

SILCHESTER PARISH COUNCIL

Minutes of the Meeting of the Council

Date: Monday 5th November 2018 **Time:** 7.30pm

Place: Club Room, Silchester Village Hall

Present: Cllr Mahaffey (Chair) Cllr Baldock (Vice-chair)
 Cllr Earl (Vice-chair) Cllr Westwood
 Cllr Livingstone Cllr Roper
 Cllr Miles

In Attendance: Chris Gunnell (Clerk) 4 members of the public
 Cllr Gardiner Cllr Vaughan
 John Davis – Footpaths Officer M Pettitt (Architect for item 7.1 – Wood Farm)

Apologies: Cllr Tucker (Borough)

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

Cllr Tucker.

3. Declarations of Interest

Cllr Livingstone declared an interest in future discussions relating to Silchester Primary School having recently been elected as a School Governor.

4. Minutes of the Last Parish Council Meeting

4.1 The minutes of the meeting held on 1st October 2018 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 the Action Tracker – the outstanding actions were reviewed. Clerk to update and distribute accordingly.

- Contact BDBC re Flex Ditch – Clerk to request approval for Parish Council to carry out work on their land. **Clerk**
- Defibrillator – Clerk to arrange demonstration. It was agreed that Cllr Mahaffey purchase pads for use on children at a cost of circa £160.00. **Clerk**
- Box for storing rubbish – a quote was received for £500.00. It was agreed not to pursue this matter. **Cllr Mahaffey**
- Contact BDBC re paying costs for ditch works - Pamber Rd/Little London Rd – Cllr Earl confirmed that HCC have agreed to pay for this work. **Clerk**

6. Open Forum

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

- The Speedwatch team require a new cable connecting the speed detection monitor to the handset computer for downloading data. The Council agreed to purchase a new cable for £150.00.

Cllr Miles

7. Planning

7.1 18/02608/FUL - Wood Farm, Ash Lane, Silchester, RG7 2NH

Demolition of existing dwelling and stable block. Erection of a replacement two-storey dwelling and garage; with associated parking, turning. Landscaping, private amenity space and access.

The architect in attendance gave a brief resume of the proposed works and answered Councillors questions.

No objection. Clerk to process.

Clerk

7.1 T/00414/18/TCA – Sweet Briar, The Common, Silchester

Application for works to trees growing in a conservation area. Sycamore (T1) – Crown reduce to previous reduction points. Finished height of approximately 25ft and spread of approximately 15ft.

No objection subject to Tree Warden comments. Clerk to process

Tree Warden
Clerk

7.1 18/03062/FUL – Jaylin Byes Lane Silchester RG7 2QB

Change of use of land to residential use.

Objection to be submitted on the basis previously submitted, unanimously agreed. Clerk to process

Clerk

7.2 The Chairman noted receipt of approvals and refusals (Appendix A)

8. Clerk's Report and Administration

8.1 Parish Magazine author – the next issue is December, and the deadline for articles is on 13th November. Cllr Earl is due to write the Parish Council article for this edition.

Cllr Earl

8.2 Insurance Renewal 1st October 2018 Review – The Clerk advised the Council that the insurance policy was renewed with a premium of £1,519.33 (2017 - £1644.74).

Cllr Westwood recommended that the Clerk should advise the insurer to increase the cover for gates and fences by 25%.

Clerk

8.3 Silchester Village Hall car park licence – The Clerk confirmed that the licence had now been signed by the Village Hall Trustees.

8.4 Rialtas Accounting Software Fees – The Clerk advised the Council that Rialtas has announced an update on their fees from April, 2019. The maintenance fee will increase by 2% from £119 to £121 plus VAT.

8.5 Basingstoke Passenger Transport Forum – Cllr Roper agreed to attend the Forum on 15th November.

Cllr Roper

8.6 Website Content – The Chairman confirmed that the Council does not promote commercial advertising on the website.

It was agreed that a website review would take place and this would be carried out by Cllr Roper and the Clerk. This will include a link to the GIS mapping which is now complete. Cllr Mahaffey also noted that Nicola Critten was very happy with the donation.

Cllr Roper
Clerk

8.7 General Matters arising since last meeting – The following items were reported:

1. Grass cutting between Village Hall car park and War Memorial – it was agreed to proceed with the grass cutting prior to 11th November.
2. Chris Lee - Basic Tree Survey & Inspection course – It was agreed that Chris Lee be booked onto the course for 7th December 2018.

