

**Minutes of a Virtual Meeting of Pamber Parish Council  
held on Monday, 8<sup>th</sup> June 2020 at 7.30pm**

It was noted that parishioners had been invited to attend the virtual meeting and given the opportunity to speak during Public Participation or Open Forum. Parishioners who were unable to attend electronically were given the option of submitting any questions by telephone or in writing.

The Chairman expressed his thanks to the Locum Clerk, Liz Knight, for all the hard work she had done on behalf of the Council. He then introduced the new Clerk, Chris Gunnell to the Council.

**Present:**

Cllr. C. Goss (Chairman)  
Cllr. S. Greaves (Vice Chairman)  
Cllr. R. Gardiner  
Cllr. P. Kingston  
Cllr. R. Lissmann  
Cllr. G. McGarvie  
Cllr. D. Quilter  
Cllr. M. Stephens  
Cllr. J. Tyson  
Cllr. T. Young

**Apologies:**

None

**In Attendance:**

C. Gunnell (Clerk); County Cllr. R. Vaughan; Borough Cllr. S. Mahaffey and 5 members of the public.

**84/20: Declarations of Interest**

Register of Interests: Councillors were reminded that any changes must be reported to BDBC.

Cllr. Kingston declared an interest in Item 89/20a, Appeal 19/00237/FUL.

Cllr. Greaves declared an interest in item 89/20a, Appeal 19/00237/FUL.

**85/20: Minutes of the last meeting.**

The minutes of the last meeting were approved and signed as a true record.

**86/20: Matters arising and not appearing elsewhere on the agenda**

There were no matters arising.

**87/20: Public Participation.**

There were no matters raised.

*At this stage in proceedings the Chairman proposed that item 14 – Borough and County Councillors' Reports be moved up the agenda and taken as the next item. This was unanimously agreed.*

**88/20: Borough and County Councillors' Reports**

Cllr Vaughan gave a verbal report covering the following:

- The County Council has received £509k from the Department of Transport to keep the buses going.
- A solution is still being worked on for the no. 14 bus issue. The current consideration is terminating the no. 14 route at Bramley and providing an on-call service for residents to join up with the no. 2 bus.
- Covid-19 has so far cost the County Council £96m.

- SE Water has requested residents look to conserve water usage at this time.
- The footpath cutting letter recently circulated to clerks failed to address the issue of who would pay for the work to be carried out. This is now being addressed.
- The HWRC is moving to a booking system from 15<sup>th</sup> June to help ease the congestion around the waste disposal and recycling centre.
- The new gateways in Pamber are looking good.

*Due to technical difficulties Cllr Mahaffey left the meeting and Cllr Gardiner started the report.*

Cllr Gardiner advised the meeting that the garden waste collection service was due to re-commence on 15<sup>th</sup> June. He also advised that the Chief Executive and the Head of Financial Services would be leaving the Council shortly.

Cllr Mahaffey re-joined the meeting and gave a verbal report covering the following:

- The Council are now holding virtual Development Control meetings.
- The central car park work has now been completed.
- The Community Safety Patrol team has dealt with 54 incidents in the past week. Please report any incidents to [cspo@basingstoke.co.uk](mailto:cspo@basingstoke.co.uk).
- Stagecoach started to increase the number of buses operating from 31<sup>st</sup> May.
- The first full virtual Council meeting will be held on 25<sup>th</sup> June.
- Festival Place will re-open on 15<sup>th</sup> June.
- £155,000 has been spent on safety issues at Festival place in readiness for the re-opening.
- The current Mayor, Cllr Diane Taylor, is continuing for a further term of one year.
- Requested that [www.neighbourcare.com](http://www.neighbourcare.com) details be put on the Parish Council's website.
- The Manydown development review is scheduled for 8<sup>th</sup> July.

## **89/20: Planning**

### **a) Planning applications:**

**20/01080/FUL:** Erection of a 4 bedroom dwelling to include formation of vehicular access to Silchester Road

Dunelm, Silchester Road, Little London

**Objection** on the following grounds:

Over development of the site; outside the settlement area; no local need; additional strain on utility services; increase in traffic on a rural road; potential safety issue with access being so close to the road calming island.

