

SILCHESTER PARISH COUNCIL

Minutes of the Meeting of the Council

Date:	Monday 4 th December 2017	Time:	7.30pm
Place:	Club Room, Silchester Village Hall		
Present:	Cllr Mahaffey (Chair)	Cllr Earl (Vice-chair)	
	Cllr Baldock (Vice-chair)	Cllr Miles	
	Cllr Livingstone	Cllr Monger	
	Cllr Westwood		
In Attendance:	Maxta Thomas (Clerk)	3 members of the public	
	Cllr Gardiner (Borough)	Cllr Vaughan (County)	
	John Davis – Footpaths Officer	Peter Howells – Pavilion Committee	
Apologies:	Cllr Tucker (Borough)	Chris Lee – Tree Officer	

Action

1. **General Announcements**

Cllr Mahaffey ran through the general announcements and informed the public that the meeting would be recorded for minute taking purposes.

2. **Apologies for Absence**

As above.

3. **Declarations of Interest**

None.

4. **Minutes of the Last Parish Council Meeting**

- 4.1 The minutes of the meetings held on 6th November 2017 were unanimously agreed as being a true and accurate record of the meeting. They were duly signed by the Chairman.

5. **Matters Arising**

- 5.1 Review of action Tracker – outstanding actions were reviewed. Clerk to update and distribute accordingly.

- Ditch clearing – the clerk has received a quote for this work for £780, which includes all the work, equipment, and removal of spoil from the site. Contractor to meet with Cllr Miles to discuss extra clearance. Expenditure unanimously agreed. Clerk to take forward.
- Entrance at Church Rooms – Cllr Livingstone reported that the entrance has been put in by the landowners to provide easier access to the car park.
- Emergency plan – the Silchester Association will not be in the formal plan; however, the PC will hold an informal list of Association members as part of a telephone tree should an emergency occur. The document as it stands is complete; however, Councillors felt more work was needed to identify possible emergency scenarios. Cllr Earl to circulate.

Clerk

Cllr Earl

6. **Open Forum**

Cllr Mahaffey invited comments and questions from the public. The following comments were made:

- None.

7. Planning

7.1 New Applications

17/03841/HSE - 5 Inhams Way Silchester

Erection of two storey side extension and single storey rear extension with side entrance canopy to replace garage and conservatory. Installation of timber cladding to front elevation

No objections unanimously agreed.

17/03863/HSE - 2 Hydes Platt Silchester

Erection of single storey front and side extension

No objections unanimously agreed.

7.2 Approvals/Refusals – approvals and refusals were noted (Appendix A).

The Clerk noted that 17/02979/ADV for various illuminated and non-illuminated signs at the Calleva Arms has been granted. The sign on the green space was removed from the application, and the lighting requirement has been taken into consideration in the permission notice.

7.3 Update on land adjacent to Culham's Mill – Cllr Mahaffey gave an update.

The court case was continued on 30th November – 1st December, and finished with the judge requesting written summary statements from the barristers on both sides. A preliminary judgement is expected before Christmas, with the final judgement being given in court by 12th January. Cllr Mahaffey gave a full witness statement. He thanked all residents in the village who attended.

In the meantime, a number of extra caravans have appeared on site.

Richard Edwards of Englefield Estate has called a meeting of interested landowners and Police to discuss recent ASB incidents in the area.

Cllr Mahaffey noted that the Judge was surprised that there has been no enforcement. Therefore Cllr Mahaffey to write to BDBC to ask them to enforce as soon as possible.

Cllr Mahaffey

Cllr Mahaffey noted the response to the planning application from the Environment Agency, who has raised no objections. This has been queried by Cllr Earl with the EA, as they have based their findings solely on the maps provided in the application, and not with actual positioning at the site. Clerk to forward the PC's comments on this to BDBC Planning.

Clerk

Cllr Mahaffey is organising an informal meeting with other local parishes with similar issues.

8. Clerk's Report & Administration

8.1 Parish Council election costs – the Clerk reported that BDBC have to date managed and paid for all Parish Council elections. There is now a budget proposal in for the BDBC to charge for this service for contested by-elections in the future. For the moment, any uncontested election or co-option will still be paid for by BDBC. The cost to Silchester PC a by-election is likely to be in the order of £2,000 - £3,000. If the proposal is accepted, it will be effective from 2018/19.

Whilst Silchester has not had a contested election for some time, this needs to be borne in mind when considering next year's budget. Other parishes have been quick to protest this move.

Clerk to send letter of support to BDAPTC, who are protesting the proposal.

