

# STEVENTON PARISH COUNCIL MEETING (AGM) - MINUTES

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Monday 8<sup>th</sup> May 2017, at 8pm at Steventon Village Hall

Contact: Rosina Forde, [steventonpc@hotmail.com](mailto:steventonpc@hotmail.com)

**1. Present:**

**Councillors Present:** Peter Lees, Tony Carter, Harriet Aldridge, Mike Everton-Browne, Rosina Forde.

**Apologies for Absence:** None.

**Public Present:** None

**2. Election of Chairman and Vice Chairman 2017-2018:**

**Chairman** – Peter Lees. Proposed by Rosina Forde, Seconded by Mike Everton-Bowne.

**Vice Chairman** – Tony Carter. Proposed by Rosina Forde, Seconded by Mike Everton-Bowne

**3. Election of Key Appointments in Absence of a Clerk:]**

A draft overview of Roles and Responsibilities was reviewed and some changes agreed. These will be updated and posted on the website. **RF**

The following roles were agreed:

Peter Lees: Proper Officer

Harriet Aldridge: Responsible Financial Officer

Tony Carter: Planning Officer

Mike Everton-Browne: Highways, footpaths and village appearance

Rosina Forde: Secretary

**4. Governance documents:**

The required documents, as specified by the Freedom of Information Act 2000, were agreed in principle. In the absence of a Clerk these will be written and added to the website over time.

The Steventon Parish Council website contains current information about meetings, planning, finances and contact details. It can be accessed here:

<http://steventonvillage.co.uk/about-2/>

There is Steventon Parish Council email account, primarily for use with external organisations, e.g. BDBC. Parishioners may use it to contact the parish council or they may contact individual Parish Councillors directly: [steventonpc@hotmail.com](mailto:steventonpc@hotmail.com)

Councillors needs to check that their respective form for the Register Of Members Interest is still current. **All**

**5. Declarations of Interests:** None

**6. Meeting Open To The Public (10 minutes):** None.

**7. Minutes:**

Minutes of the previous Ordinary Parish Council Meeting held on the 9 January 2017 had already been approved and signed.

Minutes of the Annual Parish Meeting held on the 24 April 2017 were approved and signed.

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### 8. Matters Arising from Minutes:

Many thanks were expressed to representatives from Village organisations, in addition to the external speakers, who presented at the APM and made the evening very enjoyable and interesting, and thank you to those villagers who attended.

### 9. Current Planning Applications:

T/00140/17/TCA | T1 Hornbeam – crown reduce by 12ft all round leaving an approximate finished height of 12ft and crown spread radius of 25ft T2 Fir – fell. | 5 Wheatleys Close Steventon Basingstoke Hampshire RG25 3BQ

*Parish Council site visit took place. No objections from Parish Council, agreed by email. Consultation expiry date is 23th May 2017*

T/00141/17/TCA | Fell 1 dead Scots pine. | Patience House Steventon Basingstoke Hampshire RG25 3BD

*Parish Council has no objections, agreed by email. Consultation expiry date is 11th May 2017*

T/00109/17/TCA | T1 ash – fell T2 ash – fell T3 ash trunk – fell T4 ash – fell T5 ash – removal T6 ash – lower crown lift up to 6m T7 ash – fell T8 ash – crown raise up to 4m, ivy covered T9 ash – fell T10 ash – fell T11 ash – fell T12 sycamore – fell | Bassetts Farm Steventon Basingstoke Hampshire RG25 3BJ

*Parish Council site visit took place. No objections from Parish Council, agreed by email. Consultation expiry date is 11th April 2017*

17/00734/HSE | Erection of new swimming pool building and associated garden walls. | Oakdown House Ashe Park Lane Steventon RG25 3BJ

*Parish Council site visit took place. No objections from Parish Council, agreed by email. Consultation expiry date is 5th April 2017*

A discussion took place about how the parish council should process planning applications. The following was agreed:

- Initial communications amongst the parish council will be via email
- A site visit will take place
- If one councilor requests a meeting to discuss a planning application then an extraordinary meeting will be called.
- An email will be sent to parishioners notifying them of new planning application and will indicate the expiry date for feedback to the BDBC
- Parishioners should contact the parish council and/or BDBC with any concerns over a planning application

### 10. Planning Compliance:

It has come to the Parish Council's attention that some people in the village are avoiding due process and making changes to their property without planning permission. Extra care is needed as a large portion of the village is also in a conservation area. We don't want precedents being set, and will be looking into these cases.

Peter to send an email to whole village.

