

**MINUTES OF THE MEETING OF ALLBROOK AND NORTH BOYATT
PARISH COUNCIL
HELD ON WEDNESDAY, 29 JUNE 2016
AT CRESTWOOD SCHOOL
(7:00 pm - 8:05 pm)**

PRESENT: Councillor Mrs Sollitt (Chair); Councillors Symonds and Carney

Also in attendance: Borough Councillor Daniel Clarke

Apologies for absence were received from Councillors Bain, Barham, Betts and Freemantle

1. ELECTION OF THE CHAIRMAN OF ALLBROOK AND NORTH BOYATT PARISH COUNCIL FOR THE MUNICIPAL YEAR 2016/17

RESOLVED –

That Councillor Sollitt be elected as Chairman for the municipal year 2016/17.

2. ELECTION OF THE VICE CHAIRMAN OF ALLBROOK AND NORTH BOYATT PARISH COUNCIL FOR THE MUNICIPAL YEAR 2016/17

RESOLVED –

That Councillor Kathy Symonds be elected as Vice Chairman for the municipal year 2016/17.

3. DECLARATIONS OF INTEREST

Councillor Mrs Kathleen Symonds declared a Disclosable Pecuniary Interest in agenda item 6, Allotment Update, because her husband rents an allotment from the Parish Council.

4. MINUTES

RESOLVED –

That the Minutes of the meeting held on 13 April 2016 be approved and signed as a correct record.

5. PUBLIC PARTICIPATION

A Parish resident raised concerns over the parking situation in Pitmore Road, it had become very congested and difficult to navigate around the bends as it was generally one lane.

The Chair advised that she would speak to the Traffic Officers at Eastleigh Borough Council, however unless there was an obstruction or illegal parking that the Police could deal with there was nothing they could do unless they look at options around residents parking schemes and yellow lines which would cause even bigger issues.

A query was raised regarding the two bungalows in Pitmore Road purchased by the Borough Council for access. The gardens were in a poor state of repair and required some maintenance. The Clerk advised that she would contact the Borough Council to establish what the intention was for the bungalows and whether anything could be done to tidy them up.

A Parish resident advised that the Speed Limit Reminder Signs that had been put in place on Twyford Road by the Borough Council and paid for by the Parish Council were situated in a position that was too high to actually detect anyone who was driving over the speed limit. The Clerk advised that she would contact the Engineers at the Borough Council to ask for a refund or a further two weeks for free.

Mr Prior advised the Council that the National Grid had been on the Rookwood site to test the levels of radiation. He felt that if they were testing the levels of radiation it may mean that Hampshire County Council had intentions to build there soon. The Chair advised that as far as she was aware there was no planning application for that site in the pipeline.

A resident of the parish raised concern over vehicle movements and parking issues at a property in Pitmore Road. He felt that several businesses were being run from the property and that the vehicle movements were of customers and employees. The Vice Chair asked that he keep a diary of the vehicular movements and report back to the next meeting.

6. ALLOTMENT UPDATE

The Allotment Officer reported that the mole problem that had been reported at the last Council meeting was still ongoing, two Members had agreed to visit the site to see the problem for themselves, however neither was able to attend at the time.

The Allotment Officer asked if it was still necessary to charge a £20 key deposit at Broomhill as the locks were being changed to a combination padlock system. Although there were still keys needed for sheds 1 and 5.

It was suggested all key deposits taken so far be kept and that once a tenant vacated their plot to a satisfactory level, the deposit returned. The Allotment Officer proposed that in future the charge should be reduced to £10 and would only be levied if keys were issued. Members agreed to this change.

The Allotment Officer had received a request from the tenant for an overhanging tree to be pruned as it was shading his allotment plot. On inspection David Ward said he thought the tree was a danger, as it had several dead branches which constantly fell off, and had reported it to Hampshire County Council as it was outside the site. The report received back from the County, stated that “the enquiry raised had been inspected. As it does not present a hazard to highway users it does not require action at this time”.

The Allotment Officer had queried the report as it seemed the inspection could only have been done outside the Allotment site due to the fact that the gate was kept locked at all times. No reply had been received to date.

Councillor Bain offered to contact the Tree Officer at Eastleigh Borough Council for advice.

The Allotment Officer advised that the Viking mower had broken, it was over 20 years old and no replacement parts were available. No new equipment had been purchased in last year’s budget and there was still £500 in this year’s budget.

The Allotment Officer advised that quotes had been obtained of three mowers suitable to cope with the demands of an Allotment Site. The mower chosen would cost £560 and Members were asked to consider the purchase of this mower. Members asked whether this could be contracted to someone and the Allotment Officer advised that this would be at a cost of approximately £3000. Members were advised that the Council was responsible for the maintenance of the pathways on the allotment site.

RESOLVED –

That £560 be allocate to the purchase of a new mower for Broomhill Allotment site for the continued maintenance of the pathways on the site.

7. ALLBROOK MEADOW UPDATE

Due to Councillor Betts giving his apologies to this meeting an update would be given at the next meeting in September.

Councillor Betts had asked the Clerk in his absence to propose to Council a finance request of £1600 to install the information board at the Allbrook Meadow Site. Members required further information before making the decision so deferred this to the next meeting.