Clerk

8.2 2018/19 Budget & Precept – the Clerk has distributed a draft budget for 2018/19, along with projections on possible precept increases. The draft budget does not include any possible election costs.

Car parking leases to be reviewed in next 6 months. Cllr Miles to take forward.

Cllr Miles

Cllr Mahaffey asked the Chair of the Pavilion Committee, Peter Howells, if there is likely to be any PC expenditure on the Pavilion in the next few years. Peter stated

that the Pavilion is currently self-financing, and they have a contingency fund for emergencies. He did note that there may be a potential problem with the cess pit – this needs to be investigated. If it needs to be addressed, this may need up to £10k. Cllr Mahaffey asked if rent for the pop up café was fair – Peter confirmed that currently it is, and will be reviewed annually. Cllr Mahaffey noted PC support of the café.

Cllr Mahaffey proposed accepting the budget, seconded by Cllr Miles, and agreed unanimously.

Cllr Miles proposed increasing the precept to £19700, seconded by Cllr Mahaffey. Unanimously agreed. Clerk to take forward.

Clerk

9. Reports

9.1 See appendix B.

- i. Toddler swing replacement- Cllr Mahaffey to apply for grants for a new toddler swing. Cost will be around £2500 – quotes to be sought. The Bags for Life appeal is ongoing. Concern was expressed re BDBC playground inspections – the toddler swing was not identified as problem until very recently, and it has become an acute problem straight away.
- ii. Review of playground area/equipment – options for stopping the new trees being used as goalposts are being explored. Cllr Westwood to suggest to donator that they are moved, as the trees are being damaged. Basketball hoop – the base has worn away, making it very muddy when wet. Therefore it is little used. Filling in the area with a solid base would solve the problem. Cllr Mahaffey to take forward.

Cllr Mahaffey

- Roman Site Panel – the Panel has met recently. Cllr Westwood to report next month.
- AWE – meeting next week.
- Footpaths – the Footpaths Officer noted a request from the ‘TrailTale’ app for the inclusion of Silchester walks in the app. This was discussed by councillors. Clerk to forward details to all councillors ready for consideration at the January meeting. Fingerposts to be repaired or replaced as necessary in the next month. Clerk to put Footpaths Officer in touch with Richard Brown re bridge on FP6. Cllr Westwood asked if the Footpaths Officer would be willing to keep an eye on the marker discs around the Roman Wall walk. This was agreed.
- Speedwatch – it was noted that there has been a lot of traffic down Bramley Road in recent weeks, and that speeds through the area have also increased.

Cllr Westwood

Clerk

Clerk

9.2 Borough Councillor report – Cllr Gardiner gave a verbal report.

- He reported the recent death of long-time Borough Councillor Rita Burgess.
- The Boundary Commission have set the number of ward councillors for BDBC at 54, and there will be three councillor wards moving forward. Ward councillor elections will be every year. Calleva Ward is likely to be put in with Sherborne St John, but may need to expand further. This will go out to public consultation.

9.3 County Councillor report – Cllr Vaughan gave a verbal report.

- Bramley Road should be open by the end of December.
- Cllr Vaughan is now the Chair of the Silchester Roman Town Forum – he has taken over the post from Keith Chapman.

9.4 Chairman’s Report – Cllr Mahaffey gave a verbal report.

- GIS mapping project – Cllr Mahaffey has received an ‘invitation to propose projects’ from UCL for MSc students. He proposed that the PC apply for a project on mapping Silchester Common. This was unanimously agreed. Cllr

