

**AN MEETING OF ALLBROOK AND NORTH BOYATT PARISH COUNCIL  
WAS HELD ON 28 MARCH 2012  
AT OTTERBOURNE VILLAGE HALL AT 7PM**

**PRESENT:** Councillor Wall (Chairman), Councillor Mrs Symonds, Councillor Mrs Cossey, Councillor Mrs Calder and Councillor Hawes.

**85. APOLOGIES**

Apologies for inability to attend the meeting were received on behalf of Councillors Smith, Mrs Sollitt and Mrs Evans.

**86. DECLARATIONS OF INTEREST**

Councillor Mrs Symonds declared a personal interest in items 7 and 8: PCSO and Allotments.

**87. PRESENTATION BY ANGELA TAYLOR, WASTE AND RECYCLING TEAM LEADER AT EBC**

The Parish Council welcomed Angela Taylor, Waste and Recycling Team Leader for Eastleigh Borough Council (EBC) to the meeting. She explained that she was part of the education and promotion team for the recycling team at EBC.

Ms Taylor explained that there were 52,000 properties in the Eastleigh region, which equated to 122,000 residents. The Waste and Recycling Team offered fortnightly collections for general waste and recycling. Fortnightly collections were introduced in 1996.

Ms Taylor advised the Council that the Recycling Team often encountered problems with contamination in the recycling bins. Currently EBC could only recycle paper, cardboard, magazines, plastic bottles, tins, cans and aerosols through the green wheeled bins.

EBC also offered the following recycling options: Glass, food waste and garden waste. The glass recycling boxes were introduced in 2004 and incorporated household batteries in 2006. The garden waste service cost £27.80 a bag for a full year's subscription. While the food waste service was introduced in 2006 and it the only remaining weekly collection.

Ms Taylor explained that legislation for waste collection and recycling was constantly changing and EBC monitored these changes.

Ms Taylor informed the Council that there were two projects underway:

1. Waste Minimisation
  - This was difficult to measure and promote. However EBC had seen a decrease in food waste since the introduction of the food waste bins.
  - 2005 saw the stoppage of additional waste, other than those in wheelie bins, being collected. Residents were encouraged to reduce the waste they created, so that it fit in the wheelie bins provided.
2. Maximising recycling and reducing contamination
  - EBC had a 44% recycling rate, which they sought to increase to 50%.
  - Smart targeting ensured that resources were being spent on those who required it.
  - 2011 projects:
    - Netley/ Hamble: 4 month intensive promotion campaign (through

- leaflets, posters, door knocking etc), which saw a 7% reduction in the contamination of recycling bins.
- Flats: there were over 4,000 flats in that Eastleigh area, in approximately 450 blocks. EBC had worked with housing associations and management companies to reduce the problems found at flats, such as overflowing bins, bin contamination and fly tipping. Improvements had been reported.

Ms Taylor reiterated that Eastleigh sought a 50% recycling rate and understood the need for continued engagement with the public to promote recycling. Ms Taylor advised the Council that leaflets regarding recycling were available from the Parish Clerk.

A member of the public asked why extra rubbish bags had stopped being collected. Did that not prohibit people recycling more, if their recycling bin was full? Ms Taylor advised that while extra bags for general waste would not be collected, this was not the case for recycling. Refuse workers would collect additional items for recycling, as long as they were bagged in clear plastic bags or cardboard boxes and marked for recycling.

A member of the public asked why EBC did not provide compost bins anymore. Ms Taylor explained that 16000 compost bins were issued free of charge between 1993 and 2003. Since then EBC collected food waste on a weekly basis and still promoted households to purchase their own compost bins. Currently discounted compost bins are still available. Leaflets on the scheme were available from the Parish Clerk or information via the EBC website.

