

# Meeting Minutes of the Parish Council held on Tuesday 16<sup>th</sup> October 2018 at Great Wood Hall at 7.15pm

**Attendees:** Councillors – Cllr Pearce (Chair), Cllr Akerman (Vice-Chair), Cllr P Wilkinson, Cllr Hulme, Cllr Flunder, Cllr Ball, B Stubbs, P McCormack, T Wilkinson & A Wilkinson – S Morgan-Owen (Clerk) and 5 members of the public.

- 1. Chairman’s Welcome:** Chairman thanks members and visitors for attending. He also reminds guests that they have an opportunity to speak during agenda item 5 only, they may remain for the rest of the meeting however, cannot participate.

Cllr Pearce would like to make a proposal that the Council writes (2018/029) to Ben Heywood and Jane Curley of SMDC and advise that the potential S106 monies for the Fole Dairy site remains in the parish for development of a sports/playing field or community space/building. Cllr Flunder advises that some of this may need to be used to repair a culvert at the site due to a contractor defacing it. Majority of councillors feel that this should be put right by the developer and not at a cost to the S106 monies.

**Proposed: Cllr Pearce – Second: Cllr Akerman – All in Favour**

Cllr Pearce would also like to thank John Campbell who has kindly donated a poppy appeal flag to be raised on the High Street flag pole ready for Remembrance Sunday.

- 2. Apologies Received From:** Cllr Trigger

- 3. Declaration of Interest:** In addition to the normal:

Cllr Pearce	Item 8 Public Participation	Anything relating to planning due to being a member of SMDC’s Planning Committee.
Cllr Ball	Item 13	Chairman of GWH Committee
Cllr Flunder	Item 1 Item 14 Item 15	Fole Resident Chairman of Checkley & Tean Sport Club Working Group Chairman of NDP Steering Group
Cllr Hulme	Item 16	Chairman of Events Working Group
Cllr P Wilkinson Cllr T Wilkinson Cllr A Wilkinson	Item 8a	Mutual Business Interest
Cllr Stubbs	Item 6c	Family Interest

- 4. Minutes of Previous Meeting:** The minutes of the monthly meeting of the council held on 18<sup>th</sup> September 2018, have been circulated. They have been confirmed as an accurate and true record:

Signed by the chairman and **Proposed: Cllr Stubbs – Second: Cllr P Wilkinson – All in Favour**

- 5. Public Participation (for a maximum of 30 minutes):**

**Cllr Pearce hands over Chair to Cllr Akerman (see agenda item 3).**

**Gerald Willard – Applicant – Planning Application - Proposed Campsite on Land off Main Rd, Hollington**

Mr Willard gives an overview of what he has achieved to date and what his plans are going forward to continue to improve the property and encourage tourism in the area. Hoping to encourage people to stay longer in the area, attract a high calibre of visitors and promote outward bounds activities.

**Rob Burton – Local Resident – Planning Application - Proposed Campsite on Land off Main Rd, Hollington**

Objects to the proposal as he feels it is ambiguous and is concerned that the area proposed for these huts is far too adequate for what is planned and more suited to static caravans etc. Also expressed concerns that this is a

busy road with no footpaths. There is also no bus service, local shop and to reach any amenities would require a car journey. Mr Burton also feels we are already surround by numerous campsites, and although Mr Willard has mentioned planting trees, this campsite will be visible for quite a number of years. Plans for holiday accommodation in the area have been refused on numerous occasions by SMDC due to unsustainability, this is no different. This development conflicts with SMDC's core strategy.

**Mel Swanwick – Chairperson, Hollington Residents Association – Planning Application - Proposed Campsite on Land off Main Rd, Hollington**

Would like to register Hollington Residents Association's object to this application, due to the unsustainable location and the structures will alter the character of the area. Also concerned about the more than adequate hard standing recommended for the huts.

**Sandra Peck – Hollington Residents Association – Planning Application - Proposed Campsite on Land off Main Rd, Hollington**

Concerned that the application states there are 2 phases to this development and feel's the 2<sup>nd</sup> phase is purely speculative.

Public are invited to leave or stay if they wish – All public members request to remain until agenda item 8b.

