

## SILCHESTER PARISH COUNCIL

### Minutes of the Meeting of the Council

<b>Date:</b>	Monday 2 <sup>nd</sup> October 2017	<b>Time:</b>	7.30pm
<b>Place:</b>	Club Room, Silchester Village Hall		
<b>Present:</b>	Cllr Mahaffey (Chair) Cllr Monger Cllr Livingstone	Cllr Earl (Vice-chair) Cllr Miles	
<b>In Attendance:</b>	Maxta Thomas (Clerk) Cllr Gardiner (Borough) Cllr Vaughan (County)	4 members of the public Cllr Tucker (Borough) Chris Lee – Tree Officer	
<b>Apologies:</b>	Cllr Baldock John Davis – Footpaths Officer	Cllr Westwood	

#### **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**

Cllr Miles declared an interest in items 11.2 and 11.3, and took no part in the decisions for those items.

#### 4. **Co-option of new councillor**

As there were two candidates for co-option, a closed ballot was held. David Livingstone was duly elected, and took his place on the Council.

#### 5. **Minutes of the Last Parish Council Meeting**

- 5.1 The minutes of the meetings held on 4<sup>th</sup> September 2017 were unanimously agreed as being a true and accurate record of the meeting. They were duly signed by the Chairman.

#### 6. **Matters Arising**

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

**Clerk**

#### 7. **Open Forum**

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

- A resident noted that the traveller site is now no longer vacant. There are around 20 vehicles and caravans on site, and a number of people.

#### 8. **Planning**

##### 8.1 New Applications

##### **17/02979/ADV - The Calleva Arms The Common Silchester**

Display of various illuminated and non illuminated signs

- It was noted that the Parish Council has worked for many years to remove extraneous signage at the Pamber Road junction, and it was felt that the proposed fixed sign on the green space outside the pub will interrupt sightlines going towards the junction and also coming out of the pub. Councillors also felt that it is not in keeping with the village vista.
- Councillors are also keen that illumination at the pub is not increased,

**Action**

and therefore object to anything that will cause extra light pollution in an area where there is currently very little.

- Objections to be submitted on this basis unanimously agreed. Clerk to process.

**Clerk**

**T/00354/17/TCA - Prospect House Little London Road Silchester**

Cut back hedge to allow for erection of fence.

Fir types: approx 17 of various sizes: remove

**Clerk**

No objections unanimously agreed. Clerk to process.

**T/00362/17/TCA - The Forge The Common Silchester**

2 Oaks: reduce height.

2 clumps of self seeded Ash: fell.

**Clerk**

No objections unanimously agreed. Clerk to process.

**T/00315/17/TCA - Brookfields Little London Road Silchester - AMEMDED**

Yew (T1) - Fell because of location causing difficulty for vehicle access.

Replant any species proposed in the same location.

Yew (T2) - Reduce tree 2 – closest to the road to approximately 4m high/4 m wide

**Clerk**

Previous objections upheld. Clerk to let BDBC tree officer know.

**8.2 Approvals/Refusals**

There were no approvals or refusals (Appendix A).

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

The court hearing on the application to vary the injunction was adjourned, and will now be a two and a half day hearing at the end of October. Several witnesses are being called on both sides, and Cllr Mahaffey has requested residents to consider giving evidence at the hearing. Residents present expressed their dissatisfaction with the legal proceedings – the injunction appears to be being breached, but no enforcement has been sanctioned. Cllr Mahaffey to write to BDBC enforcement officers, noting the recent influx and the construction of a significant gate, and state that the PC believes this is in breach of the injunction and question why BDBC is not enforcing.

Cllr Ear asked if the PC was going to update the Judge with recent developments with regards to the injunction. Cllr Mahaffey was unsure that this will make any difference. However, he will do so, complete with pictures as evidence.

Cllr Mahaffey noted Cllr Vaughan's recent letter to the local MP, and that the PC has also written to him.

**9. Clerk's Report & Administration**

External Audit - The Clerk noted that she has now received back the external audit documentation, and was happy to report that the audit was completed successfully with no additional advisory comments. Cllr Mahaffey noted his thanks to the Clerk for the successful audit.

