the Church Commissioners at Bushfield Camp.

15. Refurbishment of Victorian Drinking Fountain.

Cllr. P.Caffyn advised the meeting that work in preparation for renovation of the Victorian Jubilee Memorial is proceeding, the main points being as follows:-

The trees that need to be removed have yet to be clearly identified to local residents, this to allay fears of too much tree removal.

Only three trees are to be removed.

One quotation for the refurbishment work has been received in the amount of £420 plus VAT.

It is questioned whether Mr. Frank Smith should be asked to do this work, or whether a qualified craftsman would be preferable.

An alternative craftsman needs to be identified and asked to quote for the work of refurbishment.

Action:

Cllr. P.Caffyn in conjunction with Cllr. N.Campbell-White to clearly mark the trees to be removed in preparation for renovation of the Victorian Jubilee Memorial.

Action:

Cllr. P.Caffyn to confirm with Winchester City Council, Planning Department, that there is no issue to be resolved in respect of Tree Preservation Orders on trees surrounding the Victorian Jubilee Memorial and to submit a Planning Application for the "Marked" trees to be removed in preparation for the refurbishment of the Memorial.

Action:

Cllr. P.Caffyn to obtain a second quotation from a qualified craftsman for the refurbishment of the Victorian Jubilee Memorial.

16. Budgets – Financial Year 2005/2006.

The Clerk advised the meeting that the initial draft Budgets for the Financial Year 2005 – 2006 had been prepared. These Budgets will be considered by the Finance and Administration Committee prior to their submission to the full Parish Council meeting in January 2005.

A.O.B.

The Clerk advised that he had been approached by Otterbourne Parish Council who requested assistance in respect of the Data Protection Act and the production of a Publication Scheme. Members were asked if they had any problem with the Publication Scheme that was produced and accepted by the Information Commissioner, covering Compton and Shawford Parish Council, was used as a model for Otterbourne Parish Council. Members had no problem with this course of action.

17. Date of Next Meeting.
4th January 2005.