A member of the public noted that while residents may be making a conscience effort to reduce their waste, waste came from packaging from shops and supermarkets. Ms Taylor advised that EBC were aware of this problem. EBC were part of a Hampshire wide partnership called 'Project Integra' which sought to provide an integrated approach to the collection, treatment and disposal of municipal waste. The partnership consists of all the waste collection authorities, the waste disposal authorities and the waste disposal contractors in Hampshire. Through Project Integra, shops and supermarkets were lobbied to reduce the amount of packaging on goods, as well as other waste related issues.

A member of the public noted that food waste was processed through an indoor composting facility. They asked whether gasses were released during this process and whether they were recycled too. Ms Taylor acknowledged that gasses were released during this process and that these were dealt with appropriately.

A member of the public reported that other Counties were able to accept more plastic for recycling than EBC did. They asked why this was the case and whether EBC was restricted within a contract that did not allow for a wider range of materials to be recycled. Ms Taylor agreed that other Counties did allow more plastic items to be recycled. EBC were one of the first Councils to recycle and since the introduction of those facilities in the 1990's, technology has progressed. The principles of the Project Integra partnership focus on sustainable and ethical recycling and recycling collected within Hampshire are recycled in the UK. The partnership regularly reviews new technologies and there are opportunities that need to be progressed. EBC would take any opportunity to increase their recycling ability, for example, aerosol cans had just begun to be recycled.

A Councillor asked whether any additional income was made from recycling. Ms Taylor informed that a small income was made from recycling, but it was not enough to cover total collection

costs.

The Parish Council thanked Angela Taylor for attending the meeting.

**88. MINUTES OF THE MEETINGS OF THE ALLBROOK AND NORTH BOYATT PARISH COUNCIL HELD ON 25<sup>th</sup> JANUARY 2012**

RESOLVED: That the Minutes of the meeting held on 25<sup>th</sup> January 2012 be approved and signed by the Chairman as true and correct records.

**89. PUBLIC PARTICIPATION**

Members of the public had no items to discuss.

**90. MATTERS ARISING**

Street Lighting

The Chairman advised the Council that the newly installed street lamps could be adjusted. Should residents wish to do this they should contact Hampshire County Council (HCC) or the Parish Clerk with the street light reference number which was printed on the street lights.

Maypole Villa's Green

Guy Riddoch, Area Coordinator for the Parish, had organised for the green to be reinforced. Trees had been planted. The Chairman noted that the Parish Council would visit the green once it was completed.

Buses

Following on from previous Parish Council discussions and responses from members of the public, the Parish Clerk had contacted the Transport Department at Hampshire County Council (HCC) to complain about the overcrowding of the Allbrook buses. The Parish Clerk had received a response from the Principal Transport Officer at HCC who informed the Clerk that following the implementation of the bus subsidy review in October 2011, HCC subsidised Services E1/E2 on an hourly basis between Boyatt Wood and Winchester. Between Eastleigh and Boyatt Wood the service was provided commercially by Bluestar; this included the short journeys that terminate at the Allbrook roundabout. The size of bus used on these journeys was a matter for Bluestar.

Residents complained that the buses were so old that they constantly broke down. That buses were overcrowded and prevented people, especially those who were disabled, from using the buses.

The Chairman noted that all complaints should be directed to County Councillor David Airey, Cabinet Member for Transport. This was to be advertised on the Parish Council's notice boards and website.

Missing Bin

A replacement bin had been installed between Broadlands and Peshurst, near the bus stop. Residents noted their approval.

Clerks Pension

The Parish Clerk informed the Council of the Pensions Act 2008, which would be introduced from October 2012. Parish Councils would legally have to provide pensions for its employees on

all income tax over £7,475. The Parish Clerk advised that small organisations, such as the Parish Council, would not need to implement this until 2016. but, this should be noted for future Parish Council budgets.

#### Increase in Postage

The Parish Clerk informed that Council that the price of stamps was to increase from 30<sup>th</sup> April 2012 by approximately 30%. The Council agreed that the Parish Clerk would buy 100 stand second class and 100 large letter first class stamps before 30<sup>th</sup> April 2012.

