

**A MEETING OF ALLBROOK PARISH COUNCIL  
WAS HELD ON 24 NOVEMBER 2010  
AT OTTERBOURNE VILLAGE HALL AT 7PM**

**PRESENT:** Councillor Wall (Chairman), Councillor Hawes and Councillor Mrs Evans

**46. CLERK TO THE COUNCIL**

Miss Carly Grainger was confirmed by the Council as Parish Clerk to Allbrook Parish Council. The Council welcomed Miss Grainger to her first Parish Council meeting.

**47. APOLOGIES**

Apologies for inability to attend the meeting were received on behalf of Councillor Smith and Councillor Mrs Calder.

**48. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**49. PUBLIC PARTICIPATION**

The following matters were raised in this session:

*Allotments:* The Chairman advised the Council that the legal takeover of Broomhill and Lincolns Rise Allotments had not yet been formalised. The Council sought to organise a cooperative management system that would benefit all parties, once Allbrook Parish Council owned the allotments. Furthermore the Chairman stated that the Council did not intend to raise the rent for the allotments and hoped in due course, to reduce the rent. Mr Baker and Mr Exelby introduced themselves to the Council as representatives from Broomhill and Lincolns Rise allotments respectively. Mr Norman welcomed the Chairman's statement regarding rent and wished to make the following propositions to the Council, that:

- rent rise with inflation as agreed with the Eastleigh Allotment Association;
- the discount for over 60's remain at 50%;
- the site representatives retain the free plot of land awarded to them for their services;
- the Parish Council considered changing the contract for maintaining the machinery on the allotments to another company;
- the water charges are charged by the amount used and not a flat rate (it was confirmed that the pipes are metred and that this could be a viable option);
- the Parish Council pay for the petrol to run the mower to cut the grass on the public footway as Eastleigh Borough Council had done so. It was estimated that 15 litres was used a year, which equated to approximately £15. It was noted that this was specific for Lincoln Rise Allotment only; and
- the clerk write to the houses whose gardens back onto the public footpath at Licoln Rise allotment and request that they continue to maintain any hedges that back onto the public footpath.

Mr Bacon also welcomed the approach the Parish Council had adopted with the allotments and requested that a large mower was purchased for the Broomhill Allotments. Both representatives welcomed Councillors and the Parish Clerk to visit the allotments.

**50. MINUTES OF THE MEETING OF THE HOUSING BOARD HELD ON 29 SEPTEMBER 2010**

RESOLVED: That the Minutes of the meeting held on 29<sup>th</sup> September 2010 be approved and signed by the Chairman as a true and correct record.

**51. MATTERS ARISING**

There were no matters arising.

**52. NAME OF THE PARISH COUNCIL**

Members considered a verbal report by the Interim Parish Clerk on this topic. The report referred to the request of a local resident for the name of the Council to be changed to reflect the inclusion of the northern part of Boyatt in the parish. Since the last Council meeting on 29<sup>th</sup> September 2010 the Council had made a request to Eastleigh Borough Council for the name of the parish to be changed to 'Allbrook and North Boyatt'. Eastleigh Borough Council requested that the change of name be put out for public consultation, which was duly done by the Interim Parish Clerk in the Borough Newsletter, the deadline set for 3<sup>rd</sup> December 2010. To date, the Council had received four responses. Three opposing the name change and one supporting it (attached to minutes as appendix 1). Councillor Hawes expressed the residents of North Boyatt's enthusiasm for the name change. Councillor Evans aired her concern on the low response to the public consultation. The Council concluded that the Parish Council would still support the change of name, subject to no high volume of opposition received before the deadline. The Interim Parish Clerk noted that the Parish Council did not have the power to change the name and that Eastleigh Borough Council would decide at the Full Council meeting on 16<sup>th</sup> December 2010.

RESOLVED: That, the Parish Council still support the request made to Eastleigh Borough Council for the name of the parish to be changed to 'Allbrook and North Boyatt', subject to the final results of the public consultation.

**53. PLANNING APPLICATION O/10/67643 (Proposed 'shared care' dementia living scheme on land adjacent to Penarth House, Winchester Road, Otterbourne Hill)**

Members considered the amended plans produced by the Pegasus Planning Group. Councillor Wall stated that he would not give an opinion on this matter due to being an Eastleigh Borough Council Councillor. The Interim Parish Clerk advised the Council that Otterbourne Parish Council did not oppose the application and offered free access onto the open space the land backs onto. The Council was unable to unanimously support the application, as there were concerns that the building would set a precedent on building on open land and that the amendments to the plan were not significant. However, the Council agreed that they would consider acquisition of the open space for a commuted sum.