**19/02372/FUL:** Erection of 4 new dwellings.

Land At O/s Ref 461271 159753 New Road Pamber Green.

**Application withdrawn**

**20/01159/HSE:** Erection of single storey rear extension. Alterations to rear pitched roof. New and altered glazed elements. New roof lights and internal alterations.

High Gables, Silchester Road, Little London.

**No objection**

**19/03096/FUL:** Amendment- Erection of first floor above existing ground floor and erection of single storey extension with link. Erection of a 4-bay garage with ancillary accommodation above.

Associated change of use of land. Grid Ref: 462175, 158649

Pamber Farm, Bramley Road, Little London.

**No objection**

It was agreed that in respect of late application notifications received between the date the agenda is issued and the Parish Council meeting date, whereby responses are due to BDBC before the next meeting, requests would be made for an extension to the response dates. This would enable the

Councillors to give the applications due consideration and ensure members of the public were duly advised as to when the applications would be considered.

**a) Planning decisions**

**20/00085/FUL:** Erection of detached dwelling with associated external works  
Land Adjoining Wayside Silchester Road Little London.

**GRANTED**

**20/00589/PIP:** Application for Permission in Principle for residential development of up to 9 dwellings.

Cottage Farm New Road Pamber Green.

**Application withdrawn**

**b) Appeal**

**Appeal no:** APP/H1705/W/20/3248772

**19/00237/FUL:** Continued use of land for the secure storage of touring caravans and motorhomes; retention of fence on top of existing earth bund; retention of extended hardstanding and 12 no. 4m high poles to mount CCTV cameras (no lights); retention of portable site office, retention of resurfaced access track and security gates/barriers (part retrospective)

Land South of Berry Court Solar Farm New Road Little London.

*Cllr. Kingston and Cllr Greaves took not part in the discussion relating to this appeal.*

**It was proposed by Cllr Goss and seconded by Cllr Stephens to continue with the same objection. It was noted that Cllr Gardiner abstained. This was approved with a majority decision. Objection sustained**

**c) TPO**

Confirmation of Tree Preservation Order TPO/BDB/0676: 12, Burney Bit, Pamber Heath. Dated 24.2.20

**Noted and Ongoing**

**d) Other matters**

**20/00418/FUL:** The Chairman asked if any Councillor would like to speak at the planning meeting. All declined the invitation.

**Silchester Parish Council (SPC):** Has received a Permission in Principle application for a development of up to 9 dwellings opposite Hydes Platt on the Little London Road. This was discussed and it was proposed by Cllr Goss, seconded by Cllr McGarvie and unanimously agreed to support SPC with its objection. However, it was noted that the response date of 10<sup>th</sup> June did not give the Parish Council sufficient time to consider the application in detail and make a formal response. The Clerk to circulate the details thereof and the SPC objection letter.

**90/20: Finance**

**a) Cheques for payment approved:**

Ref	Payee		£
001629	CJ Goss	Mileage to collect documentation: 32.85 Recorded delivery: 2.45 Postage to bank:2.45 Mobile top up: 10.00	47.75
001630	BDBC	Deployment of speed limit reminder signs. 3 x 4 weeks	480.00

001631	Triangle Management	Grounds Maintenance P. Park and Memorial Hall. Invoice: 12962	870.00
001632	Planet, Evolving Together	Neighbourhood Plan Fees Invoice: 1150	2,358.00
001633	R. Paliotta	Replacement for cheque 001603	400.00
001634	S. Greaves	Zoom subscription for May & June	28.78
001635	EA Knight	Locum Clerk Fees May & June	1,960.00
		<b>Total</b>	<b>6,144.53</b>

**b) Income received since the last meeting noted:**

			<b>£</b>
17.4.20	HMRC	Repayment of VAT	112.44
29.4.20	S. Greaves	Refund exp	20.00
11.5.20	Lloyds Bank	Interest	1.44
14.5.20	HMRC	Repayment of VAT 18/19	3,842.79
		<b>Total</b>	<b>3,976.67</b>

**c) Bank Balances noted**

Treasurers Account: £23,072.70 as at 27.05.2020

Business Account: £25,266.26 as at 13.05.2020

**d) Fixed Term Deposit noted**

The Fixed Term Deposit was reinvested automatically.