#### Traditional Events and Parish Council Grants

The Chairman noted that the Parish Council had a budget for grants and that these could be used for supporting traditional events in the Parish.

#### Queens Jubilee

The Chairman advised the Council that no response had been received from scouting groups in the Parish. Also the Parish Clerk had not heard back about a Jubilee Oak Tree and would continue to progress this.

### **91. PSCO**

The Chairman welcomed PC Stuart Beale to the Parish Council meeting.

PC Beale informed the Council that the two Parish PCSO's, PCSO Higgins and PCSO Hani, we now training to be Police Officers and as such were no longer PCSO's. PC Beale would bring the new PCSO's to a later meeting.

PC Beale reported that damage, violence against the person and violence statistics were down by 27%, 27% and 15% respectively from last year. There had been a 30% increase in detection rates which was encouraging.

PC Beale reported that the Police had received a number of complaints regarding heavy load vehicles driving down Twyford Road, despite the signs forbidding them from that road. PC Beale advised the Council that the Police were aware of this; they were educating lorry drivers not to drive down Twyford Road and would fine any lorry that was caught driving down there more than once. A Councillor suggested that additional signs could be added to Allbrook Way. The Parish Clerk would research that possibility.

Residents informed PC Beale that the 40 mile a hour speed limit on Woodside Avenue was too fast and they wished to see it reduce to 30 miles a hour. This was especially for the turning on to Woodside Avenue from Broadlands. The hedge on the right hand side was so overgrown that drivers and pedestrians could not see oncoming traffic. The Chairman advised that a pedestrian crossing was to be installed along that part of the road for greater pedestrian safety. The Parish Clerk would contact Hampshire Highways and EBC to see what could be done to improve visibility for drivers.

Residents advised PC Beale that customers of Ham Farm were starting to park on the grass verges along Twyford Road, making it dangerous for other drivers. PC Beale advised that this would be noted and that anyone caught parking illegally would be dealt with.

PC Beale informed the Council that Eastleigh Local Area Committee had funded a new speeding camera for the Police to use in the area.

With the impending summer, PC Beale advised residents to continue to be vigilant against crime and report anything suspicious to the police. PC Beale advised that 'Crime Reports' were now available online. Finally PC Beale encouraged members of the public to let the Police know of issues in the area, especially through Twitter.

The Council thanked PC Stuart Beale for attending the meeting.

RESOLVED: That the verbal report be noted.

## **92. ALLOTMENTS – GENERAL UPDATE**

The Council considered a report by the Parish Clerk which provided a general update on the allotments.

The Parish Clerk advised the Parish Council that there had been 2 Site Rep meetings since the last Parish Council meeting (21<sup>st</sup> February 2012 and 13<sup>th</sup> March 2012). Broomhill Site Reps asked that an additional Site Rep be appointed. The Parish Council discussed the benefits of an additional Site Rep. The Parish Council approved the immediate appointment of an additional Site Rep at Broomhill Allotment Site.

The Parish Clerk advised the Parish Council that one new tenant had begun their tenancy of a allotment plot on Broomhill allotment site.

The Parish Clerk advised that there were 102 people on the waiting list for Broomhill and Lincoln's Rise allotment sites.

The Parish Clerk suggested that two waiting lists be established. One for Parish residents and one for non parish residents. The list for non Parish residents would only be used if the Parish residents list was empty. The Council discussed the fairness of only allowing Parish residents rent an allotment site. The Parish Council agreed to the creation of two waiting lists.

A member of the public noted that there was a Communal Farm in the north of the Parish which could provide an alternative to allotments. The Parish Clerk would invite a representative from the Highfield Farm Community Project to a meeting of the Parish Council.

