HALE PARISH COUNCIL
Minutes of Hale Parish Council Meeting
held at 7.00 pm on Tuesday 2 July 2019 in Hale Village Hall, Hatchet Green, Hale

Present:
Cllr Hartas – Chairman; Cllrs Delves, Gemmell, Harrison, Mangan and Lavis

In attendance:
Miss K Cleary – Clerk
12 members of the public

Notifications had been received that the meeting was being recorded by two separate members of the Public.

1. **To receive apologies for absence –** there were none

2. **To receive any Declarations of Interest, written requests for dispensations and to grant any dispensations as appropriate**
   2.1. None

3. **To consider and approve the Minutes of the annual meeting held on 14th May 2019 -** Minutes having been circulated in advance were approved unanimously and signed by the Chairman.
   Matters arising from the minutes not covered elsewhere in the agenda
   3.1. Cllr Hartas presented an idea for a 75th VE celebration evening, to be run in conjunction with the Social Committee. Clerk confirmed that she was not aware of any regulation that this was outside the scope of a Parish Council's activities. Cllr Lavis proposed and it was seconded by Cllr Lavis and therefore **RESOLVED**: that the Parish Council should join with the Social Committee and the Village Hall Committee to organise an event in June 2020. All agreed. Cllr Hartas to send around details of the entertainment proposed for agreement by Councillors.

   3.2. Cllr Gemmell was arranging the application to fell the tree identified with Ash Die Back. Tree Warden to help with coordinates.

   3.3. Clerk reported that tree survey contract had been returned. Cllr Hartas reported that the date of the joint tree survey with the Village Hall was still awaited from NFDC.

   3.4. Cllr Hartas reported that she had received correspondence from a resident noting that Cllrs had not directly responded to a representation from the public at the June meeting about their plans to restore 'peace' in the village. Cllrs discussed. It was agreed that this was a difficult, if not impossible question to answer, but noted that the current council had been elected as a result of a contested election.

4. **To receive a report off matters of local interest from PCSO Steve May**
   4.1. PCSO Steve May introduced himself to the meeting and gave a short presentation on recent activity in the area. There were 27 recent logged events, of which 3 were routine firearms management events. Full details of local activity were shared regularly with Neighbourhood Watch coordinators. One perpetrator had been brought to court and pleaded guilty to an incident of theft in June 2019, this involved cross border working with Wiltshire police.

   4.2. PCSO May invited questions and comments from members of the public in attendance. Various issues were raised including prioritising those who had been repeat victims of crime and the response time of the 101 service, the activity of the police themselves when images of perpetrators had been supplied to them and the issue of speeding within the village.

   4.3. PCSO May urged people to continue to report anything suspicious and/ or crime, using 101 online for non-emergency situations, as this was much improved and avoided some of the delays using 101 by phone. He suggested that residents could work together to arrange a SpeedWatch facility for the village, either borrowing the equipment owned by Sandleheath or

raising funds for the purchase of new equipment. A team of 6+ people were required and group training could be arranged.

4.4. PSCO Steve May left his contact details for any resident who wished to speak to him and noted that he ran regular surgeries at the Food Market and at Woodgreen shop. Clerk to publish these contact details on HPC website. Cllr Hartas thanked PCSO May on behalf of the Council for his time and attendance.

5. Members of the public are invited to address the council on agenda matters or raise any matters not otherwise on the agenda.

5.1. A resident asked the Council to clarify the position and status of the Parish Plan document and who was taking responsibility for this document. Cllr Hartas responded that she was to be involved, along with those residents who had been previously working on the document. The outstanding section was that on housing and it was hoped that with the near finalisation of the HPC affordable housing conditions document, that a draft of the Parish Plan could be completed and presented to the full Council for comment in the autumn.

5.2. A member of the public who did not currently live in the village asked what good the Parish Council was doing for the residents and noted the lack of community spirit in the village when compared to other neighbouring villages such as Woodgreen. The member of the public urged the Council to consider and update their social media presence as a matter of urgency. Cllrs considered the comments about lack of community spirit. Cllr Delves agreed to review HPC's social media offering.