RESOLVED –

That this item be deferred to the next meeting.

8. REVIEW OF ALLBROOK AND NORTH BOYATT PARISH COUNCIL'S POLICIES AND REGULATIONS

Consideration was given to the Council's Policies and Regulations and it was agreed to adopt them with no amendments.

RESOLVED –

That the Standing Orders; Financial Regulations; Banking Arrangements; Asset Register and Risk Assessment be adopted with no amendments.

9. CLERK'S REPORT

The Clerk advised that she had been asked by the Chief Executive of Eastleigh Borough Council to invite all non Borough Councillors to a Devolution Briefing on Tuesday 19 July 2016 at 6pm. This was to provide Parish Councils with some information on the proposals made by Hampshire County Council to Government recently. Members were asked to consider their availability and advise the Clerk on whether they could attend.

The Clerk advised that Councillor Trenchard had stepped down from the Parish Council as he was unable to fulfil the role due to work commitments. As per guidance from the Returning Officer at the Borough Council the casual vacancy was advertised for the prescribed 14 day time limit. The Returning Officer confirmed that the claim for poll was not received by any elector. This meant that the Council must co-opt as soon as practicable.

Only Councillors present at the meeting were able to nominate, second or vote upon a person to fill the vacancy. Councillors present were introduced to Borough Councillor Daniel Clarke who expressed his interest in being co-opted to Allbrook and North Boyatt Parish Council. He advised that he had lived in West End for eight years and been chair of West End Parish Council, he was also a Borough Councillor and was Chairman of the Local Area Committee and Scrutiny Panel. He had now moved to Eastleigh and wanted to transfer his community involvement to Eastleigh. In his time as a Parish Councillor he had adopted open spaces, supported older people with social events, supported youth services and felt he had the right qualities to bring to Allbrook and North Boyatt Parish Council.

A guide on how to set up the email accounts was now available for Members to access their email address and was handed out at the meeting.

A member of the public had contacted the Parish Clerk to suggest that meetings be held in the Parish. She advised the Clerk of two venues one being the Brethren meeting room almost opposite the Allbrook meadow and the other being 14th Eastleigh Scout Hut.

Members were asked whether they wanted the Clerk to investigate this possibility and whether they would consider a change in meeting day to accommodate a specific venue. Members were unsure whether a change of venue to the suggested halls was necessary and advised that parking may be an issue at both sites.

RESOLVED –

- (1) Members confirmed their attendance at the Devolution Briefing on 19 July 2016;**
- (2) Councillor Daniel Clarke be co-opted to the Council; and**
- (3) Parish Meetings would continue to be held at the Crestwood College going forward.**

10. APPROVAL OF ACCOUNTING STATEMENTS

Members were asked to approve the Annual Accounting Statements as supplied by the Parish Clerk and signed off by the internal auditors, in accordance with legislation and in preparation for the external audit on 25 July 2016.

RESOLVED –

That the Annual Accounting Statements be signed by the Chair as a correct record of accounts for the year 2015/16.

11. ANNUAL GOVERNANCE STATEMENT

Members were asked to approve the Annual Governance Statement as supplied by the Parish Clerk and signed off by the internal auditors, in accordance with legislation and in preparation for the external audit on 25 July 2016.

RESOLVED –

That the Annual Governance Statement be signed by the Chair as a correct record of accounts for the year 2015/16.

12. COUNCIL INSURANCE

Members considered the report of the Parish Clerk regarding the Council's insurance. Members were advised that the cost of insurance had decreased from £693.85 to £436.77 since last year. This was subject to a

long term agreement arrangement that offered a 10% discount in return for 5 year agreement.

The Council had a legal responsibility to make sure the whole Parish was insured in order that the Council were covered for any incidents within the Parish boundary. This obviously included insurance to cover the Council's equipment and buildings at the allotments. Members felt that this was a reasonable cost to bear to protect the Council and agreed with the recommendation of the Clerk.

RESOLVED –

That the Council's insurance for the year 2016/17 be approved at a cost of £436.77.

13. FINANCE MATTERS

The Parish Council considered the papers on expenditure which detailed cheques to be issued and budget monitoring. Members agreed to endorse all cheques presented in the report as listed below:

100307	L Greenslade	Office Allowance	£	87.50
100308	N Exelby	Allotment Expenses	£	23.05
100309	D Ward	Allotment Expenses	£	137.88
100310	A Thorne	Office Allowance	£	79.75
100311	Eastleigh Borough Council	June Salaries	£	543.18
100312	Community First Trading	Council Insurance	£	436.77
100313	Cleansing Services Group	Cesspit BH Allotments	£	207.00
100314	Davinia Winch	Key Deposit Return Plot 15	£	20.00
100315	Barney Ellis	Key Deposit Return 104B	£	20.00
100316	Mr Yang	Key Deposit Return	£	30.00
100317	Lightatouch	Internal Audit Fees	£	325.00

RESOLVED –

(1) That authority be given for the payment of cheques 100307 – 100317; and

(2) That the budget monitoring statement and Council's financial position be noted.

14. DATE OF NEXT MEETING

It was confirmed that the next meeting would be held on 7 September 2016 at 7pm in Crestwood School.
