

ELLISFIELD PARISH COUNCIL

The Minutes of the ordinary meeting of **ELLISFIELD PARISH COUNCIL**, which was held on the 14TH March 2023 in the Memorial Hall, Ellisfield at 6.00pm

ELLISFIELD PARISH COUNCIL MEMBERS

NAME	ATTENDANCE	APOLOGIES	ABSENT
Cllr Haas	✓		
Cllr Rule	✓		
Cllr Guinness	✓		
Cllr Park-Weir	✓		
Cllr Dunse	✓		
Cllr Swanston	✓		

Also in attendance: Hannah Ford- Clerk and 6 members of the public including Paul Gaskell who was in attendance.

There were 5 members of the public who attended to air concerns on item 230317- Coopers Farm Barn Planning Application.

- 230301 **To open the meeting to members of the public.**
Cllr Haas opened the meeting and welcomed members of the public.
- 230302 **To receive and accept apologies for absence.**
There were no apologies for absence.
- 230303 **To receive and note any declarations of pecuniary interest relevant to the agenda.**
There were no declarations of pecuniary interest relevant to the agenda
RECEIVED.
- 230304 **To approve as a correct record the minutes of the Ellisfield Parish Council meeting held on 9th January 2023 and the extraordinary meeting on 7th February 2023.**
The minutes of the Ellisfield Parish Council meeting held on 9th January 2023 and the Extraordinary meeting held on the 7th February were **APPROVED** as a correct record.
- 230305 **To receive any reports.**
County Councillor Juliet Henderson
The report can be found as Appendix A

Borough Councillor Paul Gaskell

He reported on the following:

- BDBC is continuing to work on the cost-of-living support,
- redevelopment of Basing View
- Viabes Business Park and the creation of jobs there.
- Photographic ID is now required at polling stations for the upcoming elections.
- New plans are place for recycling. Details are due to be released soon.
- Festival place improvements.
- BDBC wellbeing website has been launched.
- Cycling challenge to be held in the summer, route could go through the village.
- Bin collections during the summer will be held earlier from 6am.
- Leisure Park redevelopment–A New investor is being sought.
- There is no update on Upper Swallick.
- There will be a change of MP from Ranil Jayawardena to Damien Hinds

PCSO Andy Jones

No report submitted.

Parish Council Portfolio holders

Cllr Gordon Dunse

1. BOAT Winslade Lane – severely damaged by off road vehicles not adhering to the roadway.
2. Memorial Hall 1. Broadband being installed later this month Fibre now being installed to premises.
3. Upper Swallick – B&DC Draft Plan due for publication – delayed
4. Playground Inspection Report:
 1. Swing area treated to remove algae – no further action required
 2. Swing report considered, and funds have been earmarked for its replacement when needed – no immediate action required.
 3. Seat – will be considered with the village bench review – no immediate action required.
 4. Rubbish bin reviewed – no immediate action required.
5. King's Coronation.
 1. B&D Grant fund applied for
 2. No real plans yet

Cllr Lucinda Rule

In the Burial Ground

- 62 replacement green beech plants have been planted and the hedge has been weeded.
- The pile of earth from the fallen tree has been removed and the area will be reseeded with grass when the weather is suitable.
- The area under the telegraph/power pole will be sprayed and reseeded when the weather is suitable.
- The sunken graves were inspected and the clerk has obtained a quote to repair them.
- The brick base to the handrail has been repointed and the metal posts painted. The new handrail is being made and will be fitted as soon as possible.

Cllr Mary Guinness

Councillor Guinness reported to the members on the pricing options for the Benches (see below) and adopt a tree programme for the Kings Coronation.

230306 **To approve the requests for Payments for February and March 2023.**

The Payment Requests for February 2023 and March 2023 were **APPROVED** for Payment and can be Found as Appendix B.

230307 **To note the current financial situation and the reconciliation of the bank balance.**

The current financial situation and the reconciliation of the bank balance were **NOTED** with the bank balance as of 28th February being £ 20,381.54 This can be found as Appendix C.

230308 **To approve exempt status from external audit.**

It was

RESOLVED

to approve exempt status for the External Audit as the income for the Parish Council was under £25,000.

Proposed by Cllr Park Weir

Seconded by Cllr Guinness

RESOLVED on a unanimous vote.

230309 **To note the playground Inspection report and any findings therein.**

The playground inspection report was

NOTED.

There were no new findings to report since the last meeting.