**6. Actions and Updates from the Previous Meetings:**

- a) **Annual Defibrillator Maintenance:** Clerk has had a quote of £60 pa for annual check.  
*Proposed: Cllr Hulme – Second: Cllr P Wilkinson – All in Favour*
- b) **Checkley Play Area Benches:** Clerk has applied for a grant from SCC. Paperwork has been submitted, just awaiting approval.
- c) **Crossing Patrol Petition:** Cllr Akerman advised they have been handed out and will retrieve back around end of October.
- d) **Police Drop-in Surgery:** Are being held at GWH from 1pm on 10<sup>th</sup> November and 1<sup>st</sup> December.

**7. Correspondence**

Date	From	Subject	Outcome
<b>For Consideration</b>			
a) 10/10/18	Fulford Parish Council	Local Parish Councils meeting to discuss a possible bus route.	Clerk & Chair will attend, poss Cllr Flunder.
<b>For Information</b>			
b) 27/09/18	A Local Resident	Complaint about state Wentlows is left in after football match.	Clerk asked TAFC to ensure they tidy up. K Alcock advised he will make sure.

**8. Planning Applications:** \*Paperwork not received in time from SMDC

Cllr Pearce declares an interest and hands over to Cllr Akerman.

SMDC No	End of Consultation Period	Address	Proposed Application Details	Outcome
<b>For Consideration</b>				
19.46 – Cllrs P Wilkinson, T Wilkinson & A Wilkinson leave the meeting.				
a) SMD/2018/0391	24/10/18	Quarry Walk Caravan Park, Coppice Lane, Freehay	Erection of 17 log cabins.	No Objection
19.50 - Cllrs P Wilkinson, T Wilkinson & A Wilkinson return to the meeting.				
b) SMD/2018/0575	12/10/18 – Ext 19/10	Land off Main Road, Hollington	Proposed campsite including the construction of 6 bases, for portable shepherd huts along with the siting of up to 24 tents and associated engineering works, access, parking and bike store.	Object – unsustainable etc. Clerk to submit objection letter (2018/030) via email. <b>Proposed Cllr P Wilkinson – Second – Cllr Ball – 9 in favour, 1 abstain.</b>

c)	SMD/2018/0583	17/10/18	4 Hawthorne Close, Upper Tean	Single storey extension to rear and double height extension to side.	No Objection
d)	SMD/2018/0613	24/10/18	74 Draycott Road, Upper Tean	Proposed dropped kerb installed in the highway and pavement graded in accordance with highways details. New opening in existing wall formed and new 4x9m hardstanding area created in existing garden.	Support – Clerk to submit via online portal. <b>Proposed Cllr S Akerman – Second – Cllr Stubbs</b>
e)	SMD/2018/0619*	26/10/18	12 Wallfield Close, Upper Tean	Proposed side and rear extensions to existing dwelling.	No Objection
f)	SMD/2018/0618*	14/11/18	1 Cross Cottages Main Road, Hollington	Alterations to listed building, consisting of removal of modern internal partition walls, reinstatement of 1st floor opening and replacement of modern windows with new timber casement windows	Support – Clerk to submit via online portal. <b>Proposed Cllr Flunder – Second – Cllr Hulme</b>

- g) **Daisy Bank Development:** Clerk to advise Stephen Bell that Cllrs Flunder & Wilkinson are available should they require council support and representation.

3x public attendees leave the meeting.

For the benefit of remaining members of the public and Cllr Flunder, Chairman agrees to suspend standing orders and move agenda item 15 up and to allow public participation – all in favour.

#### 15. Neighbourhood Plan Recommendation from Working Group:

Cllr Flunder is trying to arrange a steering group meeting for October 29<sup>th</sup>. Members from Hollington Residents Assc advise they are unable to attend on this date. Cllr P Wilkinson advised that he is happy to attend on their behalf. Clerk to organise.

Remaining public attendees leave the meeting.

