

## SHERBORNE ST JOHN PARISH COUNCIL

Minutes of the Sherborne St John Parish Council Meeting held at 7.30p.m in the Chute Pavilion, Vyne Road Sherborne St John, on Monday 23<sup>rd</sup> October 2017. The Planning Committee met prior to the meeting and any comments are recorded below in 82.17

*Please note Chute Management Committee is recorded in the minutes re agenda items as CMC for brevity.*

### Present:

Cllr R Morgan Chairman                      Cllr N Rougier Vice-Chairman                      Cllr R Cooper                      Cllr L Agnew  
Mrs P Mayo Parish Clerk                      Also present 8 members of the public & RJSB Builders, Reg Sears the new owners of the Dark Lane site, to meet the Planning Committee & neighbours of the site for preliminary talks..

### 74.17. Apologies for absence

Apologies received from Cllr Davies, Cllr Robinson (prior meeting ran over time) & Cllr Vaughan ( failed to note earlier e mail apology prior to meeting).

### 75.17. Minutes of the meeting 25<sup>th</sup> September 2017

Cllr proposed acceptance of minutes of the meeting 25<sup>th</sup> September 2017, seconded by Cllr Agnew and signed by the Chairman Cllr Morgan as accurate.

### 76.17. Matters arising from the minutes

.48.17 Dark Lane site – reservations were expressed about access and traffic increase to the area.

56.17 Parish Clerk still not received a reply to her request for who is responsible for the upkeep of the Pond WEG **PM**  
A plumber has been asked to install the TMV3 valves in the changing rooms at the Chute. **TB**

The Parish Clerk will again contact the contractor about providing a quote to install ‘dragon’s teeth’ around Village Green to stop unauthorised access by vehicles & traps. **PM**

66.17 Road repairs on junction of Elm/Vyne roads & Dark lane are now scheduled for 2<sup>nd</sup> December 2017.

Parish Clerk to confirm costs of the work specified in his communications with HCC Alfred Northey & what it includes and if all the costs have to be met by the Parish Council. Parish Clerk has agreed with HCC to initial payments they request £100 & £225 for preliminary work to view the site & produce a plan of action.

### 77.17. Councillors Comments

Agree & ratify SSJ Constitution . A Sherborne St John Parish Council Constitution has been written by the Clerk – this will be posted on the website once ratified at next PC meeting. Cllr Agnew will send comments to the Parish Clerk.

**Comments from Councillors to be sent direct to Parish Clerk prior to next PC meeting.** AGENDA ITEM PM/LA

It was noted that the Mustard Pot house building is now completed.

### 78.17. Open Forum

Martin Longley is no longer the Manager of the Swan public house. New Manager’s name is not yet known.

It was reported that the waste bins around the Village are overflowing. Parish Clerk will contact employee to see if there is a growing problem which may need the consideration for more hours. **PM**

It was noted that dog fouling is still a problem in the area . Note to go in Villager asking people to ring 844844 BDBC to report incidents so that the dog warden can record and see if the problem needs action. **PM**

It was noted that the agendas are not posted on the website & that some of the links to posted minutes of meetings do not work. *See website item below.* **CD**

### 79.17. Parish Matters

#### 1.Chute Pavilion

a. An extraordinary meeting was held at 6.30p.m on 11<sup>th</sup> October 2017 to form a Chute Management Committee. Members of the Committee were confirmed as Cllr R Cooper, N Rougier, Terry Buller, Site Manager, & Penny Mayo, Parish Clerk. Proposed acceptance of newly constituted Committee by Cllr R Morgan seconded by Cllr Agnew.

A Constitution for the Committee has been written noting its areas of responsibility and scope of the Committee, which will meet 4 times a year & send reports to the main Parish Council will be placed on the website. To be ratified at next meeting .**Sent to Councillors for any comments prior to next PC meeting.** **AGENDA ITEM PM**

b. There was a meeting on 14<sup>th</sup> October 2017 between the Parish Council and users of the facilities to discuss problems that have been reported. Users had previously been sent a ‘Users Satisfaction survey’ to complete & return to the Parish Clerk who collated the comments received which the meeting reviewed and agree on actions to resolve all the issues. This will include the issue of booking conditions to all renters of the site with which they must comply, the issue of new agreements/leases to regular users and the re arrangement of any storage provided to regular users so that the Pavilion is left clear of all impediments which can cause problems for other groups. A report on the meeting is available by e mail if requested from the Parish Clerk.