Cllr Mahaffey

- Mahaffey to take forward.
- Fly tipping on the Common – the gate has been damaged, and bricks and rubble has been fly tipped near the sewage works. Cllr Miles suggested publishing picture on the Spotted Silchester FB page to see if it can be identified. There has also been fly tipping near the chapel – a large pile of leylandii. This needs to be cleared. Cllr Mahaffey noted that vulnerable areas around the Parish need to be identified and protected from potential unauthorised encampments. Cllr Westwood to investigate. **Cllr Westwood**
10. **The Common**
- 11.1 Revision of Bylaws – Cllr Livingstone has been through the model bylaws and merged them with the Silchester bylaws. He will send to the Clerk and Cllr Mahaffey for further action. **Cllr Livingstone**
- 10.2 Tool transportation/storage – suggestions have been made to purchase a small tractor which could be used for grass cutting as well as tool transportation. There would be an issue with storage, and issues have also been raised on storage by the Silchester Association and the Common Working Party. Cllr Mahaffey suggested that a storage extension to the Pavilion could solve the problem. ISO containers were also considered. A container could be placed in the trees near the pavilion, although this is on SSSI land and the PC would need to check if permission is needed. Councillors to explore costs and sites for containers. **All**
- Councillors felt that a tractor would not be necessary. Volunteers will be sought for tool transport.
- 10.3 Monkey bumps – levelling work – following a quote for £315 to level off the monkey bumps and install a wooden post for placing notices, it was unanimously agreed to ratify the decision to complete the work. Clerk to take forward. **Clerk**
- 10.4 Update on valley mires project – work is ongoing. Cllr Mahaffey to obtain a site report. **Cllr Mahaffey**
- 10.5 Orse clearance work – Cllr Baldock has obtained a second quote for this work, but the working practices were very different. It was therefore proposed by Cllr Mahaffey to accept the original contractors quote. This was seconded by Cllr Livingstone and unanimously agreed. Cllr Baldock to take forward. **Cllr Baldock**
11. **Parish Environment/Maintenance**
- 11.1 Village Hall car park
- i. Proposals for bollards/barriers – Cllr Westwood has investigated. Commercial planters would be around £1300 each. Oak barrels - £145 each. Bollards would be £60-70 each for fold down bollards – three would be required. Councillors were largely in agreement for the bollards option. Cllr Westwood to do more research. To be placed on the agenda for January, Clerk to liaise with the Village Hall Trustees. **Cllr Westwood**
- Clerk**
12. **Highways**
- 12.1 Issues
- Signs being stolen - the missing signs have been found in Bramley. Clerk to contact Highways to inform them. **Clerk**
 - The broken chevrons at Flex Ditch have been reported. No action to date. The Clerk will continue to chase. **Clerk**
 - Little London Road – there is no paint at the junction with Kings Road. Clerk to report. **Clerk**
- 12.2 Road Closures – none.
- 13 **Consultation documents**
- 13.1 Draft Statement of Community Involvement – this consultation from BDBC outlines

the consultation and engagement methods that BDBC will use to involve interested residents, groups, organisation, business, other representative and individuals in the planning process.

Cllr Baldock recommended no comments. Unanimously agreed.

- 13.2 Electoral Review of Basingstoke & Deane: Warding Arrangements – the Clerk noted that this consultation has now gone public. Details to be placed on the website. The closing date for comments is 12th February 2018.

14. **Grant Applications**

None.

15.. **Finance**

- 15.1 Payments approval – the Clerk presented the payments due for December (see Appendix C). She noted the following:

- There are discrepancies on the reconciliations. This is due to errors in data input in November on two different sets of expenses. They will be rectified by the next meeting.
- An invoice has been received for the Clerk's recent CiLCA training.
- Payment is due for some replacement chainsaw gloves.
- Payment to HMRC for Tax/Nics is due - £238.38. This does not appear on the reconciliation due to the final amount being received this afternoon.
- All other expenditure as expected.

It was unanimously agreed to authorise the payments as outlined in Appendix C and above. Clerk to process.

Clerk

- 15.2 Receipts – see appendix C.

16. **Date of Next Meeting**

Monday 8th January 2018.

17. **Resolution – to exclude press and public from items that may require discussion of possible and financial proceedings i.a.w Public Meeting – Admission to Public Meetings Act 1960.**

None.

18. **Items of a Confidential Nature**

None.

Meeting closed at 9.53pm

Appendix A – Planning

Planning Applications for Consideration

1.	17/03841/HSE - 5 Inhams Way Silchester Erection of two storey side extension and single storey rear extension with side entrance canopy to replace garage and conservatory. Installation of timber cladding to front elevation	
2.	17/03863/HSE - 2 Hydes Platt Silchester Erection of single storey front and side extension	

Approvals/Refusals*

1.	17/02979/ADV - The Calleva Arms The Common Silchester Display of various illuminated and non illuminated signs	Granted Objections
2.	T/00403/17/TCA - Pound Cottage Church Lane Silchester 2x London Plane: tip reduce by 1-1.5m. Lift the canopy to 3m removing secondary growth only. Yew tree: prune back from property. Small Silver Fir: Fell Small Bay Bush: to reduce in height by 2m and to reduce the sides to match Black Locust Tree: to crown clean Small Horse Chestnut: Fell Large Horse Chestnut: to crown clean and tip reduce the lower and mid canopy by 1m	Granted No objections