Clerk

Clerk

- | | |
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| | Action |
| <p>3. It was confirmed that Cllr Roper has been booked on to The Knowledge & Core Skills (Parts 1 & 2) course on 13th February 2019.</p> | Cllr Roper |
| <p>4. Annual Calendar – The review of training for Councillors and the Clerk for the coming twelve months is due. The Chairman requested that the Clerk’s training be discussed at the forthcoming End of Probationary Period discussion and the Councillors could be discussed when producing the budget.</p> | |
| <p>5. Tony Roberts raised an issue with regard to recent Thames Water works in Little London Road, whereby no notice was provided with regard to the road closure and the diversion was inappropriate and not in accordance with Highways instructions. The Clerk confirmed that he had taken this up with Thames Water and BDBC.</p> | Clerk |
| <p>6. The Clerk confirmed he was attending the HALC 71st AGM on Saturday 10th November.</p> | Clerk |
| <p>7. SSE has requested permission to erect a new pole and stay on the Common on Pamber Road. This was agreed subject to Cllr Westwood making a location visit. Clerk to process.</p> | Cllr Westwood |
| <p>8. Lengthsman Funds – The Council’s 50% share of the cost of the Bus Shelter demolition of £225 has been deducted from the Lengthsman Funds. It was agreed a statement of funds be prepared for monthly meetings</p> | Clerk |
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 | |
| 9. Reports | |
| 9.1 See appendix B. | |
| <ul style="list-style-type: none"> • It was noted that a tree has fallen on Flex Ditch. The Clerk to process via the BDBC website. • Cllr Miles advised the Clerk that Tony Roberts was not included on the last reports request circulation list. | <p>Clerk</p> <p>Clerk</p> |
| 9.2 <u>Borough Councillor Report</u> – Cllr Gardiner gave a verbal report: | |
| <ul style="list-style-type: none"> • Serco have now been operating the waste collection contract for the past month. It seems to be working well in Pamber Heath. The general feeling of the Councillors was that there were still problems in Silchester. Cllr Gardiner said any staff shortages under the old contract should now have been resolved. | |
| 9.3 <u>County Councillor Report</u> – Cllr Vaughan gave a verbal report: | |
| <ul style="list-style-type: none"> • He referred to his previously distributed e-mail regarding current events and the HCC Leader’s letter regarding the Council’s budget. • The No 14 bus had been saved and would continue to operate hourly during the rush hour and two-hourly during off-peak times. • The Budget is giving £650m to Social Care, it sounds a lot, but 2,000 people a year reach the age of 85 in Hampshire. £400m has been given to potholes. • Street lights are to be turned off between 1am and 4am in most areas. • Hampshire Fire & Rescue Authority is in discussions with the IOW Authority with regard to potential efficiency savings. | |
| 9.4 <u>Chairman’s Report</u> – Cllr Mahaffey gave a verbal report. | |
| <ul style="list-style-type: none"> i. <u>GIS</u> – Cllr Mahaffey updated the meeting earlier. ii. <u>Boardwalks</u> – Richard Brown’s suggestions were approved subject to a discussion with Cllr Westwood. iii. Hampshire Investment Fund – It was agreed that an application would be made to participate in the Fly Tipping pilot scheme. Enquiries would also be made with regard to obtaining funds for a lockable tool store. | <p>Cllr Westwood</p> <p>Clerk</p> |

10. The Common

- 10.1 Professional Dog Walking – Cllr Mahaffey opened the discussion by reiterating that the enforcement of any code of conduct could be challenging, so it is possible that a voluntary code might be more appropriate. However, this should not preclude action being taken and suggested the Council issue a dog walking code of conduct and put up proper official looking signs.

A discussion ensued as to whether or not a code of conduct was required, especially as current notices had been sufficient in the past.

In conclusion, it was agreed that Cllr Westwood would draft such a code, together with a leaflet and map for further review. It was further agreed to use laminated signs.

Cllr Westwood

- 10.2 Walk Through – Early Lands to Upper Inhams Copse – Cllr Mahaffey reported that a number of complaints had been received regarding the blocking off of the walk through from Early Lands to Upper Inhams Copse by the owner of no 1 Early Lands. Cllr Mahaffey summarised the situation with regard to the walk through, which has been in existence for some forty plus years. The Council agreed that action should be taken and Cllr Miles and Cllr Roper agreed to take this forward by initially drafting a letter to Mr Beale the owner of no 1 Early Lands.