5.3. A resident director of Hale Village CLT made a presentment in respect of item 8 on the agenda – affordable housing. The director urged the Council not to bury their heads in the sand and reopen the decision that there was a need for a level of affordable housing within the village as this would be letting down residents. The resident noted that recent antagonism within the village had been directed at the CLT and was not initiated by the CLT. The director noted that there were currently c.290 CLTs within the UK and that the vehicle was enjoying increasing support as a delivery vehicle for affordable housing. Many of these CLTs had direct Parish Council involvement Statistics from the Census and the three housing surveys carried out in recent years showed

- the age of the population in Hale was significantly above the UK average
- amongst those who responded to the surveys, there was consistently >75% for the principle of affordable housing in the village.
- the response rate for the most recent survey in 2017 was 47%, an increase on previous surveys.

It was agreed to consider these points made under item 8 of the agenda.

5.4. The resident who chaired the HCG expressed concern that the affordable housing conditions document being considered by the Council represented a number of significant changes from the 'red lines' document which had been prepared by the HCG after extensive input from HCG committee and group members. He expressed concern that HCG was effectively being 'blamed' by comments on CLT website for delays in the affordable housing when HPC had specifically accepted responsibility for the delays in agreeing the HCG terms of reference. Bill Templeton, as a director of Hale CLT clarified that the CLT accepted that any delays were as a result of HPC action.

6. To receive reports on matters of interest from external meetings attended:

6.1. Cllr Gemmell attended the Western Escarpment Steering Group meeting on 20th June. The meeting considered various aspects of the use of dragons teeth and the impact on cyclists, passing places and verges. The meeting also consider the siting of dog poo bins in areas highly frequented by dog walkers. There were no specific references to Hale and nothing was resolved at the meeting.

7. To consider matters relating to the Cemetery including:

- **Receiving a report on path repair works completed**
- **Consideration of noticeboard and ongoing volunteering requirements**

7.1. Cllr Mangan reported that the work to upgrade the cemetery paths was completed in June on time and within budget. Receipts had been submitted to the RFO. Cllr Managan expressed thanks on behalf of the whole council to the team of 15 or so Parishioners who volunteered their time and efforts for what was at times an arduous task. The visual appearance of the cemetery was much improved as a result. There were various ongoing tasks:-

- Cllr Mangan to arrange a meeting with grass cutting contractors Cutting Edge to discuss keeping the paths free of grass.
- Surplus spoil to be offered free of charge to anyone who wished to take it away. The location of the spoil at the end of the cemetery meant that it could only be removed by wheelbarrow.
- Cllr Mangan to arrange a meeting of those who had previously offered to help with the ongoing maintenance of the central bed.
- Cllrs Gemmell and Mangan to consider the refurbishment and resuse of the previous Woodfalls notice board within the cemetery.
- Several of the graves had not been levelled of surplus spoil and some of these were longstanding. This impacted ability to keep cemetery grass tidy. Clerk confirmed that levelling graves was the responsibility of the grave owner and this was clearly set out in the cemetery regulations. As a matter of regular practice, those erecting memorials were asked to level graves at the same time. List of those graves requiring attention to be compiled. Cllr Hartas proposed and it was seconded by Cllr Lavis and therefore **RESOLVED**: that Clerk to write to those more than six months old and ask for the graves to be levelled. All agreed.
- Cllr Mangan asked the council to consider a further seat; sponsorship of the seat might be considered as HPC could take on ongoing maintenance which was expected to be minor.

7.2. A parishioner had written to express delight at the refurbishment of the paths and the improvement this had made to the cemetery. Noted.

7.3. Cllr Hartas expressed thanks on behalf of the Council to Cllr Mangan and all the volunteers for their work and commitment in improving the paths and to Susan Witt for her work to plant out the central bed.

7.4. Correspondence had been received from IN Newman with proposal for memorial for Patricia Morgan which would be sited at head of grave 104 and then once adjoining Morgan grave was utilised the headstone would be resited to between both graves. Cllr Hartas proposed and it was seconded by Cllr Gemmell and therefore **RESOLVED**: that the memorial be approved subject to meeting the size requirements set out in cemetery regulations. All agreed.