RESOLVED: That,

- a) the Council could not unanimously support the application; and

- b) the Parish Council would consider acquisition of the open spaces for a commuted sum.

#### **54. REPORT ON OUTCOME OF PARISH TOUR**

Members discussed the outcome of the Parish tour held on Sunday 7<sup>th</sup> November 2010. Members agreed that it was a very useful tour and helped them to appreciate the boundaries and important features of the Parish.

#### **55. DEVELOPERS' CONTRIBUTIONS**

The Interim Parish Clerk presented a report on Developers' contributions. The Clerk advised the Council that £30,375.85 was available in the Allbrook Parish area as of October 2010. He advised that Members needed to provide a prioritised and costed list of community projects that could be funded from developer's contributions. Councillors suggested that they would speak to local residents to gauge what projects would be desirable. The Chairman suggested that the Parish Clerk contact Otterbourne Parish Council to see if there were any joint projects that could be developed through developers' contributions.

RESOLVED: That,

- a) Members would consult residents as to ideas for projects to be funded by developers' contributions; and
- b) the Parish Clerk would contact Otterbourne Parish Council to investigate whether there were any joint projects that could be funded by developers' contributions.

#### **56. GRANTS POLICY**

The Interim Parish Clerk presented a report on a suggested grants policy for the Council. Councillors discussed their desire for grants only be given to projects as a one off sum and not for revenue and that the grant should make a difference to the community. The Council agreed that they would adopt the scheme proposed by the Interim Clerk.

RESOLVED: That, the Parish Council adopted the grants policy.

#### **57. APPOINTMENT OF INTERNAL AUDITOR**

The Interim Parish Clerk presented a report on the appointment of an internal auditor. Three independent auditors were suggested. The Council was advised that the appointment of the internal auditor would only be for one financial year and the auditor could be reviewed after that time. The Council agreed that they would choose the cheaper option this year and review this choice, if necessary, after the next financial year.

RESOLVED: That, the Parish Council appointed John Murray as the internal auditor for Allbrook Parish Council for the financial year 2011/12.

#### **58. PARISH WEBSITE**

The Interim Parish Clerk presented a verbal report on the Parish website. He advised the Council of three different organisations that provided websites, which the Council could

use: Hampshire County Council, Talk Listen Communicate (TLC) and E Mango. Hampshire County Council's website was free, but would involve the Parish Clerk maintaining the site. While TLC and E Mango would charge for the set-up of the website and then a further maintenance fee each month. However this included maintenance of the site and their professional expertise. The Parish Clerk noted that she was happy to maintain a website as she had prior experience of this. The Council discussed the fact that a large website was no necessary, but it was essential to have some presence on the internet for members of the public to access information about Allbrook Parish Council. The Council agreed that Hampshire County Council's website provision would be the best and that the Clerk should organise this to be set up.

RESOLVED: That, the Parish Clerk set up a website from Hampshire County Council.

## **59. BROOMHILL AND LINCOLN'S RISE ALLOTMENTS**

The Council authorised the signing of the formal transfer deeds for Broomhill and Lincoln's Rise Allotments. The formal transfer deeds for Broomhill Allotment were not yet available due to an issue with a piece of land. But they would be brought to the next full Council meeting to be signed.

RESOLVED: That, the Council authorised the signing of the formal transfer deeds for Broomhill and Lincoln's Rise allotments.

## **60. CORRESPONDENCE**

*Traffic at Boyatt Lane:* The Council had received an email from Mrs J Philebrown concerning an increase in traffic at Boyatt Lane and poor road surface condition (attached to minutes as appendix 2). The Members agreed that as Mrs J Philebrown does not live in the Parish that it would be inappropriate for a meeting solely with the Parish Council.

AGREED, that the Parish Clerk would facilitate a meeting between Mrs J Philebrown, a member of Allbrook Parish Council, Highways and Winchester City Council.

*Review of Mobile Library Service:* Members were advised that the Mobile Library Service was reducing its service (attached to minutes as appendix 3).