- 230310 **To consider the refurbishment of the benches.**
It was
RESOLVED
to replace 2 Benches with an 'Elwood Bench' in dark wood at a cost of £ 937.01 plus VAT each. An anchoring kit per bench would be needed for safe installation at a cost (soft ground) approx. £100 ex VAT Anchor kits (hard ground) approx. £40 ex VAT
Cllr Guinness will identify the benches most in need of replacement. The Parish Council will approach Cllr Gaskell for a grant in April.
Proposed by Cllr Haas
Seconded by Cllr Swanston
RESOLVED on a unanimous vote.
- 230311 **To consider the garage rental.**
It was
NOTED
that the garage rental will be increasing from the 3rd April 2023 to £52.52 per month.
It was agreed to **DEFER** any decision on an alternative arrangement until a later date.
- 230312 **To consider a request from a resident in the village to rent the ground surrounding the allotments from the Parish Council.**
The request was noted, and it was agreed to defer this item until further Investigations have been made.
- 230313 **To approve the clearing of Plots at the Garden Allotments to make them fit for rental.**
It was
RESOLVED
that the Parish Council would take no action in clearing the plots.
Proposed by Cllr Haas
Seconded by Cllr Swanston
RESOLVED on a unanimous vote.
- 230314 **To consider at a cost of £66 per grave to replace the soil on sunken graves.**
It was
RESOLVED
that the 9 graves in the Burial Ground would have the soil replaced by Roots Landscaping at a cost of £594.
The Clerk will give notice that the graves will be tended to via the website and notice board if contact with families cannot be made.
Proposed by Cllr Dunse
Seconded by Cllr Rule
RESOLVED on a unanimous vote.

230315 **To consider adopting the following policies and documents.**

- Grievance
- Disciplinary
- Asset Register
- Dignity at Work
- Complaints Policy
- Vexatious Complaints Policy

It was

RESOLVED

to adopt the Asset Register with the following policies **DEFERED** until the next meeting.

- Grievance
- Disciplinary
- Dignity at Work
- Complaints Policy
- Vexatious Complaints Policy

Proposed by Cllr Park Weir

Seconded by Cllr Guinness

RESOLVED on a unanimous vote.

230316 **To agree to pass a resolution to sign up to the civility and respect pledge.**

It was resolved to **ADOPT** the civility and respect pledge.

Proposed by Cllr Dunse

Seconded by Cllr Haas

RESOLVED on a unanimous vote.

230317 **To consider planning application.**

23/00248/GPDADW Coopers Farm Barn Bell Lane

Notification of proposed change of use of agricultural building to 1 no. dwellinghouse (Class C3) and for associated operational development.

The Parish Council agreed to object to this application on the following grounds.

The objections on the previous application (22/O2933/GPDADW) which was withdrawn still stand as they have not been addressed.

The barn in question has not been in agricultural use for the last 10 years, and therefore in our opinion cannot be developed under this scheme.

It will have a detrimental impact on not only the Conservation area and is contrary to the Conservation area appraisal of Ellisfield.

It is contrary to policy EM11 (c) and BDBC heritage SPD as it would be an incongruous intrusion in the setting of the Ellisfield Conservation area and harms to the intrinsic character and setting of the Conservation area. A new access road will have an unacceptable urbanising impact on the rural character of the area that would be difficult to mitigate or overcome with a change of use therefore impractical and undesirable. Whilst not a planning consideration the Parish Council is concerned with access onto the highway which is currently a rural narrow lane with a national speed limit.

230318 **To consider the events for the Kings Coronation.**

The events for the Kings Coronation were

NOTED.

It was agreed that the Parish Council would allocate £1,200 to contribute to the cost of the celebrations.

The Memorial Hall has applied for a grant to help cover the cost from Basingstoke and Deane Borough Council.

230319 **To consider arrangements for the Annual Parish Meeting.**

It was

AGREED

that Cllr Guinness and Cllr Rule would arrange the refreshments for the Annual Parish Meeting.

230320 **To confirm the date of the next meeting as the Annual Parish Meeting as the 27th April and the next Parish Council meeting as 15th May 2023.**

The date of the Annual Parish Meeting was confirmed as 27th April at 7.30pm in the Memorial Hall. The next Parish Council meeting was confirmed as 15th May 2023 at 7.00pm

230321 **Admission to meeting to pass a resolution in accordance with the public bodies (Admission to meetings) act 1960 to exclude the public and press from the remainder of this meeting as publicity will be prejudicial to the confidential nature of the business**

It was

RESOLVED

to exclude the public and press from the remainder of this meeting as publicity will be prejudicial to the confidential nature of the business

Proposed by Cllr Haas

Seconded by Cllr Swanston

RESOLVED on a unanimous vote

230322

To consider staffing matters.

It was

RESOLVED

that that the clerks' hours would remain at 8 hours per week.

Proposed by Cllr Haas

Seconded by Cllr Swanston

RESOLVED on a unanimous vote.