8. To consider and determine next steps for Affordable Housing project including:

- **To review the decision taken by HPC in August 2018 that the HARAH report and the Parish Housing Needs survey demonstrated a need for a level of affordable housing within Hale Parish**
- **Review of second draft affordable housing 'red lines' document**
- **Considering draft timetable and next steps to facilitate a decision on whether to support Hale Village CLT**

8.1. Cllr Lavis explained that he had proposed the review of the August 18 Council decision as he was concerned that the Parish Council needed to be an effective voice for parishioners. He thanked Bill Templeton for his presentment made under item 5.

All councillors discussed the HARAH survey of 2017 and whether this justified a need for a level of affordable housing in the parish. Points raised included:-

- Various concerns about the HARAH survey conducted in 2017 including the wording of questions, the level of response, the definition of need and the absence of guidance of type of housing that may be required.
- no survey was perfect and that another survey would not add any value to the decision process
- the village was an ageing one and that it was desirable to have people of all ages within a village who could contribute to village life.
- the Parish Council had a moral obligation, subject to various conditions, to enable and support those who had grown up in the village to have access to a roof over their head

It was proposed by Cllr Lavis and seconded by Cllr Gemmell to review the decision taken by HPC in August 2018 that the HARAH report and the Parish Housing Needs survey demonstrated

a need for a level of affordable housing within Hale Parish. The motion was **NOT AGREED** by majority vote. Cllr Harrison abstained.

8.2. All councillors discussed the revised draft of the affordable housing conditions document circulated by Cllr Hartas in advance. Various revisions were made to certain of the conditions. Cllr Hartas to revise the document to reflect comments made and Cllr Harrison to restructure the document to show the conditions in a more logical grouping. This final form document will then be published for resident comment and presented to the September Parish Council meeting.

9. To receive tree wardens report (if any)

9.1. Tree warden noted that he had not received the agenda from the clerk. This had happened on repeated occasions. Clerk apologise for the administrative oversight.

9.2. No matters for the Council to note. Tree Warden happy to assist Cllr Gemmell in submitting permission to fell the tree identified with Ash Die Back.

10. To consider schedule of sums insured and insurance quotations received for 2019/20, select insurer for 2019/20 and approve payment of premium

10.1. Cllr Hartas proposed and it was seconded by Cllr Gemmell and therefore RESOLVED: that insurance be accepted with Ecclesiastical at a total premium due of £375.03 as advised by brokers Came & Co. Clerk to arrange payment of premium. All agreed.

10.2. Tree warden noted that he had not received the agenda from the clerk. This had happened on repeated occasions. Clerk apologise for the administrative oversight.

11. To consider the procedure to appoint a new Clerk including

- **To approve the maximum salary that the Personnel Committee can offer.**
- **To authorise the Personnel Sub-Committee to appoint a suitable clerk without a further (closed) full council meeting**

11.1. Clerk advised the council that the precept budget for 2019/20 allowed for Clerk salary of £9.51 per hour with 10% budgeted overtime given the level of extraordinary activity experienced in 2017/18 and 2018/19. Assuming no overtime was payable, this would be the equivalent of an hourly rate of £10.47 per hour. The spine pay rate of current clerk level had increased to £9.96 in April 2019.

11.2. Cllr Harrison proposed and it was seconded by Cllr Mangan and therefore **RESOLVED**: that the Personnel Sub-Committee should be authorised to appoint a suitable clerk without a further full council meeting at a salary that the Personnel sub-committee considered appropriate. All agreed.

12. To consider next steps for the HPC website review including

- **Appointment of a working party**

12.1. Cllr Hartas thanked David Keniston for his offer of assistance in this area. Cllr Delves agreed to lead review of HPC social media. Cllr Gemmell to lead transition to .gov emails.

13. To review the programme of risk assessments required/ outstanding

13.1. Cllr Hartas reported that there are six risk assessments. These will be allocated to Councillors to complete and report back at meetings before December 2019.