**e) Amendment of Bank Mandate**

The Chairman confirmed that the Bank Mandate had now been submitted and changes have been confirmed by Lloyds Bank to allow Cllr Goss and Cllr Gardiner internet access and former Cllr M. Hale has been replaced Cllr Tyson.

**Resolved:** It was proposed by Cllr Goss and seconded by Cllr Lissmann to amend the Bank Mandate to allow Cllr Greaves internet access. This was unanimously agreed.

**Resolved:** It was proposed by Cllr Goss and seconded by Cllr McGarvie to amend the Bank Mandate to allow the Clerk full access. This was unanimously agreed.

**91/20: Request for funding**

A request has been received from the Villager Magazine to help support the magazine restart following the shutdown due to Covid-19. The merits of the magazine were discussed and area of distribution. It was suggested asking the magazine to extend the distribution area in due course and to promote the online version. Cllr Vaughan also urged the Parish Council to support the magazine.

**Resolved:** Two proposals were put forward. It was proposed by Cllr Lissmann and seconded by Cllr Greaves to grant £250. It was proposed by Cllr Gardiner and seconded by Cllr McGarvie to grant £150. By a majority vote, a grant of £150 was approved.

**92/20: Memorial Hall to include update on provision of additional facilities**

The Chairman reported that during the weekend some £3,000 worth of damage had been caused to the camera and security lights by youths. The police attended two incidents. Initially they moved the youths on, who later returned to do the damage. The police have advised putting up a barrier gate across the entrance. An initial quote indicated this would cost between £300-350.

The Chairman then referred the meeting to the document titled 'Local Infrastructure Fund Application' circulated prior to the meeting. An application for a grant from the LIF towards the proposed extension to the hall was discussed at length. The Council was advised that the deadline for all applications was 12<sup>th</sup> June and was not extendable. It was noted that the decision to be taken

by the Council was to agree a contribution towards the project. There was no other financial commitment to the Council at this stage. It was agreed that the application should be made for the maximum £200k grant.

**Resolved:** It was proposed by Cllr Gardiner and seconded by Cllr McGarvie to contribute £25k (£15k from the Council's reserves and £10k from the precept). This was unanimously approved.

The Chairman advised the meeting that the LIF Application required a number of Parish Council policies to be submitted as supporting documentation, namely Reserve Funds, Health and Safety, Safeguarding and Equality and Diversity. The Clerk had drafted the documents for consideration. These were discussed at length.

**Resolved:** It was proposed by Cllr Goss and seconded by Cllr McGarvie to approve the four policies, subject to amending the Reserve Fund to update the March 2019 reserves to those agreed in January 2020 and including the policies on the next agenda. This was unanimously approved.

**93/20: Neighbourhood Plan update**

Cllr Greaves presented an update which was noted.

**94/20: I.T. matters**

The Clerk presented his requests, including quotes, for a printer and accountancy software package.

**a) Printer**

**Resolved:** It was proposed by Cllr Lissmann and seconded by Cllr Stevens to purchase a new printer to cost no more than £180.00 net of VAT and any cashback offers. The decision was approved by a majority decision with the Chair casting a deciding vote.

**b) Accountancy Software Package**

**Resolved:** It was proposed by Cllr Lissmann and seconded by Cllr Gardiner to purchase an accountancy software package from RBS Rialtas at an initial cost of £295.00 + VAT, together with set-up charges of £125.00 + VAT and an annual support and maintenance contract for a single user licence of £124.00 + VAT. The decision was unanimously approved.

