

BRAMLEY PARISH COUNCIL

Minutes of the Meeting of the Council

Date:	Tuesday 17 th April 2018	Time:	7.30pm
Place:	Bramley Room, Bramley Village Hall		
Present:	Cllr Durrant (Chair)	Cllr Tomblin (Vice- Chair)	
	Cllr Bell (Vice-Chair)	Cllr DiMascio	
	Cllr Capel	Cllr Whorton	
	Cllr Flooks	Cllr Ansell	
In attendance:	Maxta Thomas (Clerk)	1 members of the public	
Apologies:	Cllr Marshall	Cllr Robinson (Borough)	
	Cllr Rowland (Borough)	PCSO Richard Fisher	
	Cllr Vaughan (County)		

Action

1 **Apologies for Absence**

As listed above.

2 **Declarations of Interest**

None.

3 **Minutes of the Last Parish Council Meeting**

3.1 The minutes of the meeting held on 20th March 2018 were unanimously agreed to be a true and accurate record. The minutes were signed by the Chairman.

3.2 **Matters arising**

The outstanding actions list was reviewed.

- Clerk still to write to BDBC asking them to ensure that Bramley PC is included on all reserved matters agreements.

Clerk

4 **Open Forum**

Cllr Durrant invited comments and questions from the public. The following questions were asked:

- None.

5 **Planning & Development**

5.1 Summary of Planning Committee meeting of 11th April 2018 (see appendix A)

Cllr Flooks gave a summary of the meeting, along with the planning decisions made at that meeting.

Cllr Tomblin noted that a response has been received from HCC re Cufaude Lane flooding, although it is not particularly helpful. Still awaiting response from the flooding officer.

There have been two further planning applications submitted since the Committee meeting:

18/01027/HSE - Barton House Silchester Road Bramley

Erection of a first floor side extension above existing garage

No objections unanimously agreed. Clerk to process.

Clerk

18/01033/RET -QPS House The Street Bramley

Change of use from Estate Agents to Tanning Shop 'Sui Generis'

Cllrs were concerned about the amount of signage in general, and unhappy with the salon specific signage which they felt was not in keeping with the village setting. No objections to change of use unanimously agreed. Clerk to process.

Clerk

5.2 Approvals/Refusals/Pending (see appendix A) – these were noted.

5.3 Update on Planning Enforcements

The residents at Plot 4, Cufaude Lane were notified that their appeal was refused and that they had 7 working days to quit the site. The 7 working days gives them 9 calendar days to leave the site. This letter was served on them by the Sheriff's Office on 5^h April. The occupants have now left the site.

Cllr Whorton noted that green area by the school is quite open, and this should be addressed as soon as possible. Clerk to report to BDBC.

Clerk

5.4 Update on Reserved Matters applications

17/04282/RES – Land at Minchens Lane Bramley

No further update on the Phase 4 reserved matters. Clerk to chase Persimmon.

Persimmon has been in touch regarding work to construct the pedestrian/cycle links to and across the Clift Meadow area as approved through the planning process. Clerk to ask if hedge can be replaced on a bund to prevent unauthorised access when the work is complete. Clerk also to query low level lighting, which is not mentioned in the plans.

Clerk

They are also in a position to begin work on the Clift Meadow car park, although they can delay this until the work on the Clift Surgery car park is complete. Cllr Flocks has investigated, and the Surgery does not know as yet when their car park will be complete.

Persimmon are planning to resurface Cufaude Lane in the next few weeks.

18/00099/RES – Land to the North of Sherfield Road

Bewley have been in touch with some revised layouts and extra gabling on some units. Councillors are encouraged to see that a number of PC comments have been taken on board. Lighting on the site is scheduled to be down lighting and strategically placed to cause minimal light pollution – Clerk to check that this is still the case.

It appears that some preparatory work has begun on site. The Clerk is querying with BDBC whether this should be going ahead at this stage.

18/00366/RES – Land at the Street

The Parish Council comments have been submitted to BDBC and to Taylor Wimpey. Responses are awaited. Clerk to particularly check on the status of the street lighting query.

Material samples have been submitted – the planning committee and full council w content with these.

It appears that some preparatory work has begun on site. The Clerk is querying with BDBC whether this should be going ahead at this stage.

5.5 Update on Upper Cufaude Farm development

A meeting has been held with BDBC officers, ward councillors, and councillors from interested parishes on the preliminary stages of this development.