**9.1 Parish Magazine author – The next issue is October, and the deadline for articles is on 13<sup>th</sup> October. Cllr Earl is due to write the Parish Council article for this edition.**

**Cllr Earl**

**9.2 Review and renewal of Parish Council insurance – the Clerk has received the renewal documentation from the Parish Council insurance brokers. As the PC has come to the end of a 3 year long term agreement, the brokers have supplied 3 quotes and made a recommendation based upon the PC needs and best value. Aviva has not been recommended this year as their premiums have significantly increased.**

Cllr Mahaffey proposed accepting the quote from Ecclesiastical. This was seconded by Cllr Miles and unanimously agreed. However, it was also agreed

that the Parish Council insurance should have a full review in the summer of 2018. Clerk to process.

## 10. Reports

### 10.1 See appendix B.

- Playground – Cllr Mahaffey noted last month's agreement to allow a memorial bench to be placed by the playground. However, the location agreed at that time is now not suitable, and an alternative has been found. This will mean moving one of the bins. The new location was unanimously agreed, as was the wording to be carved on to the bench. It was confirmed that the bench will not have a concrete pad. The trees will be planted within the next few weeks.
- Tree report – fallen branch at Hartleys by Flex Ditch has been dealt with.
- i. Volunteers event – Cllr Earl proposed that an event be held to thank all the volunteers who assist the Parish Council. This includes the CSW team, those who keep the War Memorial tidy, and various other people, but would not include the Common working party, which had their own thank you event over the summer. This was seconded by Cllr Mahaffey and unanimously agreed.

### 10.2 Borough Councillor report – Cllr Gardiner gave a verbal report.

- DCLG has issued a consultation on housing numbers. They have revised their figures, and the number for BDBC may rise from 850 to 974 houses per year. If it goes through, it will have an impact on the five year land supply.
- Boundary review – taking submissions at present on the total number of Borough Councillors. It is likely that three member wards will be recommended, which will be bigger than the current wards. If it goes through, there will probably be a reshuffle of members.
- Waste collection – Alternative week collection was rejected – weekly collections will remain. BDBC is looking to increase recycling rates.
- HCC talking about cutting services for waste recycling centres by approximately half. BDBC is considering taking over Wade Road.

### 10.3 County Councillor report – Cllr Vaughan gave a verbal report.

- Noted HCC cuts that are required - £140 million. Council Tax likely to rise. Noted cuts to waste recycling centres. However, no decisions have been made to date.
- New Chief fire officer was elected last week.
- Avoid Bramley Road at Little London as a new water main being installed.
- Cllr Mahaffey noted his thanks to Rhydian for the County Councillor grant for the playground swing.
- Cllr Mahaffey noted the PC follow up letter to the local MP re traveller issues. He asked if the PC should be contacting other Parish Councils re traveller issues and clubbing together to write to parliament. Cllr Gardiner suggested contacting HALC to find other parishes with similar issue.

### 10.4 Chairman's Report – Nothing to report.

## 11. The Common

### 11.1 Revision of Bylaws – the Clerk and Cllr Mahaffey are to meet with a BDBC lawyer later this week.

### 11.2 Request for skip placement on Common – the Clerk has received a repeat request for the placement of a skip on the Common in School Lane. This is to facilitate ongoing building work at Fotheringay Cottage. Permission for the

**Action  
Clerk**

skip was unanimously agreed. Clerk to write to confirm.

- 11.3 Wayleave request – School Lane – the Clerk has received and distributed a wayleave request from Southern Electric. They wish to lay an underground cable across Common land from an existing pole in School Lane. Unanimously agreed. Clerk to process.

**Clerk**

- 11.4 Review of Common management arrangements – Cllr Mahaffey noted the management arrangements for the Common over the last 12 months, with the Common volunteer group carrying out agreed works in the winter months as usual, and the general management being agreed by full Council. He reported that he has spoken with each of the previous members of the SCMC who are now organising the working parties and they are happy with the current system. He proposed that the current arrangements continue indefinitely, and be reviewed annually. This was unanimously agreed.