**c) Councillors e-mail addresses**

The Clerk also raised the issue of Councillors using personal e-mail addresses for Council business. He recommended changing to 'gov.uk' e-mail addresses for security and Data Protection reasons. The cost of a 'gov.uk' e-mail address per annual is in the region of £18.00 + VAT.

**Resolved:** It was proposed by Cllr McGarvie and seconded by Cllr Lissmann to purchase 'gov.uk' e-mail addresses for all Councillors. The Clerk e-mail address is already 'gov.uk'. This was unanimously approved.

**d) Laptop back-ups**

With regard to a question raised about laptop back-ups, the Clerk was instructed to liaise with Cllr Tyson. It was confirmed by Cllr Tyson that a full system back-up had been taken prior to the new Clerk taking over.

**95/20: Police matters**

Councillors commented on the lack of regular updates received from Hampshire Constabulary. The Clerk advised the meeting that the PCSO for the area had confirmed earlier in the year that police

resources no longer enable them to provide a breakdown for a specific Parish. Reports will be regionally based. Due to Covid-19, police priorities have been diverted into other matters. The Chairman offered to provide Cllr Gardiner with the e-mail address of the rural policing officer.

**96/20: Highway matters**

**a) Village Gateways**

Cllr Greaves advised the meeting that the new village gates were being installed from 8<sup>th</sup> June.

**b) Roadwork Alerts**

It was agreed that the Clerk would sign-up for roadwork alerts and circulate accordingly to Councillors.

**97/20: Open Spaces to include a) consideration of alternative delivery of footpath maintenance and b) request for maintenance of tennis courts**

**a) Consideration of alternative delivery of footpath maintenance**

Councillors considered a request from HCC regarding alternative delivery of footpath maintenance. It was agreed that the Clerk, as the cluster lead, would write to HCC asking if funding would be provided. This was raised by Cllr Vaughan in his County Councillor report and said it was being considered.

**b) Request for maintenance of tennis courts**

It was agreed to discuss the maintenance of the tennis courts as an agenda item at the next meeting.

**98/20: Reports from Parish Council Representatives**

- a) Pamber Forest Advisory Committee: No meeting.
- b) Basingstoke and District Association of Town and Parish Councils: No meeting.
- c) The Memorial Hall: Covered under item 8.
- d) St. Stephens Hall, Little London: A grant request was submitted for £10k for roof repairs which was successful and the money has already been received.
- e) AWE Local Liaison Committee: No meeting to report. The next meeting will be virtual.
- f) Hampshire Association of Local Councils: HALC is considering offering parishes a secure storage service. The interest of PPC has been registered and further details are awaited. The Hampshire and Isle of Wight Village of the Year competition was cancelled.
- g) BDBC Parish Liaison Meeting; No meeting.

**99/20: Correspondence**

BDBC: Councillors' Briefings  
BDBC: Mayor Making 19 May 2020  
BDBC: Road Closure Notice  
BDBC: Covid 19 Updates  
HALC: HALC Services and the Recovery Stage  
HALC: Hampshire and Isle of Wight Village of the Year  
HCC: Parish News  
HCC: Councillors' Briefings: 45;46;47;48;49;50;51;52;53;54;55;56;  
County Cllr. Vaughan: Letters re HWRC  
County Councillor: Media Releases  
ICO: Guidance for Employers  
St. Stephen's Hall: Account 19/20  
Neighbourhood alerts: various briefings  
CSW Coordinator: Update.  
LCPD: Online Q&A session on the Coronavirus job retention scheme

Royal British Legion: Our role during this time of crisis  
Open Spaces Society: How do we protect our local open spaces  
South East Water: Help us Save Water this Bank Holiday; Water Use is Soaring.  
BVA: Funding Bulletin  
Govconnect Webinars: Covid 19 Matters  
Pamber Forest: Update.  
The Mayor: Second Year in Office

**100/20: Personnel**

Personnel matters were agreed and a separate confidential minute was made.

**101/20: Date of next meeting**

The next meeting will be held on Monday, 13<sup>th</sup> July 2020 at 7.30pm either at St. Stephen's Hall, Little London or by electronic means.

**The meeting closed at 10.05pm**