Concerns have been expressed by all parties as follows:

- The impacts on, and relationship with, Cufaude Lane. This constraint, and access generally, was considered to be probably the most important issue affecting how the site would need to be developed.
- The approach to future school provision needs to be clarified.
- The traffic impacts in relation to the business park to the south, and how this affects the commercial enterprises located there.
- The provision of the community centre was also considered to be very important.
- The importance of drainage.
- Noise issues were also considered to be particularly significant, especially in relation to helicopters flying low over the site. This issue will be problematic to mitigate.
- The roman road is considered to be an important feature, and should be protected and should inform the layout.
- The existing trees and vegetation on and around the site were considered to be very important and need to be properly protected and incorporated into the design of the layout.
- There needs to be sufficient open space provision, and this should be at the heart of the new development.
- There was a desire for the new development to have a rural character and/or reflect the transition from the urban environment to the countryside beyond.

Cllr Tomblin felt that effort should be made by BDBC to address the issues outlined above to mitigate against them. He has drafted a response to the meeting notes outlined above, which has been circulated to Planning Committee members for agreement. Once agreed this will be sent.

Cllr Tomblin

6 Parish Environment

6.1 WW1 Commemorations

- i. Memorial bench – Cllr Bell has investigated suppliers of a metal commemorative bench, and has been quoted up to £950 for a bench plus engraving. Siting of the bench will need to be discussed. Expenditure unanimously agreed. Wording will also need to be agreed. Cllr Bell to take forward.
- ii. Beacon ceremony – the WI are hosting a soup kitchen. Music of the era is planned. Clerk to speak to Cllr Vaughan re bugler, and to PCC re church bells.
Clerk to approach the WI re a possible grant application or donation of equipment/tools.

Cllr Bell

Clerk

Clerk

- 6.2 Commemoration Plaque – Cllr Ansell stated that the plaque commemorating long servicing councillors and other community personnel has not been successful, and has circulated information on a Parish ‘honours board’. Content would need to review annually. It was unanimously agreed to replace the existing plaque with a board. Cllr Ansell to investigate suppliers.

Cllr Ansell

7 Clerk’s report & Administration

- 7.1 IT Project update -see appendix B. Estimated project finish date will be June 2018 for agreeing suppliers and transition plan.

8 **Reports**

8.1 Reports from Parish Council representatives

a. Allotments and Burial Ground - see appendix B

- i. Burial Ground risk assessment – an onsite meeting will be held with the contractor on Friday 20th April. The Clerk, Cllr Whorton and Cllr Ansell will be attending. Further details to be circulated after the meeting.
- ii. Burial Ground maintenance contract – the Clerk has circulated details of the quote from the existing contractors, at £190 per visit. This is an increase on last year. It was unanimously agreed to continue with the existing contractors at this rate. Clerk to take forward.

Clerk

Clerk

Upper Cufaude Allotments – Cllr Ansell stated that there is not the demand in the parish at present for extra allotments at the Upper Cufaude Farm development. This may change once the development has been built.

b. Village Hall Trust - see appendix B

c. Clift Meadow Trust

- i. Security camera update - a quote has been requested from the suppliers for an 'armoured' camera to replace the broken one. The Clerk is still chasing for this.
Training on the system is booked for Thursday this week, with Cllr Ansell and Helen Wallace of CMT attending.
Cllr Durrant observed that CMT need a secure cupboard to keep equipment in at the Pavilion.

Ongoing vandalism at Clift Meadow was noted. Cllrs noted that all incidents should be reported to 101 immediately upon discovery. A report of all recent incidents needs to be consolidated and communicated to residents. Agenda for May meeting.

Clerk

d. Education & Schools – see appendix B

e. Police & Neighbourhood Watch – see appendix B

The Clerk is currently trying to set up a meeting with Councillors and the new PCSO Richard Fisher.

f. Highways/Footpaths – see appendix B

g. Road Safety Project – see appendix B

8.2 Borough Councillor Report – see appendix B

8.3 County Councillor report – see appendix B

8.4 Chairman's report – no issues not otherwise on the agenda.

9 **Consultation documents requiring consideration**

9.1 Powers for dealing with unauthorised development and encampments – details of this government consultation have been circulated to all councillors. The deadline for responses is 15th June.