## 12. **Parish Environment/Maintenance**

### 12.1 Village Hall car park

- i. Update on lease – the updated lease has been sent to Village Hall Trustees, who are largely in agreement with the wording. There will be one change – Clerk to chase.
- ii. Proposals for bollards/barriers – November agenda.

**Clerk**

- 12.2 Silchester sign maintenance – Cllr Mahaffey has made enquiries with a couple of firms sign maintenance, and is awaiting responses. He has tracked down the original manufacturer, who has quoted £1500 for a complete refurbishment. The Silchester Association has obtained a touch up quote of £800. Cllr Mahaffey observed that some of the leadwork needs replacing. Final decision to be delayed until new year – all councillors to take a good look at the sign in the meantime.

**All**

## 13. **Highways**

- 13.1 Issues – none.

- 13.2 Road Closures – Bramley Road from the junction with A340 to just after the junction of Silchester Road to be closed for 4 months from 13<sup>th</sup> October to allow for the installation of a new water main.

## 14. **Consultation documents**

None.

## 15. **Grant Applications**

- 15.1 Hampshire & Isle of Wight Wildlife Trust – maintenance of Pamber Forest – a grant request has been received for £350 towards the upkeep of Pamber Forest. Cllr Mahaffey proposed making the grant, Cllr Miles seconded, unanimously agreed. It was noted that this is one of the few grants that remained in the budget for this year.

## 16. **Finance**

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

- Payment of expenses to Richard Brown is due for work on the Long Boardwalk on the Common.
- The bill of £57.95 for volunteer refreshment for the September working party is due.
- The payroll will be as normal.
- All other expenditure as expected.

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

**Clerk**

- 16.2 Receipts – see appendix C. The Clerk noted that a further payment of £10 has been received in the last few days for the rent of the School Field to

HCC.

17. **Date of Next Meeting**

Monday 6<sup>th</sup> November 2017.

18. **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.**

19. **Items of a Confidential Nature**

None.

Meeting closed at 9.21pm

## Appendix A – Planning

### Planning Applications for Consideration

1.	<b>17/02979/ADV - The Calleva Arms The Common Silchester</b> Display of various illuminated and non illuminated signs	
2.	<b>T/00354/17/TCA - Prospect House Little London Road Silchester</b> Cut back hedge to allow for erection of fence. Fir types: approx 17 of various sizes: remove	
3.	<b>T/00362/17/TCA - The Forge The Common Silchester</b> 2 Oaks: reduce height. 2 clumps of self seeded Ash: fell.	
4.	<b>T/00315/17/TCA - Brookfields Little London Road Silchester - AMEMDED</b> Yew (T1) - Fell because of location causing difficulty for vehicle access. Replant any species proposed in the same location. Yew (T2) - Reduce tree 2 – closest to the road to approximately 4m high/4 m wide	

### Approvals/Refusals\*

	None	
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### Pending Applications\*

1.	<b>T/00033/17/TCA - 3 Lovegrove Gardens The Common Silchester</b> Fell 1 yew tree	<b>Objections</b>
2.	<b>17/01127/FUL - Land At Haines Farm Ash Lane Little London</b> Erection of 1 no. 3 bed dwelling and hardsurfacing of access track. Removal of mobile home, and change of use of land	<b>No objections</b>
3.	<b>17/02074/OUT - The Lodge Little London Road Silchester</b> 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.	<b>Objections</b>
4.	<b>17/02526/FUL - The Calleva Arms The Common Silchester</b> 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.	<b>No objections</b>
5.	<b>17/02571/FUL - Jaylin Byes Lane Silchester</b> Change of use of land and erection of a dwelling	<b>No objections</b>
6.	<b>17/00653/RET - Land Adjacent To And Rear Of Culhams Mill, Little London Road Silchester</b> Change of use of land to residential caravan site comprising 13 plots including day rooms and construction of hardstanding and access road	<b>Objections</b>

\*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**

There was a good turnout for first work party of the season, 23, we got quite a lot done and will continue there on the 7<sup>th</sup> October.