Councillor Park Weir left the meeting at 19.23.

Due to logistical and insurance issues the Parish Council can no longer pursue the employment of a litter picker.

The Clerks report on the litter pickers can be found as Appendix D.

It was

RESOLVED

that Ellisfield Parish Council would agree that Basingstoke and Deane Borough Council could install 2 bins in the village.

The Clerk will contact Basingstoke and Deane Borough Council and suggest locations at Green Lane or perhaps close to Kit Lane and one on College Lane near the noticeboard.

Proposed by Cllr Guinness

Seconded by Cllr Rule

RESOLVED on a unanimous vote.

There being no other business the closed at 7.30pm

Appendix A

Hampshire County Councillor report

March 2023

1. 2023/24 budget approved.

Hampshire County Council's £2.6bn spending plans for 2023/24 have been approved. I outlined these plans in my report last month. Its council tax precept for the financial year beginning 1 April 2023, will increase by a total of 4.99%, of which 2% will go specifically towards adults' social care, in line with Government policy. This equates to an annual charge of £1,460.25 for a Band D property – an increase of £69.45 per year or approximately £1.34 a week.

Leader of the County Council, Councillor Rob Humby, said: "Each year, the County Council is tested to the limits in continuing to deliver a balanced budget, which is required by law. Planning for this upcoming financial year has been no different, and we have had to navigate further intense pressures resulting from the cost-of-living crisis, inflation and workforce pressures which are pushing up costs, and growing demand in key areas such as social care for the most vulnerable children and adults in our communities – which far outweighs available Government funding.

"We are also acutely aware of the very difficult decisions Hampshire residents face in their own household budgets to make ends meet, but reluctantly, in order to help deliver a balanced budget for 2023/24, we have no other choice but to increase the council tax precept. This is a decision we have not taken lightly. But even after this increase, we are still left with a £50.8 million shortfall in our revenue budget which we will have to fill using our reserves – built to buffer this and next year's anticipated budget shortfalls."

The increase will generate £37m of vital extra income towards the delivery of crucial, high performing services to the people of Hampshire in 2023/24, and still means that Hampshire has one of the lowest council tax precepts of any county in England.

2. Schools

More than 97 per cent of parents in Hampshire have been offered a place for their child at one of their three preferences for a secondary school in September 2023, with 90 per cent offered a place at their first preference school. The County Council received 15,400 on-time applications this year – an increase of 418 applications compared to the number received for places in September 2022 (14,982).

Parents and carers who have not secured a place at one of their preferred secondary schools this year are urged to please visit HCC's [website](#) for advice and guidance on their options. The Admissions Team is busy processing primary school applications with school place offers due to go out to parents on 17 April 2023.

An interesting point to note – at the time of the implementation of the SEN Reforms in 2014, Hampshire County Council was supporting around 5,000 children with special educational needs. Since the reforms, this figure has risen to over 15,000 children. Such increases do place significant pressure on local authorities' ability to provide support.

3. Parish lengthsman scheme

The County Council's parish lengthsman scheme has been maintained for the coming financial year. The term 'lengthsman' dates back to the 1800s, referring to workers who were responsible for keeping a particular length of road neat and tidy. The modern role of Parish Lengthsman was reintroduced in Hampshire in 2010, in order to give communities more say in how their local area is maintained.

The scheme funds a local 'lengthsman' to carry out straightforward and low risk maintenance activities on footways, highways, and rights of way. The work mainly involves jobs that can have a big impact, such as ditch clearing, hedge cutting and sign cleaning. The scheme has since been successful in giving 186 local parish and town councils an opportunity to prioritise and deliver their own small scale highway maintenance works that will be of high value locally.

4. Grants to fight rural crime.

The Police and Crime Commissioner for Hampshire and the Isle of Wight, Donna Jones, has announced a fund to award grants to help tackle rural crime, supporting initiatives to reduce rural crime or support victims. The application window closes at 2pm on Friday 21 April 2023 and successful applications will be announced in mid to late May 2023. Applications can be made at <https://www.hampshire-pcc.gov.uk/safer-together/funding/apply-for-funding>.

5. Consultation on post-16 transport policy

The County Council has launched its annual consultation on the Post-16 Transport Policy. This policy outlines the provision of transport for young people over the age of 16 with special needs or disabilities, who require additional support to access education or training suitable to their needs.

The consultation includes an opportunity to comment on the proposed increase in the parental contribution by 27.1%, in line with the increased costs of running the service. This increase is being driven by national driver shortages, a limited number of transport operators on the market, and an increase in fuel prices. Families in receipt of income-based free school meals and certain means-tested benefits will not be required to pay an annual charge.

The consultation will run for a period of six weeks until 11:59pm on Sunday 2 April, please visit the [Hampshire County Council website](#) for details.