#### 9. Financial Matters:

- a) Internal Auditor – Cllr S Akerman

Payee	Good/Services	VAT	Total Amount	Cheque No
AED Donate	Replacement parts Hollington & Shades	-	£285.00	3396
Mazars	External Audit of Annual Return	£80.00	£480.00	3397
Barry Davies (Churches Together)	Annual Donation	-	£200.00	3398
Great Wood Hall	Meeting Room Hire	-	£20.00	3399
TalkTalk	GWH Broadband and Phone	£6.40	£38.40	D/Debit
New Haden Pumps	Annual Skip Hire & Exchange	£40.00	£240.00	3400
Playsafety Ltd	ROSPA Inspection of 3x play areas	£51.10	£306.60	3401
Eon	High St Electricity Fee (S. Charge)	£1.22	£25.52	3402
Malcolm Price	Litterpicker Fee & Expenses (£8.00)	-	£289.88	3403
Siân Morgan-Owen	Clerk Fees	-	£1,107.00	3404
Siân Morgan-Owen	Clerk Expenses (inc festive leaflets)	-	£113.76	3404

**Proposed: Cllr P Wilkinson – Second: Cllr Flunder – All in favour**

- b) **Copy of latest bank reconciliation and current account statement to be signed by Internal Auditor.**  
Both latest bank reconciliation (all accounts) and precept spend to date will be in the Councillors meeting packs for their information.
- c) **Annual Return External Auditor Report:** Copy of the completed return along with the external auditor's report was emailed/posted to councillors 25<sup>th</sup> September 2018. Clerk would like to just go over the external auditor's report and advised councillors that the following was advised – Fixed Assets figure does not agree, the parish council has not fully implemented recommendations made in 2016/2017 external auditors report and have therefore answered yes incorrectly in the assertions, and also the clerk remains to be self-employed. In response the Councillors feel that the asset figure will be sorted, to the best of their ability they implement recommendations made, however, they are more than happy to continue with the clerk being self-employed and have no desire to change this.

Clerk advised that the notice of conclusion will be made public along with full annual return via the website from 17<sup>th</sup> October 2018.

- d) **Bi-Annual Financial Report:** All councillors have a copy of the report and clerk gives a brief overview of accounts at the moment.

20.15 – Cllr Flunder left the meeting.

- e) **Eon – High St Electricity Supply:** Clerk advised that the contract is up for renewal. Increase isn't much and only affects us during Christmas light season, the rest of the year we only pay the standing charge which isn't increasing on the renew. Proposal to renew fixed contract for another year.

**Proposed: Cllr Akerman – Second: Cllr Hulme – All in favour**

- f) **Purchase of Dropbox Account:** Clerk advises that to comply with GDPR parish documentation should be cloud based. Dropbox is approx. £13 per month and will allow access to certain documents for councillors and a business contingency plan can also be put into place.

**Proposed: Cllr Akerman – Second: Cllr Hulme – All in favour**

#### 10. District Councillor's Announcements:

Cllr Pearce followed up on works happening at traveller site in Checkley and has been advised that these works were just general maintenance and nothing substantial.

#### 11. County Councillor's Announcements:

Nothing reported from Cllr Deaville, however Cllr Pearce advises that the new SCC liaison officer is again Trevor Mellor.

12. **Highways Issues (hedges, footpaths etc)** – If an issue needs reporting then Councillors must provide a full location address including postcode.

- a) **Abandoned Vehicle on Draycott Road:** Cllr Ball advised this is causing an obstruction and is potentially very dangerous. Clerk advised that Cllr Ball notified her that this car had been in this spot for 3 weeks late on Friday 12<sup>th</sup> October and asked her to notify the PCSO's. Clerk notified them immediate and received a response straight away advising that they had sent a letter to the owner who is out of county and as it wasn't illegal or illegally parked there wasn't much else they could do. This message was passed straight onto Cllr Ball. Cllr Ball advised the clerk on Sunday 14<sup>th</sup> October that this was not enough. Cllr Ball would like to propose that a letter be sent to the Chief Constable and Matthew Ellis (SPCC) (2018/031).

**Proposed: Cllr Ball – Second: Cllr Stubbs – All in favour**

- b) **Van parked on The Cross:** Cllr Hulme advised that there is a transit van that parks against the wall on The Cross in Hollington whenever the traffic is heavy (due to diversions). He assumes this is to protect the wall from HGV's however, it causes more problems due to congestion and not enough room for vehicles to manoeuvre around. Clerk to notify PCSO's and ask them to contact Cllr Hulme. Cllr Hulme also to take a photo next time it happens.

- c) **Water Cover Missing:** Cllr Stubbs advised there is a water cover missing on the High Street adjacent the Co-op. Clerk to report to SCC via online portal.

#### 13. GWH Recommendations from Great Wood Working Group:

- a) Cllr Ball to report on any outcomes from GWH monthly meeting. He advised that Gerald (TYC) is happy to put a couple of hours a month tidying the outside of the hall.