### **Village Hall Management Committee**

The roof project is currently stalled because of the costs and complexities of changing our specifications to cater for the bat study requirements.

### **BDAPTC**

No written report received.

### **AWE**

#### **AWE Local Liaison Committee Wednesday 6<sup>th</sup> September**

This was the 90<sup>th</sup> meeting of the local liaison committee

**Office of Nuclear Regulation.** - The Nuclear Inspectors report last month and the AWE sites are in “enhanced attention” status because some of the minor actions requiring attention have not been completed. An action plan agreed with the regulator is in place and AWE hope to move from “enhanced” to “normal” regulatory attention by 2020.

**Industrial Action** - Agreements have been reached with unions and employees regarding the Pension scheme and Industrial action has ceased.

**Graduate and apprenticeship schemes** - 83 new apprentices and 58 new graduates have joined AWE in this years intake. Roughly double last year.

**Raising awareness** - AWE is continuing its program of raising its profile through local community and school audiences and through national programs such as New Scientist Live. The aim is promote AWE as a community partner, good employer and encourage under representative groups in the community to look at careers in STEM (Science Technology Engineering and Maths) subjects.

**LLC Meetings** - AWE is planning to reduce the number of LLC meetings from four per year to three per year. Steve Spillane, Silchester LLC representative

### **Playground Committee**

No written report received.

### **Footpaths**

No written report received.

### **Tree Report**

#### **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.

Hampshire County Council has put some new green signage up around the Roman Town Trail which looks very good.

There was no new fly tipping in evidence when I walked Stone Hill although there is still some litter (plastic bottles, paper etc) as they did not do the tidiest of jobs in clearing up the material left before.

The rapeseed crop which was blocking FP 12 From opposite Church car park to Clappers Farm which was preventing walkers using both the Silchester Trail and the Brenda Parker Way has been cropped and is now clear.

The main issue is that the massive oak branch which has fallen across FP 18 up Odd Lane along the parish boundary across the railway to Brickledon's Farm. It is before the railway and completely blocks the path and although I have reported it on the HCC website PROW 525172 they have not had the time to clear it.

It will not be possible for the Village Boundary Walk on October 15 to get past this obstacle and I will ask Chris Lee if he can cut a way through it.

### **Footpath status**

1. From Duke's Ride to Bridleway at Beggars Bridge - This path is in good condition
2. Bridleway from Lords Wood to road at Road Bridge - This path is in good condition. There is a small fallen tree but it is easy to get over it/around it.
3. From Bridleway up String Lane to Little London - This path/road is in excellent condition. The sign post 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.
4. From Byes Lane to Little London Road - The entrance from Little London Road is clear as is the entrance from Byes Lane. The footpath is seriously overgrown but you can walk along the edge of the field now that there is no 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. I have cleared back the overgrowth at both entrances.
8. (a & b) From the West Gate to Church Lane - This is good. There is no fingerpost from Church Lane towards the West Gate but I will waymark the fingerpost pointing to Byes Lane to show it.
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 path is now clear.
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 and I have done a little bit of scything. Hampshire Countryside Services and put new planks on the bridge
16. From North West Corner of Bramley Frith, crossing FP15 to Bramley Road - I have cleared the entrance on Bramley Road and exposed the finger post. The path is a bit overgrown but perfectly walkable. Hampshire Countryside Services have put new planks on the bridge.
17. From Park Copse to Bramley Road at Park Farm along bank of Silchester Brook behind Withy Place - I have cleared again the overgrown gate on Bramley Road. The field is overgrown with high grass and some stinging nettles but has been walked and the path is obvious. The path behind Withey Place is fine.
18. (a,b,c.) Up Odd Lane along the parish boundary across the railway to Brickledon's Farm - This footpath is completely blocked before the railway (see above). It needs waymarking from Clappers Farm Road. Both stiles by the railway track are good. The path past Haskers Farm down to Brickledon Farm is good.
19. Brickledon's north to junction of parish boundary - This path largely stone and tarmac is in good condition.