**Cllr Miles
Cllr Roper**

- 10.3 Contractor Work Update – Cllr Baldock confirmed that the gorse clearance would commence on 3rd December 2018.

- 10.4 GIS Mapping project – Dealt with under 8.6

- 10.5 SSE Request – Dealt with under section 8.7.7

- 10.6 Volunteer Thank You – It was agreed to arrange a non-working party group Christmas afternoon tea party in the Village Hall up to a cost of £150.

Cllr Earl

11. Parish Environment/Maintenance

- 11.1 Change of Domain name and e-mail addresses - Cllr Miles presented his report on setting up a “.gov.uk” domain name and e-mail addresses through Vision ICT and the small cost involved. The change was proposed by Cllr Livingstone and seconded by Cllr Mahaffey and unanimously agreed. The Clerk to process

Clerk

- 11.2 Social Media Policy – Cllr Earl outlined her research into the policy. As Cllr Roper was involved in the wider policy review, it was agreed to delay the Social Media Policy review until he had finished his policy review.

Cllr Roper

- 11.3 Work required at Karlake Pond regarding flooding issue – Cllr Westwood reported that Mick Oram had completed the work to rectify the flooding and said a big thank you was in order to Mick for his hard work.

- 11.4 WW1 Project Update – Cllr Baldock reported that final preparations were in hand. It was agreed the Clerk would distribute the notification poster via the Parish Council e-mail database.

Clerk

- 11.5 New Clerk – End of Probationary Period – It was agreed to arrange a meeting for week commencing 12th November for the original appointing committee to meet with the Clerk to formally discuss the past four months and to agree matters going forward.

**Cllr Mahaffey
Cllr Earl
Cllr Livingstone
Clerk**

12. Highways

- 12.1 Issues – Reported under 8.7.5

- 12.2 Road Closures – Nothing to report.

13. Consultation documents requiring consideration

None

14. **Grant Applications**

14.1 None

15. **Finance**

15.1 Payments approval – The Clerk presented the payments made for October and payable during the coming week, (see Appendix C).

It was unanimously agreed to authorise the payments as outlined in Appendix C.

15.2 Receipts – see appendix C. The Clerk presented the receipts received for October, (see Appendix C)

16. **Date of Next Meeting**

Monday 3rd December, 2018

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

None.

18. **Items of a Confidential Nature**

None.

Meeting closed at 9.30pm

Appendix A – Planning

Planning Applications for Consideration

1	18/02608/FUL - Wood Farm, Ash Lane, Silchester, RG7 2NH Demolition of existing dwelling and stable block. Erection of a replacement two-storey dwelling and garage; with associated parking, turning. Landscaping, private amenity space and access.	
2	T/00414/18/TCA – Sweet Briar, The Common, Silchester Application for works to trees growing in a conservation area. Sycamore (T1) – Crown reduce to previous reduction points. Finished height of approximately 25ft and spread of approximately 15ft.	
3	18/03062/FUL – Jaylin Byes Lane Silchester RG7 2QB Change of use of land to residential use.	

Approvals/Refusals/Withdrawals*

1	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.	Appeal Lodged Non-determination Appeal Withdrawn
2	18/02405/LBC – Culhams Farm House, Little London, Silchester Variation of condition 1 of planning permission 18/00887/LBC to allow existing kitchen window to be re-used on the north elevation of new extension and alter door design on east elevation of link	No objection Granted
3	18/02647/HSE – Calleva School Lane, Silchester, Reading, Hampshire, RG7 2NJ Erection of two storey side extension and single story rear extension.	No objection Application Withdrawn
4	18/02549/FUL – Land at Haines Farm, Ash Lane, Little London, RG26 5FL Erection of 1 no. 4 bed dwelling with attached garage/workshop (amended scheme to 17/01127/FUL and 18/01515?FUL	No objection Granted

Pending Applications*

1	18/01954/HSE – Laurel Edge, Bramley Road, Silchester Demolition and replacement of rear extension	No objection
2	18/02292/FUL – The Lodge, Little London, Silchester, RG7 2PP Demolition of two existing outbuildings, change of use from residential and equestrian use to use for educational and respite therapy, and erection of a 1.8m high fence, bin store and cycle shelter.	No objection

*Objections/no objections listed are the opinion 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.