PL

### 11. Finance:

**Payments:** None.

**Current Balance:** £1946.97

**Receipts:** Parish Council Grant of £733 from BDBC for 2017/18.

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The Financial Report that was presented at the APM was complete but needs to be presented in a different for the audit. Harriet to prepare forms for audit and to organise a meeting with Peter and Julian to sign off accounts. **HA**

The Parish Council Grant of £1100 that was previously received from BDBC is being phased out over three years. This year we received only £733, for 2018/19 we will receive £366, and from 2019/20 we will receive nil. The Parish Council will always have on-going expenditure such as insurance, hire of the hall, and up until now a donation to the Steventon PCC towards the churchyard. See the APM minutes on the website for the financial details <https://www.steventonvillage.co.uk/meetings/>

Although we can probably obtain grants for future Steventon projects such as footpaths, these normally need to be co-funded by the Parish Council. There are various ways we could raise money, including the option of raising a precept.

The Village Hall Committee is also considering funding options for the upkeep of the hall given the closure of the Montessori nursery.

The Parish Council's view is that it would be of benefit to meet with representatives of all the village organisations who receive donations and who raise money, to discuss how we could pool our ideas and resources.

Organise meeting. **PL/RF**

It was also suggested that we should make the most of the Jane Austen events this year and maybe charge at the door rather than hope for donations.

The Parish Council's three-year insurance policy has expired. We have received three quotes and going forwards we will be using Hiscocks at £282 per annum (previously £276).

It was agreed to pay the invoice for £481 (received from HCC grant) for the parts needed to renovate the Telephone Box.

An application is being made to the Hampshire Countryside Services for a grant to replace three stiles with kissing gates on the footpath between Overton and Steventon church. Two of the stiles belong to Overton. Steventon and Overton parish councils will work together on this, with Overton making the application. Steventon's share of funding depends on how much volunteer work we can contribute. Our contribution would be less than £300.

Last year the parish council joined the Hampshire Association of Local Councils (HALC). It was felt important at the time as we were a new parish council, new laws had been introduced, and HALC are the official channel for information to Hampshire Parish Councils. Despite numerous emails from HALC we have acted on nothing from them so far. When we did ask them specific questions they were unable to provide answers. It was agreed to discontinue our membership.

It was decided instead to join an organisation called CPALC (Communities Parish And Local Councils) for a year, for an annual subscription of £25. CPALC is an informal organisation with people experienced in town and parish councils writing articles about relevant current affairs. **RF**

The £1100 raised by the Fun Run will be deposited in the Parish Council bank account until such time it is needed. **HA**

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There has been no progress with resurrecting the Steventon Cricket Club. Harriet will review the accounting treatment of the cricket club funds and the fun run money as part of the year-end audit preparation to ensure these items are being accounted for consistently.

HA

### 12. Highways and Village Appearance:

The ongoing problem with potholes was discussed. Mike regularly contacts the authorities. Following the APM we are hoping that Cllr Anna McNair Scott might be able to put some pressure on under the banner of Jane Austen celebrations.

John Smith together with the HCC Countryside Service have repaired the steps on footpath 501 north of the tunnel, and put up a safety banister on Footpath 2 opposite and cleaned the steps. Many thanks to John!

### 13. Defibrillator:

Congratulations to Suse Harrison and Simon Atkinson for organizing a very successful Fun Run to raise money for a defibrillator. A total of £1100 was raised.

Rachel Palmer has offered to investigate which type of defibrillator is best suited for Steventon and to look into costs. She has also offered to organise training in its use.

Rachel

When we know what the cost will be the parish council will try to apply for further funding to augment the money raised by the Fun Run.

### 14. Jane Austen Festival 2017:

Since our last parish council meeting in January, three new boundary signs have been installed in the village. They have a profile picture of Jane Austen's head, and state that Steventon is her birthplace. The BDBC organised this and paid for it, with a £500 contribution from the parish council.

Funding was granted from both the BDBC (£805) and the HCC (£554) to renovate the telephone box so that it can be used as a Jane Austen Visitors Centre.

### 15. Notices, Correspondence and Circulars:

A letter was received from the BDBC about whether our parish would like to develop a Neighbourhood Plan. It was agreed that it would take too much effort and was not necessary for a small village such as Steventon.

### 16. Councillors' Announcements: None

### 17. Questions to the Chairman: None

### 18. Items for insertion in the Parish Magazine:

Status of current planning applications. Date of next parish council meeting

### 19. Next Meeting Dates 2017:

Parish Council Meeting 17 July 2017 at 8.00pm in the Village Hall.

Signed \_\_\_\_\_

Date: \_\_\_\_\_