The Parish Clerk will arrange a container approx 20 x 8 metres to be placed at the side of the Pavilion and paid for by the Piccolo nursery, as agreed at the 14.10.17 meeting, in which to store daily all their equipment which at present blocks off a large area by the end windows. **PM/TB**

c. A new smart meter has been installed at the Chute Pavilion.

d. The Parish Clerk has also produced 2 written booking conditions applicable to regular users and one of renters listing all the conditions with which they agree to comply during their use of the facilities which has been sent to Councillors. **Councillors to send any comments to Parish Clerk before next PC meeting.** Cllr Morgan will send the Clerk a copy of the rental agreements /conditions for the Village Hall for information. However it must be noted that the 2 facilities are extremely different in use and renters this needs to be reflected in bookings conditions relevant to the Pavilion & Recreation ground facilities.

**AGENDA ITEM CMC PM/RM**

These will be discussed at the Chute Management Committee meeting. The Parish Council was informed that the Village Hall requested a £100 refundable deposit with each booking. Cllr Rougier thought this unacceptably high for many of the bookings at the Pavilion while Cllr Agnew felt it would be fine with the Parish Clerk refunding them after. The Parish Clerk stated that this would increase work load on a part time position and had to correct Cllr Agnew's comment that if they paid by bank transfer it would be easy to refund as payments received in the bank do not include depositors bank details, which would then have to be requested for each refund to be made something that many people would not be happy to provide.

e. Confirmation of Parish Clerk's new grant application to EU Leader for storage unit next to Pavilion approved. £13629 – the granting body took lowest quote for the building which would not match the other storage unit on site and they discounted any costs from BDBC - The Parish Council agreed to release of the funds which they have to provide (approx 20% of cost) which will now rise to approximately £6000 (funds provided from income received from Chute Pavilion income which is a self funding unit with no Parish Council income support). They also agreed for the Parish Clerk to complete the BDBC building regulations application at a cost of £360. **PM**

Cllr Morgan proposed acceptance, seconded by Cllr Agnew.

f. (Minutes 69.17) 25.9.17 : reports/comments re sent to Councillors with Parish Clerks recommendations: As a Health & safety issue Parish Clerk recommends gas valve is replaced immediately & SMS quote accepted. Cllr Morgan asked the Parish Clerk to try to obtain a second quotation. Once received this will be proposed and agreed by the Chute Management Committee & added to their report to the Parish Council. **AGENDA ITEM CMC PM**

g. Agree to new fire inspection as per last year's one – Health & Safety Issue to ensure all infringements noted last Nov 2016 have been dealt with. The Parish Clerk will check what the fire regulations state – whether a yearly inspection is needed. Again this will be referred to the Chute Management Committee for resolution & add to their report to the Parish Council. **CMC/PM**

h. Electrical inspection ETA carried out – lights mended – quote to replace with new LED – cost £1800 to be placed on Chute Management Committee agenda. Electrical inspections needed each 5 years (to be confirmed). One light has now broken over the front door so rather than mending a light fitting that is over 20 years old and uses a lot of electric power the Parish Clerk has instructed ETA to replace it with a newer LED light which will be brighter & use considerable less electricity (fixture was in their quote noted above). **AGENDA ITEM CMC/PM**

2. Tennis Club Rental /lease for 2017/8 The Parish Clerk report & recommendations reissued for the future of the new tennis courts to the Parish Council.

Cllr Morgan proposed rental for 2017/8 season of £510 seconded by Cllr Rougier.

Parish Clerk as requested has contacted the Oldham Parish Council but they have not sent any details of their arrangements for their tennis courts as they are still being discussed.

The Parish Clerk will arrange a meeting with Chute Management Committee & the present Tennis Club Chairman as there are serious financial aspects that must be clearly addressed to ensure the Parish Council's expenditure on the new courts is protected. Parish Clerk will compose a draft for discussion & send to all once meeting is scheduled. The Parish Clerk has already contacted the current Tennis Club Chairman to ask him to produce a schedule of their costs and expenditure as a basis for discussion for the future. **PM**

3. Nursery new lease/agreement. Report by the Parish Clerk's issued which noted the numerous breaches by the nursery which invalidate the original 2008 agreement. Parish Clerk will compose a draft for the Parish Council to see prior to approaching a solicitor (via HALC) so no vote was taken. **AGENDA ITEM PM**

4. Chute flower beds – PC Report sent to Councillors with recommendations & quotes. Cllr Agnew is still attempting to gain quotes for consideration. The Chute Management Committee will decide on what action/quote to accept. **Comments from Councillors to be sent direct to Parish Clerk to inform CMC. AGENDA ITEM CMC PM**

As there will be considerable mess while the new storage unit is erected & the container on site – any work on these 2 beds will be delayed until after the work is completed.

5. Allotments

Mr Taylor, one tenant has died but his wife is retaining the plot.