Reports for November 2018 Meeting

Pavilion Committee

The groundwork outside the pavilion has now been completed - the area has temporarily been fenced and covered with germination sheets. The germination sheets will be in place for approximately three weeks (weather dependent) and the fencing for approximately six to eight weeks. Pavilion activity (football and café) will continue as normal.

Silchester Roman Town – Joint Advisory Panel

No report.

Pamber Forest Advisory Committee

Meeting held on Tuesday 30th October 2018 at Tadley Community Centre

Present: G Dennis, C Slack, R Gardiner, J Tyson, R Edwards

Apologies: J Saltmarsh

Minutes of last meeting: These were accepted

Matters Arising: Tenure over Pamber Pasture still not resolved, Rich will contact Edward Crookes to try to resolve this now that the HLS is due to finish next year. Ash dieback is still progressing and has started to affect mature ash trees, measures may be needed to deal with trees before they get too bad where they are in potentially dangerous positions.

Reserves Officer reports: It has been an outstanding season the hot, dry summer producing winners and losers. Many of the summer migrants suffered badly as they arrived late and then failed to breed e.g. garden warbler, however bullfinches did really well. Many species adopted unusual behaviour – purple hairstreaks were recorded commonly on the transect as they took to appearing at ground level to find moisture, badgers, in the absence of worms to feed on targeted wasp nests as a source of food. A caddisfly, *Ironoquia dubia* was recorded for the first time since 1969, this after much effort in searching for it over the last 30 years. About half of the tadpoles in Gravel Pit Pond managed to escape the premature drying up of the pond. Red-tipped Clearwing moth was recorded for the first time using a new lure. The volunteer effort has continued to prosper, by the end of October over 500 work days had been logged, a magnificent effort equivalent to two full time staff.

Estate Work: Felling work had been completed in a small triangular area in the NE corner of Frame Green Copse, this has been a thinning operation as the trees are younger here so more have been left to grow on. Extraction was aided by the dry weather throughout bar one weekend, all that remains to do is a bit of burning up. The timber is being hauled to Kent for chipping to supply a power station. We are almost certainly going to see the arrival of oak processionary moth, a defoliator of oak trees that in its larval stage can be a serious health concern as the caterpillars are hairy and if disturbed can shed hairs as a defence. If inhaled these can be a problem, education of users of the reserve will need to be carried out to ensure that people leave them well alone.

A.O.B. : The traveller situation is all quiet since the caravan at the sewage works entrance was removed. We are currently waiting on the planning committee to make a decision and for the appeal against the high court order to take place.

Next Meeting: 7th May 2019

Silchester Common Volunteer Group

No report.

Village Hall Management Committee

No meeting, so no report.

BDAPTC

No meeting, so no report.

AWE

No report.

Next LLC meeting 7th November, 2018

Playground Committee

We have received a donation of £500 from the Calleva Foundation, to whom we thank once again for their generosity and ongoing support of the Silchester Playground.

We lost a handle off the See Saw, and had to replace it with a temporary one, until the new handle arrived. The new handle has now arrived and has been fitted.

Footpaths

I have walked all the paths, and the path around the Roman Wall, over the last couple of days and apart from a little bit of mud in places they are in very good condition going into the winter.

I have cleared a number of branches which have fallen across paths but there was no vegetation clearance to speak of.

Gareth Siu, the North Hampshire Countryside Ranger is joining me on November 7 when we are going to replace the two fallen signposts on FPs 12 and 13 and erect a new one on FP 5 off Frog Lane.

Footpath status:

1 From Duke's Ride to Bridleway at Beggars Bridge - Good and dry

2 Bridleway from Lords Wood to road at Road Bridge - Muddy in places

3 From Bridleway up String Lane to Little London -Road is good.

4 From Byes Lane to Little London Road - The FP itself is overgrown but is possible to walk by the side of the crop.

5 Follows Parish boundary through Early Bridge Copse to Frog Lane - Fine, signpost to be erected

6 From FP5 in Early Bridge Copse across Silchester Brook to Byes Lane - Good, cleared a couple of branches

7 From FP5 in Early Bridge Copse across Silchester Brook to Byes Lane - The footpath by 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 - This is good