Pending Applications*

1.	T/00033/17/TCA - 3 Lovegrove Gardens The Common Silchester Fell 1 yew tree	Objections
2.	17/02074/OUT - The Lodge Little London Road Silchester Outline application with all matters reserved (except for access) for the erection of one single storey classroom following demolition of two existing outbuildings and change of use from residential and equestrian use to use for educational and respite therapy.	Objections
3.	17/02526/FUL - The Calleva Arms The Common Silchester Demolition of existing conservatory and erection of new single storey garden room and decking area. New single storey extension to rear incorporating a new accessible W.C provision.	No objections
4.	17/00653/RET - Land Adjacent To And Rear Of Culhams Mill, Little London Road Silchester Change of use of land to residential caravan site comprising 13 plots including day rooms and construction of hardstanding and access road	Objections
5.	17/03539/HSE - 17 Dukes Ride Silchester Erection of single storey front and rear extensions, and a first floor front and side extension	No objections

*Objections/no objections listed are the decision of Silchester Parish Council only, and do not reflect any submissions placed by members of the public or other bodies with Basingstoke & Deane Borough Council.

Appendix B – Reports

Pavilion Committee

No written report received.

Silchester Roman Town – Joint Advisory Panel

No written report received.

Silchester Common Volunteer Group

Last work party had 20 people attending despite the wet weather and a good amount of work has been achieved. I have today, Wednesday 29th November, had a work site walk round with Graham Dennis and he has happy with what we have done so far and we discussed what way the work would progress for the next couple of work parties.

There were two items he asked the volunteers to try and resolve if time and numbers allowed.

1. Remove a twin stemmed Oak tree in among the remaining small Aspen stand.
2. Lift the cattle grid and clear leaf litter etc from under the bars to stop the possibility of the cattle being able to escape across the grid.

The windblown Aspen behind Heathcote and Kilifi Cottages that had lifted the fence line has been safely taken down with the aid of 4 volunteers, removing the risk to the public and the perimeter fence. The remaining stump has been pulled as far back as possible and should either stay where it is or gradually sink back down to the ground. The fence line is now as safe as can be expected.

It was noted that the tree stands in yet another stand of Aspen, much larger than the one in which the volunteers are working at the moment.

Village Hall Management Committee

No written report received.

BDAPTC

No written report received.

AWE

No meeting, so no report.

Playground Committee

No written report received.

Footpaths

Summary - Overall the footpaths within the parish are in good condition and in the last couple of days I have walked them all and made sure that the stiles and kissing gates are tidy and clear of vegetation and that the fingerposts and waymarks are visible.

A couple of them are quite muddy, which is normal for this time of the year, but they are all walkable

The fallen tree on the west side of the Roman Wall on the Silchester Town Trail has been cleared by HCS.

Footpath status

1. From Duke's Ride to Bridleway at Beggars Bridge - Muddy in places but in good condition overall
2. Bridleway from Lords Wood to road at Road Bridge - Muddy in places. The sign post opposite FP 3 is just leaning against the tree and needs putting back into the ground, which has been reported PROW 862643 and issued to the Countryside Access Ranger Team but is likely to take some time.
3. From Bridleway up String Lane to Little London - This path/road is in excellent condition.

4. From Byes Lane to Little London Road - The entrance from Little London Road is clear as is the entrance from Byes Lane. It is possible to walk the path by the side of the crop.
5. Follows Parish boundary through Early Bridge Copse - The field vegetation is fine for walking but it would benefit from a post and way mark showing the path going up from Frog Lane to the top of the field and the post at the top of the field coming back 20 yards to sign the path that people are walking.
6. From FP5 in Early Bridge Copse across Silchester Brook to Byes Lane - This footpath is good and well-trodden down in the woods. The wood on the bridge is always slippery and needs to be crossed with caution.
7. From FP5 in Early Bridge Copse across Silchester Brook to Byes Lane - The stile opposite Byes Lane has been patched up and the footpath has disappeared but the edge of the field can be walked.
8. (a & b) From the West Gate to Church Lane - This is good.
9. From West Gate to the former museum on Bramley Road - The path from Bramley Road by the old museum to the gate is in good condition. A footpath gate at the start of the grass path still needs to be put up as there is just a gap.
10. From FP9 to Wall Lane to the car park for the Roman site - This footpath to the car park is in good condition
11. From Kings Road along The Drove to Church Lane through churchyard - The gate at Wall Lane is old but functional and I have cut back and cleared the overgrown hedge/brambles again. The drove is in good condition
12. From opposite Church car park to Clappers Farm - The permissive path is good across a field of grass and the original footpath around the edge of the fields is also walkable. The sign by the field has rotten at the bottom and fallen down and I have propped it up and will see if I can dig it back in as it has a lot of information on: the permissive path, original footpath, Silchester trail, Brenda Parker Way and the church and will report this to HCS.
13. From Church Lane to Clappers Farm - This has been cleared by the farmer and is in good condition
15. From Three Ashes to Bramley Frith - This is absolutely fine
16. From North West Corner of Bramley Frith, crossing FP15 to Bramley Road - The path is a bit overgrown but perfectly walkable.