- b) Cllr McCormack advised that Charlie will be sorting the car park lines as he finishes work this week and will have more time.

#### 14. Checkley & Tean Sports Club Recommendations from Working Group:

- a) Cllr P Wilkinson advised that an interim changing facility has been found for £4,062 this includes VAT and delivery. If cheque can be raised at next meeting then invoice is to be sent to

#### 15. Neighbourhood Plan Recommendation from Steering Group:

Cllr Flunder gave a brief update.

#### 16. Community Events Team Recommendations from Working Group:

- a) Cllr Hulme reminded all that the next meeting was 18<sup>th</sup> October at GWH. The Venue are happy to open again and will move their schedule up to GWH again as agreed. Cllr Hulme would also like to thank Denise Wheat for taking the minutes and Cllr P Wilkinson for allowing us to take his business spot and funding our advert in The Voice. We are hoping to get the road closed off next year. Churches Together are hoping to hold a summer event.

- b) Proposal to proceed with Christmas Lights & Event risk assessment.

**Proposed: Cllr Akerman – Second: Cllr McCormack – All in favour**

Clerk to notify Lengthsman and provide ‘tree check’ sheet.

- c) Clerk advised that you can purchase approx. 10 high viz branded vests for about £40. Proposal to purchase 20x

**Proposed: Cllr McCormack – Second: Cllr Hulme – All in favour**

- d) Clerk advised that the leaflets had been produced and handed to Cllr Hulme for distribution.

**17. Lengthsman’s Brief:**

No report due to Lengthsman being on holiday.

**18. Checkley Community Centre Floor:**

On the back of the meeting held earlier with CCC the proposal is for the contribution of £12,000 plus VAT (£2,400). To be paid in one lump sum on receipt of a valid invoice from the contractors. Monies to be taken from the GWH Car Park residue fund.

**Proposed: Cllr Stubbs – Second: Cllr Akerman – All in favour**

Clerk to notify Mr Nibbs & Mr Tams.

**19. Recreational Ground(s) Update:**

- a) **CCTV Update:** Clerk has been advised from ACE that person dealing with this at Western Power is currently on annual leave until mid-November. They will chase them up then and report back in December’s meeting.  
 b) **RoSPA Review:** Cllr Akerman advised that the new play area flooring will be started tomorrow. Can’t find anyone to replace the old swing at Tean. Will need to order individual chains and swing. Cllr Akerman to obtain quotes for chains and swing. Cllr Akerman is also waiting for quotes to sort the flooring. A finger entrapment was pointed out at The Wentlows but we have the authorisation letter from Creative Play. Cllr McCormack is planning on going around with the Lengthsman next week.

**20. Adopted Phone Boxes:**

Cllr Akerman and Cllr P Wilkinson feel that there should be a defibrillator in the Wentlows phone box. However, box needs refurbishing.

Cllr McCormack to pay a visit to the chap in Beamhurst to ask how much to either refurb, replacement parts or buy a completed box.

**21. Remembrance Sunday Wreath Laying:**

Clerk to check with Carley where they are.

Checkley:	Cllr McCormack	Hollington:	Either Cllr Wilkinson’s or Hulme
Tean High St:	Cllrs Pearce & Akerman	Christchurch:	Cllr Pearce

**22. Community Litterpick**

Nobody can remember whose agenda item this was – agenda item removed.

**23. Wentlows Car Park:**

Cllr Ball feels that is not enough parking on the Wentlows, for those traveling to use the facilities from elsewhere in the parish. He would like to see the hard standing extending to accommodate 30 cars. Cllr P Wilkinson will look into and bring to the next meeting, with a view to do this once we have received S106 monies from Tenford Lane development.

**24. Moving of November’s Meeting:**

Clerk has asked if the meeting be moved to 13<sup>th</sup> November.

**Proposed: Cllr P Wilkinson – Second: Cllr Akerman – All in favour**

**25. Matters Pertaining to Issues in the Parish or for the Next Meeting (13<sup>th</sup> November 2018):**

Cllr Pearce thanks you’s

**No other business – meeting was closed 21.23**

I hereby state this is a correct account of the monthly meeting held by Checkley Parish Council.	
<b>Signed: (Chair)</b>	Councillor
<b>Date:</b>	