The Parish Council considered the allotment budget detailed in appendix 4. The Parish Clerk reminded the Parish Council that it was their aim to create a budget for each allotment site in the next financial year and present a detailed and robust budget for 2013/14. The Parish Council agreed that the Parish Council would partly subsidise the allotments, but they would not be allocating £16,000 in the 2013/14 for allotments, as they had done in 2012/13. The amount would be reduced, resulting in the allotments becoming more financially self sufficient. The Parish Council agreed to re-consider the allotment budget in 2013.

The Parish Clerk suggested the abolishment of the over 60's discount. This was to create fairness in the allotments and to bring the allotments in line with other allotment sites throughout the County which did not offer discounts. There was support for the creation of fairness from both Councillors and members of the public. A member of the public suggested that, in the light of fairness, the discount for the over 60's be abolished and that the rent be £18.75 for all allotment plot holders. This would retain the current rental income and create fairness for all plot holders due to a consistent rent. There was majority support for this suggestion. The Chairman

proposed that the issue of allotment rent be reviewed at the July 2012 meeting of the Parish Council.

Following on from the discussion of abolishing the discount for over 60's and the suggestion of creating a set rent for all, it was proposed that reviewing the rent of the allotments be discussed at the July 2012 meeting of the Parish Council.

The Parish Clerk proposed that all allotment plot tenants should pay a £20 key deposit, which would be refunded at the end of a tenancy should the keys be returned. This would be in addition of the following charges: £5 for an extra key and £25 for the replacement of a set of keys during a tenancy. The Parish Council approved the introduction of a £20 key deposit and the Parish Clerk would introduce this with the October 2012 invoices.

RESOLVED: That,

- a) An additional Site Rep be appointed for Broomhill Allotment Site;
- b) The Parish Clerk create two waiting lists, one for parish residents and one for non parish residents. The non parish residents would be allocated a allotment plot once the current waiting list and waiting list of parish residents were empty;
- c) The Parish Council would re consider the allotment budget in 2013;
- d) The Parish Clerk invite a representative of the Highfield Farm Community Project to a meeting of the Parish Council;
- e) The discount for over 60's be reviewed at the July 2012 meeting of the Parish Council;
- f) Allotment rents be reviewed at the July 2012 meeting of the Parish Council; and
- g) The Parish Clerk introduce a £20 key deposit for all allotment plot holders.

### **93. ALLOTMENTS - CONSULTATION**

The Parish Clerk advised the Council that the consultation for the future management of the allotments had concluded. There was strong support for the joint management scheme of both allotment sites and the underlying management responsibilities, as detailed below:

#### Parish Council's Responsibilities: administrative

- o Maintain waiting list
- o Review tenancy agreement (annual basis)
- o Financial management of the allotment sites
- o Arrange for the payment of utility bills
- o Issue invoices rents
- o Issue letters of uncultivation
- o Issue Notices to Quit
- o Maintain database of plot holders
- o Maintain public liability insurance
- o Determine organisations used for the serving of machinery and the emptying of cess pits
- o Replace garden machinery when necessary
- o General Site Maintenance

#### Allotment Site Representatives: Day to Day management (instead of Allotment Association)

- o Management of boundaries and grass cutting
- o Arrange for garden machinery to be serviced on a annual basis
- o Arrange for the emptying of cess pits
- o Main contact for allotment holders
- o Advise the Parish Council of jobs that need to be done

- o Ensure general Health and Safety on site

The Parish Council agreed that the joint management scheme and responsibilities noted above be adopted.

The Parish Clerk also suggested that two waiting lists be established. One for Parish residents and one for non parish residents. The list for non Parish residents would only be used if the Parish residents list was empty. The Parish Council agreed to the creation of two waiting lists.

Finally the Parish Clerk suggested that the allotment waiting list be added to the Parish Council's website. The Parish Council approved an online waiting list, subject to data protection issues.

RESOLVED: That, the

- a) Broomhill and Lincoln's Rise Allotment sites be managed be both the Parish Council and Allotment Site Representatives;
- b) Joint management responsibilities be approved;
- c) Parish Clerk creates two waiting lists, one for parish residents and a second for non parish residents. Those on the non Parish Residents list will only be offered a allotment plot should the Parish residents list be empty; and
- d) Waiting list be published online.