10 From FP9 to Wall Lane to the car park for the Roman site - This footpath to the car park is fine.

11 From Kings Road along The Drove to Church Lane through churchyard - The drove is in good condition

12 From opposite Church car park to Clappers Farm - This is good and path clear through crop, fallen permissive signpost to be replaced

13 From Church Lane to Clappers Farm - Footpath not marked on one field but easy to walk around. Fallen signpost to be replaced

15 From Three Ashes to Bramley Frith - Field sowed and path being re-established by walkers.

16 From North West Corner of Bramley Frith, crossing FP15 to Bramley Road - Good

17 From Park Copse to Bramley Road at Park Farm along bank of Silchester Brook behind Withy Place - This is fine

18 (a,b,c.) Up Odd Lane along the parish boundary across the railway to Brickledon's Farm - Good and cleared a couple of branches

19 Brickledon's north to junction of parish boundary - This path largely stone and tarmac is in good condition.

Tree Report

The only tree related issues I am aware of are a couple of leaning trees over Little London Road, one at flex ditch and one at the bridge at the bottom of the dip by Byes Lane.

I don't know who they belong to but would suggest starting with "Highways" in the first instance. All though they are leaning, that will have been like that for a while and I don't think they are in imminent risk of coming down. If they did highways would despatch someone to clear them anyway.

Gates and Fences

Nothing to report.

Beat Officer Report

No report.

Community Speedwatch

No report.

Neighbourhood Watch

No report.

Date: 01/11/2018

SPC Accounts 2018/19

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Time: 21:16

**Bank Reconciliation Statement as at 28/10/2018
for Cashbook 1 - Unity Current Bank A/c**

User: CMG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity current a/c	28/10/2018	123	47,483.71
			0.00
			<u>47,483.71</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
07/08/2018 300311 RBL Poppy Appeal		17.00	
			<u>17.00</u>
			<u>47,466.71</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			<u>47,466.71</u>
		Balance per Cash Book is :-	47,466.71
		Difference is :-	0.00

List of Payments made between 29/09/2018 and 28/10/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2018	Unity Trust Bank plc	DDOCT01	18.00		Service Charge Sept 18
03/10/2018	M Baldock	BACSOCT01	42.25		1914-18 Commemoration Exps
03/10/2018	DCK Accounting Solutions	BACSOCT02	30.00		Payroll processing - September
04/10/2018	Premier Grounds Maintenance	BACSOCT04	84.00		Grass Cutting - October
04/10/2018	TDH Group Ltd	BACSOCT05	50.22		2 x Flags / Bunting
08/10/2018	M Baldock	BACSOCT07	56.00		28 Heather Plants
15/10/2018	M Baldock	BACSOCT06	189.99		Canon A3 Printer
16/10/2018	HM Revenue & Customs	BACSOCT03	766.80		Tax/Nic Q2
25/10/2018	C M Gunnell	BACSOCT08	525.56		Clerk's salary Oct
25/10/2018	M A Oram	BACSOCT09	204.06		Litter Warden salary - Oct
25/10/2018	Anvil Metalworks Ltd	BACSOCT10	540.00		Manufacture Beacon
Total Payments			2,506.88		

**Bank Reconciliation Statement as at 28/10/2018
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	28/10/2018	118	29,191.06
			<hr/> 29,191.06
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
16/10/2018 BACSOCT06 C T Kolosowski		1,600.80	
			<hr/> 1,600.80
			27,590.26
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			27,590.26
		Balance per Cash Book is :-	27,590.26
		Difference is :-	0.00

Silchester Commons Management

List of Payments made between 29/09/2018 and 28/10/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2018	Unity Trust Bank plc	DDOCT01	18.00		Service Charge Sept 18
04/10/2018	Lister Wilder	BACSOCT01	45.50		M/C Repairs
04/10/2018	Lister Wilder	BACSOCT02	35.64		M/C Repairs
04/10/2018	Richard Brown	BACSOCT03	92.65		M/C Repairs
16/10/2018	Lister Wilder	BACSOCT04	55.19		M/C Repairs
16/10/2018	Simmons & Sons	BACSOCT05	480.00		Consultancy Fees - BPS 2018
16/10/2018	C T Kolosowski	BACSOCT06	1,600.80		Herdsman Fee - Oct 18 - Jan 19
Total Payments			<u>2,327.78</u>		