### **Beat Officer Report**

No written report received.

### **Community Speedwatch**

Another quiet month for the volunteers, and we only managed one manned deployment towards the end of the month. However, the SID was out in unattended mode at several sites for much of the month and continues to collect data about the volumes and speeds of vehicles in Silchester.

Our manned deployment was an afternoon session on Pamber Road for traffic travelling from Pamber towards Silchester. This straight section of road seems to encourage high speeds and we recorded 20 vehicles at over 40mph of which 7 were over 45mph

### **Silchester 1914 Project**

No written report received.

## Appendix C – Finance

Date: 28/09/2017

### SPC Accounts 2017/18

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Time: 16:56

#### Unity Current Bank A/c

#### List of Payments made between 01/10/2017 and 31/10/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/10/2017	HMRC	DDOCT01	226.38		Tax/Nics Q2
02/10/2017	SSE	DDOCT02	180.00		Pavilion electricity bill Q2
02/10/2017	Silchester Commons Management T02		7,765.80		HLS grant
<b>Total Payments</b>			<b>8,172.18</b>		

Date: 28/09/2017

### SPC Accounts 2017/18

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Time: 16:57

#### Silchester Commons Management

#### List of Payments made between 01/10/2017 and 31/10/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/10/2017	Mr R Brown	DDOCT03	763.29		Timber for boardwalk repair
02/10/2017	Mr R Brown	DDOCT03	89.99		Wire mesh for boardwalk repair
02/10/2017	Mr R Brown	DDOCT05	2.49		1 x Bowsaw blade
02/10/2017	Mr R Brown	DDOCT04	29.90		10 x Bowsaw blades
02/10/2017	Mr R Brown	DDOCT04	49.60		20 x work gloves
02/10/2017	Mr R Brown	DDOCT04	4.05		Mileage for Common work
02/10/2017	RC Saunders	DDOCT07	264.00		Monkey bumps levelling
<b>Total Payments</b>			<b>1,203.32</b>		

28/09/2017

### SPC Accounts 2017/18

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17:00

#### Unity Current Bank A/c

#### Cash Received between 11/09/2017 and 31/10/2017

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
18/09/2017	Basingstoke & Deane B. Council		Precept Oct-Mar	8,419.00
25/09/2017	RPA		2016 Reimbursement	100.24
20/09/2017	V Rodd		Playground donation	20.00
<b>Total Receipts</b>				<b>8,539.24</b>

**Bank Reconciliation Statement as at 02/10/2017  
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	28/09/2017	106	37,618.46
			0.00
			<u>37,618.46</u>
<b><u>Unpresented Cheques (Minus)</u></b>			<b><u>Amount</u></b>
03/07/2017 300308 RBL Poppy Appeal			17.00
02/10/2017 DDOCT01 HMRC			226.38
02/10/2017 DDOCT02 SSE			180.00
02/10/2017 T02 Silchester Commons Management			7,765.80
			<u>8,189.18</u>
			29,429.28
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
			0.00
			<u>0.00</u>
			29,429.28
			<b>Balance per Cash Book is :- 29,429.28</b>
			<b>Difference is :- 0.00</b>

**Bank Reconciliation Statement as at 02/10/2017  
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	28/09/2017	101	37,573.80
			<u>37,573.80</u>
<b><u>Unpresented Cheques (Minus)</u></b>			<b><u>Amount</u></b>
02/10/2017 DDOCT03 Mr R Brown			763.29
02/10/2017 DDOCT03 Mr R Brown			89.99
02/10/2017 DDOCT05 Mr R Brown			2.49
02/10/2017 DDOCT04 Mr R Brown			29.90
02/10/2017 DDOCT04 Mr R Brown			49.60
02/10/2017 DDOCT04 Mr R Brown			4.05
02/10/2017 DDOCT07 RC Saunders			264.00
			<u>1,203.32</u>
			36,370.48
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
02/10/2017			7,765.80
			<u>7,765.80</u>
			44,136.28
			<b>Balance per Cash Book is :- 44,136.28</b>
			<b>Difference is :- 0.00</b>