6. Coronation grants

A new grant window for Hampshire County Councillors will open from 1st to 21st April. 'Member's Grants for the Coronation 'will offer grants up to £1k to support local events. You can see details at <https://www.hants.gov.uk/community/grants/grants-list/county-councillor>

Appendix B

Payment Requests- February 2023				
From	Item	Invoice Number	Payment Method	Amount
Staff	Salary	February	SO	459.34
Soverign	Garage Rental	February	SO	49.09
Caroline Cazenove	Jubilee Fruit trees	402127	FPO	159.50
Cllr Rule	Expenses Hedging	February	FPO	116.83
Staff-H Ford	Expenses	February	FPO	42.04
Steve Brabbin	Lengthsman work	201741	FPO	150.00
Datacenta	Hosting	INV_31727	FPO	60.00
Axe and Sons Tree Surgeons	Tree Works	Ellisfield1222	FPO	1,045.00
Cllr Park Weir	Expenses Jubilee mugs	February	FPO	149.20
Total				£2,231.00

Payment Requests- March 2023				
From	Item	Invoice Number	Payment Method	Amount
Staff	Salary	March	SO	459.34
Soverign	Garage Rental	March	SO	49.09
Susan Deane	Framing expenses	March	FPO	16.99
Staff	Expenses	February	FPO	48.79
Total				£574.21

Appendix C

Monthly Sheet January 2023			
		Balance Bought Forward	20,656.42
		Lengthsman Grant	1,000.00
		Allotment Rent	6.00
		Interest	1.05
		Interest	9.79
			21,673.26
DD	Sovereign Housing	Garage Rental	49.09
BP	Hannah Ford	Salary	459.34
FPO	Ellisfield Memorial Hall	Hall Rental	54.00
			562.43
		Balance as at 31st January 2022	21,110.83
	Lloyds Bank		10,585.84
	NS&I		10,524.99
			21,110.83

Monthly Sheet February 2023			
		Balance Bought Forward	21,110.83
		Funeral Payment	200.00
		Allotment Account	1,276.71
		Allotment Rent	30.00
			22,617.54
FPO	Axe and Son Prestige	Tree Work	1050.00
FPO	Caroline Cazenove	Expenses Fruit Trees	159.50
FPO	Lucinda Rule	Expense Hedging Plants	116.83
FPO	Steve Brabbin	Lengthsman Work	150.00
FPO	Hannah Ford	Expenses	42.04
FPO	Datacenta Hosting	Hosting fees	60.00
FPO	Gavin Park Weir	Jubilee Expenses	149.20
FPO	Hannah Ford	Salary	459.34
DD	Sovereign Housing	Garage Rental	49.09
			2236.00
		Balance as at 28th February 2023	20,381.54
	Lloyds Bank		8,579.84
	NS&I		10,524.99
	Allotment Account		1,276.71
			20,381.54

Appendix D
Litter Warden Report

Councillor Haas and the Clerk met with two potential candidates who had expressed an interest in the litter picking role. Both were good candidates and were keen to take on the role.

A letter was sent to the Parish Council with a query surrounding the waste in the bin at the bus stop on Green Lane. A resident has been emptying the bin which is the responsibility of Basingstoke and Deane Borough Council. The clerk contacted the waste team within the Council who were initially unaware that there were bins in the village however, investigated this and advised that the Team had been to attend to empty them, but they were usually empty. These will now be emptied by BDBC.

This raised the question from BDBC regarding the litter pickers employed by Ellisfield using the BDBC grant. The grant is applied for by the Clerk in April for the amount is advised specified by BDBC.

It was agreed that a meeting should take place to discuss the situation.

BDBC advised that to litter pick on a road with no pavement safety conditions should be met this would include road closures, cones, hi vis jackets. BDBC said they would not allow their team to pick litter in Ellisfield without a road closure as the risk to the employee is too high. Our insurance company has also advised that without adequate traffic management in place any insurance would be invalid

It would therefore seem difficult for the Parish Council to employ a Litter picker under these conditions.

If the provision for a litter picker along the footpaths and bye ways was a requirement, then this could be considered but BDBC would need to see the justification for a grant. EPC would also need to conduct a full risk assessment for this role and put in place safe working practices.

In the absence of a grant, It was agreed as a compromise that 2 new bins could be placed in the village (1 on Green Lane and 1 on College Lane) and these would be the responsibility of BDBC to install and empty. It was thought that by putting them in those locations it would mean that all 4 corners of the Village were covered by a public bin and cover the areas frequently by Dog walkers. BDBC will investigate the locations as they need to be in an area that is safe for the operatives to stop and empty and advise the Clerk of the desired locations.