#### **94. ALLOTMENTS – STAFFING ISSUES**

The Parish Council considered a report by the Parish Clerk which sought approval for changes in staffing.

The Parish Clerk reiterated that they had worked consistently over their contracted 8 hours a week since the transfer of the allotments from EBC to the Parish Council. The Parish Clerk asked that their contracted hours be increased from 8 hours to 10 hours a week to reflect the extra workload from managing the allotments. The Parish Clerk sought approval for the remuneration of extra work from January 2012. There would be no changes to the pay scale. The Parish Council approved the increase in hours from 8 hours to 10 hours a week and that the increase would be implemented retrospectively from 1<sup>st</sup> January 2012.

The Parish Clerk informed the Parish Council that they would not be able to work 10 hours a week in the long term. The Parish Clerk suggested that a Allotment Officer be appointed for 2 hours a week. The Parish Clerk circulated an additional confidential paper that outlined the proposed salary for the Allotment Officer. The Parish Council discussed the vacancy pack for the Allotment Officer. The Parish Council approved the appointment of an Allotment Officer for 2 hours a week on pay scale 14.

RESOLVED: That an Allotment Officer be appointed for 2 hours a week at pay scale 14.

#### **95. CORRESPONDENCE**

The Parish Council considered a report by the Parish Clerk which advised the Council on correspondence received since the last meeting. RESOLVED: That, the report be noted.

#### **96. PARISH COUNCIL SAVING ACCOUNT FOR SPECIAL FUNDS**

The Parish Council considered a report by the Parish Clerk which sought to inform the Council

on different types of savings accounts available. The Parish Council agreed that a saving account be set up with Unity Trust.

RESOLVED: That a savings account for reserve funds be set up for the Parish Council with Unity Trust.

**97. FINANCIAL MATTERS**

*Clerk's Salary and Expenditure:* The Parish Council considered the paper on expenditure, which detailed new cheques to be issued and cheques to be endorsed. Members agreed to endorse all cheques presented in the report, as listed below.

| <b>Chqs for Approval</b> |  |                   |
|--------------------------|--|-------------------|
| 07                       | Carly Walters (Parish Clerk)<br><i>Allotment Consultation</i>                                    | £ 116.81          |
| 08                       | Eastleigh Borough Council<br><i>Management of allotments 1st April 2011 - 31st December 2011</i> | £ 6,954.60        |
| 09                       | Information Commissioner<br><i>Fee for Notification</i>  | £ 35.00           |
| 10                       | Carly Walters (Parish Clerk)<br><i>Salary for increase in hours January 2012 - March 2012</i>    | £ 166.42          |
| 11                       | HMRC<br><i>Income Tax for increase in Clerks Hours Jan 2012 - March 2012</i>                     | £ 83.21           |
| 12                       | Martyn Park (Allotment Site Rep)<br><i>Reimbursement for allotment purchases</i>                 | £ 10.69           |
| 13                       | HALC<br><i>Allotment Management Course for Parish Clerk</i>                                      | £ 50.00           |
| <b>Total:</b>            |  | <b>£ 7,416.73</b> |

**98. DATE OF THE NEXT PARISH COUNCIL MEETING**

Next Extraordinary Meeting – Parish Plans

18<sup>th</sup> April 2012 at 7pm in Crestwood School

Annual Parish Meeting

25<sup>th</sup> April 2012 at 7pm in Crestwood School

Next Meeting (AGM)

23<sup>rd</sup> May 2012 at 7pm in Crestwood School

**99. AOB**

The Chairman advised the Council that Councillor Mrs Cossey had resigned as Councillor of Allbrook and North Boyatt Parish Council. The Chairman thanked Councillor Mrs Cossey for her hard work as Parish Councillor and wished her all the best for the future.

The meeting ended at 8.50p.m.

CHAIRMAN