*Safe, Warm and Secure:* Members were advised that a 6 month pilot was under way, run by Hampshire County Council, The Shore Trust and Age Concern in Eastleigh, New Forest and Test Valley areas (attached to minutes as appendix 4). It sought to provide information for older people on what help is available to keep them safe, warm and secure. Members noted that further information and leaflets were to be circulated soon.

## **61. FINANCIAL MATTERS**

*Budget Monitoring:* The Interim Parish Clerk tabled a paper on the budget up to 24<sup>th</sup> November 2010 (attached to minutes as appendix 5). It was agreed that a budget monitoring paper would be presented by the Parish Clerk at every full Council meeting.

RESOLVED: That,

- a) the schedule was noted by the Council; and
- b) the Parish Clerk present a Budget Monitoring Paper to every full Council Meeting.

*Expenditure:* The Interim Parish Clerk tabled a paper on expenditure, which detailed cheques for endorsement and new cheques to be issued (attached to the minutes as

appendix 6). Members agreed to endorse all cheques presented in the report.

The Interim Clerk also advised Members that Allbrook Parish Council's bank account is still in Eastleigh Borough Council's name. The Parish Clerk would set up a bank account in Allbrook Parish Council's name in due course.

RESOLVED: That,

- a) cheque 5 – 11 were endorsed by the Council;
- b) the Council agreed to the payment of cheque 12; and
- c) the Parish Clerk would set up a new bank account in the name of Allbrook Parish Council.

*Draft Budget.* The Interim Parish Clerk advised Members that the Council was on target for its projected end of year figure. They were also advised that setting the precept at the current level would be advisable as long as there were no additions to the budget.

Police Community Safety Officers (PCSO's) were discussed by the Council. As discussed at the last Council meeting, Police had withdrawn funding for PCSO's and Allbrook Parish Council, along with all Parish Councils, had been requested to partly fund PCSO's in their area. Members were advised that for Allbrook Parish Council they would be requested to fund one third of an officer at an approximate rate of £2,350 per year. Councillors were concerned that they did not want to agree to funding PCSO's until further details of the scheme, including the amount of funding, was disclosed. Members provisionally agreed to fund PCSO's subject to service details. The Chairman suggested that a PCSO officer attend the next Parish Council meeting.

The Chairman requested that he did not receive any allowance and that it be removed from the draft budget.

Members discussed whether there was any need for Members' Allowance. The Council agreed that Member's did not require a regular allowance, but would be reimbursed for any specific task where they have incurred a cost.

Members agreed to set up a special fund to make provisions for future services and agreed on an initial contribution of £2500 in 2011/12.

Council agreed to freeze the precept for 2011/12.

RESOLVED: That,

- a) Members provisionally agreed to fund one third of a PCSO officer in Allbrook Parish, funded from the reserve, subject to service details;
- b) the Chairman allowance be removed from the draft budget;
- c) Members agreed that no members allowance be paid for 2011/12;
- d) Members agreed to set up a special fund to make provisions for future services and agreed on an initial contribution of £2500 in 2011/12; and
- e) the Council agreed to freeze the precept for 2011/12.

## **62. CONFIDENTIAL BUSINESS**

RESOLVED, that the press and public be excluded for the following items on the grounds that, by reason of the confidential nature of the business, publicity would be prejudicial to the public interest.

### **63. PARISH CLERK**

The Interim Parish Clerk presented a verbal report on the contract details for the newly appointed Parish Clerk. Details of allowances were listed from the contract, which Members approved. The Interim Clerk advised Members that the Parish Clerk had agreed to use her own phone line, telephone and internet connection for Allbrook Parish Council work. The Interim Parish Clerk suggested an allowance of £100 to cover these expenses. The Interim Clerk suggested a PO BOX be set up for the Clerk, so not to advertise her personal address. Members believed this to be a sensible proposition. Members authorised the Parish Clerk to purchase an HP all in one printer and any stationary required to fulfil her role.

RESOLVED: That, the

- a) office and computer allowance be approved;
- b) telephone allowance of £100 a year be approved;
- c) Parish Clerk set up a PO BOX address; and
- d) Parish Clerk purchase the HP all in one printer and any stationary required to fulfil her role.

### **64. THANKS TO THE INTERIM PARISH CLERK**

The Council thanked the Interim Parish Clerk for all his hard work and advice. Members wished him all the best for the future.

### **65. NEXT MEETING**

26<sup>th</sup> January 2011 at 7pm in Otterbourne Village Hall

The meeting ended at 8.35p.m.

CHAIRMAN