Another tenant is putting in fencing which compromises the central pathway. Parish Clerk to contact tenant of 6B.

Mr Wilkinson reported that Mark Littlefield, BDBC runs a twice yearly allotment grant improvements scheme & has an inspection programme. The Parish Clerk will meet Ted Wilkinson on site to review the problems, & upgrade the allotment rules adding any new points that have arisen to be issued with the 2018 invoices in December. **EW/PM.**

## 6. Transport

The morning only service is working well, however what is needed is a service to the hospital. It was decided that it would be impractical due to varying appointment times for the Parish Council to fund a service with Basingstoke Community Transport like the Friday service running to Chineham centre.

7. Parish Website See 78.17 above.

8. Dark Lane site – new owner discussed his plans with the Councillors & interested parties.

9. Traffic calming A340 West End – Councillors have HCC report need to vote on whether to continue the process with HCC – agree to pay for survey & costing of projects identified. (Minutes 67.17a) see 78.17 above.

Until confirmation of the exact costs involved no vote taken.

**AGENDA ITEM PM**

10. Speed watch. Reports from the coordinator Becky Jones show that this is working well with one driver caught exceeding the speed limit on multiple occasions has now received a fine.

11. Agree & ratify amended Standing Orders – sent to Councillors for voting - 7.23 amended – also noted re Parish Clerk's role 28.2 & 28.4. Cllr Agnew was unhappy with some parts and will send her comments to the Parish Clerk. The Parish Clerk will review comments & make further amendments if necessary & re send to the Councillors.

*Since the meeting the Parish Clerk has read through the Standing Orders which have been in place for many years and made a few further amendments – all amendments will be in bold & numbers noted so that when sent to the Councillors they can immediately find any alterations.* **Comments from Councillors to be sent direct to Parish Clerk prior to next PC meeting.**

**AGENDA ITEM PM/LA**

## 80.17. Correspondence Received

No further correspondence was received.

## 81.17. Finance

a. Payments. The Councillors reviewed the schedule of payments listed below made by the Parish Clerk on the Parish Council's behalf since the last meeting and all present signed as accurate.

		Parish	Chute
O2	telephone	30.6	
T Buller exps	chute	116.30	
aerial direct	telephone	-4.00	
House Proud	chute		288.00
Mike Garden services	hedges Chute		450.00
e Mango		460.80	
Mike Garden Services	hedges tennis courts etc		396.00
P Mayo	oct sal	740.47	
J Butler	oct sal	184.86	
T Buller exps	oct sal	325.50	
P Mayo exps Oct	exts	58.60	
Rokill	Chute		126.00
Village Hal	coffee morning		-374.82
SE Water	allotments	129.33	
SE Water	Chute		358.92
SSE elect sept & Oct			70.00
			70.00
	Less vat	-78.47	-353.82
		<b>1963.99</b>	<b>1030.28</b>
<b>Total Expenditure less VAT</b>		<b>2994.27</b>	

b. Charge re half website yearly costs to Village Hall. The Parish Council decided not to charge the Village Hall for using their site.

c. request from football for £250 donation towards costs of maintaining pitches & white lining. **PM**  
Proposed by Cllr Rougier & seconded by Cllr Cooper.

d. Confirm date of new salaries agreed 25.9.17 to start from beginning of financial year 1.4.17  
*Confirmation e mail received after meeting from Chairman Cllr Morgan*

## 82.17. Planning

The following applications were granted 17/02541/HSE 9 Aldermaston Rd 17/02854 & 02855/AGPD  
17/02234/HSE 7 Tyfield 17/02341/LDPO 51 Cranesfield

The following application was withdrawn: 17/01445/FUL 16 Vyne Rd

The Parish Council had no objections to the following applications :

17/03121/HSE Kingfisher erection 1<sup>st</sup> floor front ext, canopy porch, 2 storey rear ext conversion of garage to Living accommodation. Erection of detached double garage & workshop. Parish Clerk asked to contact Bramley as it is on the border between the Parishes. **PM**

17/02890/HSE Kiln Farm erection of single storey side ext & 2 storey side ext & internal alterations

17/02891/LBC Kiln Farm Listed building status 17/03338/LBC Beaurepaire House infilling existing well

17/03356/RES Phase 2 land north of Park Prewitt 17/0336/HSE 11 Spring Close

Trees T/00319/17/TCA Sherborne Cottage T/00370/17/TCA Shop west end

The Parish Clerk was asked to contact Cllr Robinson to find out any information on Bobs farm application. **PM**

**83.17. Close** The meeting was closed by the Chairman Cllr Morgan at 9.00p.m.