14. To consider correspondence (1) received before 25th June 2019 and (2) any urgent correspondence received after the agenda was finalised

14.1. 5 Jun; Hants County Council – Balancing the Budget consultation; noted, individuals to respond

14.2. 6 Jun New Forest Shakespeare Festival ref 2020 (sep attach) – pass to Village Hall committee

14.3. 9 Jun; Rural Housing Week HARAH invitation (sep attach) – Cllr Lavis attending and will report

14.4. 10 Jun; NFDC ref remembering Srebrenica – noted. Not enough notice to be able to action

14.5. Jun; HALC ref Government Gigabit Broadband Voucher Funding – Cllr Mangan to review

14.6. Jun; Info on New Forest Sportif 100 September - Noted

14.7. 24 Jun; National Grid ref Hale Purlieu -

14.8. 26 Jun; a parishioner ref parking on Hatchett Green – Cllrs Lavis and Mangan to meet with National Trust and discuss along with Purlieu parking/ verges

14.9. 28 Jun; Forestry Commission ref Inclosure deforestation – Cllr Lavis to review

14.10. 14 Jun; Parishioner ref verges on Tethering Drove; Cllr Delves to include with her work on

Tethering Drove parking/ vehicles/ speeding issues

14.11.2 Jul; Parishioner re request for use of part of Hale Village Hall Car Park during summer holidays to support playground work at primary school. Paula Downard advised the council that this would be about the size of four cars and used for storage. Fencing would be Harris fencing. It was proposed by Cllr Hartas and it was seconded by Cllr Mangan and therefore **RESOLVED**: that permission should be granted subject to agreement on location. Cllr Hartas to follow up. All agreed.

15. To receive the Clerk's report

15.1. Clerk reported that a bespoke planning training course from HALC was delivered on June 20th. Five HPC councillors attended. Demand was such from other NWQ parishes that clerk organised a second session. In all, 21 Councillors from NWQ Parishes attended. Course delivered under budget. Cllrs reported that course was acceptable but that the trainer had no real experience of National Park planning. Clerk to feed back to HALC.

15.2. On 17th June, there was a data breach. As part of sending another organisations email around to those on the HPC Information Update list, the email group was included as cc, rather than bcc. This meant that all recipients could see all email addresses and therefore data was released without authorisation.This was human error by the clerk as HPC does not have any database management software and so bcc is used as a substitute. Clerk sought advice from ICO immediately and was advised that breach was not reportable. Council agreed with Clerk's risk assessment; breach and ICO advice to be recorded in GDPR filing.

15.3. Clerk summer priorities agreed

a. Website refresh
b. Policy review schedule
c. Increasing sign up numbers to HPC Information update

16. To consider the following payments requests:

		£
02.07.19	Susan Witt (reimbursement of cemetery plants)	21.52
02.07.19	Cllr Mangan (reimbursement of cemetery path materials)	870.25
02.07.19	Bournemouth water business – Cemetery water	12.27
02.07.19	Downton Memorial Centre – Basic Planning Training Hall Hire	60.00
02.07.19	Cutting Edge – June cemetery cut x 2	170.00
02.07.19	PAYE due on Clerks salary	247.20
24.07.19	Clerks Salary	330.17

Cllr Hartas proposed and it was seconded by Cllr Gemmell and therefore **RESOLVED**: that all payments above be approved. All agreed.

17. To approve the accounts for the three months to 30 June 2019 and record the bank balances

17.1. Clerk presented accounts for three months to 30 June 2019. These will be posted on HPC website. Cllr Hartas proposed and it was seconded by Cllr Gemmell and therefore RESOLVED: that all payments above be approved. All agreed.

18. Any Other Business – None

19.To note the date of the next meeting at Hale Village Hall Tuesday 3rd Sept 2019 at 7.00pm

There being no further business to discuss the Meeting closed at 11.05pm

Signed: Date: 3 Sept 2019
Chairman

Clerk: Kathy Cleary, 5 Blue Valley Mews, Fordingbridge, Hants, SP6 1FB
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