Tree Report

I am not aware of any notices of intent or any other outstanding tree issues during this last month.

Beat Officer Report

No written report received.

Community Speedwatch

Unfortunately, no manned deployments were held during November, but we have a deployment planned for 1st December.

Following reports of a significant increase in traffic and speeds on Bramley Road as a result traffic avoiding the traffic lights/road closure between Little London and Pamber Green the SID has deployed there. The data shows that traffic has increased by 20% and that vehicles exceeding 45mph have increased by 38%.

Silchester 1914 Project

No written report received.

Appendix C – Finance

Date: 04/12/2017	SPC Accounts 2017/18			Page 1	
Time: 13:07	Unity Current Bank A/c				
List of Payments made between 01/12/2017 and 04/12/2017					
<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/12/2017	Silchester Village Hall	DDDEC01	100.00		Hall hire Sept-Dec
04/12/2017	Mr M Oram	DDDEC02	156.00		Litter Warden Salary
04/12/2017	Mrs M Thomas	DDDEC03	724.25		Clerk's salary
04/12/2017	DCK Beavers	DDDEC04	30.00		Payroll processing - Nov
04/12/2017	Hampshire Association of Local	DDDEC05	24.00		Intro to CiLCA training
Total Payments			1,034.25		

Date: 04/12/2017	SPC Accounts 2017/18			Page 1	
Time: 13:07	Silchester Commons Management				
List of Payments made between 01/12/2017 and 04/12/2017					
<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/12/2017	Calleva Arms	DDDEC06	60.75		Work party refreshments
04/12/2017	Lister Wilder	DDDEC07	12.99		Chainsaw Gloves
Total Payments			73.74		

04/12/2017	SPC Accounts 2017/18			Page 1
13:10	Unity Current Bank A/c			
Cash Received between 07/11/2017 and 04/12/2017				
<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
20/11/2017	Basingstoke & Deane B. Council		Litter Warden Grant	2,340.00
23/11/2017	Bramley Parish Council		SID Hire	100.00
04/12/2017	Hampshire County Council		County Cllr Grant for swing	800.00
13/11/2017	HMRC		VAT refund	2,918.39
04/12/2017	Mrs M Thomas		Expense o/p refund	14.76
Total Receipts				6,173.15

**Bank Reconciliation Statement as at 04/12/2017
for Cashbook 1 - Unity Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity current a/c	28/11/2017	108	38,147.81
			0.00
			<u>38,147.81</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
03/07/2017 300308	RBL Poppy Appeal	17.00	
04/12/2017 DDDEC01	Silchester Village Hall	100.00	
04/12/2017 DDDEC02	Mr M Oram	156.00	
04/12/2017 DDDEC03	Mrs M Thomas	724.25	
04/12/2017 DDDEC04	DCK Beavers	30.00	
04/12/2017 DDDEC05	Hampshire Association of Local	24.00	
			<u>1,051.25</u>
			37,096.56
<u>Receipts not Banked/Cleared (Plus)</u>			
04/12/2017		800.00	
04/12/2017		14.76	
			<u>814.76</u>
			37,911.32
		Balance per Cash Book is :-	37,926.08
		Difference Excluding Adjustments is :-	-14.76
<u>Adjustments to Reconciliation</u>			
		0.00	
			<u>0.00</u>
		Unreconciled Difference is :-	-14.76

**Bank Reconciliation Statement as at 04/12/2017
for Cashbook 3 - Silchester Commons Management**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Silchester Commons Management	28/11/2017	103	42,401.45
			<u>42,401.45</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
04/12/2017 DDDEC06 Calleva Arms		60.75	
04/12/2017 DDDEC07 Lister Wilder		12.99	
			<u>73.74</u>
			42,327.71
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			42,327.71
		Balance per Cash Book is :-	42,332.87
		Difference Excluding Adjustments is :-	-5.16
<u>Adjustments to Reconciliation</u>			
		0.00	
			<u>0.00</u>
		Unreconciled Difference is :-	-5.16