It was agreed that a PC response is required. Cllr Ansell and Clerk to pull together information ready for discussion and decision at May meeting.

Cllr Ansell/
Clerk

10 **Grant Applications**

None

12 Finance

12.1 Payments and reconciliation approval -see appendix C

The Clerk noted the payments on the reconciliation, with particular reference to the following:

- Payment is due for the printing of the Bramley Walks leaflet
- The bill for the Village Hall fire doors is now due
- Payment of the Citizens Advice grant and the PTA grant for the school fete is due
- The Clerk has now fully signed up to do her CiLCA, and payment of £250 is now due
- All other payments are as expected.

It was unanimously agreed to approve the payments for April – Clerk to process.

Clerk

11.2 Acknowledgement of Receipts – see appendix C

Receipts were noted.

12 Date of Next meeting

The next meeting will be held on Tuesday 15th May (ordinary meeting) and Tuesday 22nd May (Annual Parish Meeting).

13 Resolution to exclude press and public from items that may require discussion of possible legal and financial proceedings

Cllr Ansell proposed the motion, Cllr Durrant seconded, unanimously agreed. The public left the meeting.

14 Confidential Items

14.1 Clerk’s Annual Review

Cllr Durrant outlined the details of the Clerk’s annual review, and noted the substantial increase in workload due to the rapid increase in the size of the parish. He proposed that the Clerk should be offered a full time position with Bramley Parish Council, with a salary scale increase from SCP32 to SCP33. This was unanimously agreed.

The meeting closed at 9.05 pm

Signed: Date:.....
(Chairman)

Appendix A – Planning

Planning Applications for Consideration

1.	18/00713/HSE - 12 Osler Close Bramley Erection of single storey side and rear extension	No objections
2.	18/00811/HSE - 17 Moat Close Bramley Erection of two storey side extension	No objections
3.	18/00803/HSE - 12 Farriers Close Bramley Erection of single storey rear extension	No objections
4.	18/00934/HSE – 10 Wallis Drive Bramley Erection of first floor side extension and refurbishment of existing garage conversion	Objections

Approvals/Refusals*

1.	17/00206/ADV - Bramley Post Office Sherfield Road Bramley Display of 1 no. externally illuminated Fascia Sign and 3 no. window graphics	Refused Objections
2.	18/00006/RET - 4 Cufaude Lane Bramley Proposed use of land for gypsy/ traveller family comprising stationing of 3 no. touring caravans, the erection of a utility room, installation of cesspit and new vehicular access	Refuse and enforce Objections as per 17/00942/FUL
3.	18/00164/FUL - Hawthorns The Street Bramley Erection of garage and creation of new access	Refused Previous objections still stand
4.	18/00266/LBC - Latchmore Farm Ash Lane Latchmere Green Little London Alterations to ground floor rear fenestration, creation of opening between rear rooms and replacement of kitchen into original location	Granted No objections
5.	T/00049/18/TPO - 34 Taylor Drive Bramley 1 mature Silver maple: lift over hanging branches over property by a 3m clearance. remove epicormic growth, reduce 3 lower branches by 5m on SW side of property and reduce all branches away from the street light by a 2m clearance	Granted No objections
6.	T/00082/18/TCA - The Manor House Vyne Road Bramley T1 Birch: to be removed completely	Granted No objections, subject to TO's view
7.	17/04276/FUL – Land at Cufaude Lane Bramley Change of use of site as a private gypsy site for one family comprising two mobile homes and touring caravans including installation of cesspit	Refused – appeal lodged Objections
8.	T/00102/18/TCA - Grays House The Street Bramley T1 Scots pine: fell.	Granted No objections, subject to TO's view

Pending Applications*

1.	16/04519/FUL - Upper Cufaude Farmhouse Cufaude Lane Bramley Erection of 2 no. dwellings	No objections, subject to Heritage view
2.	17/00942/FUL - Land Adjacent To The Oaks Cufaude Lane Bramley Change of use of site as a private gypsy site for one family comprising a mobile home, utility room and touring caravan	Objections Appeal lodged – non-determination
3.	17/03717/VLA - The Lodge Cufaude Courtyard Cufaude Lane Bramley Discharge of legal agreement to remove the tie which restricts the garages/store approved under BDB/54128 being used and/or sold as a separate unit of accommodation	No comments
4.	17/04267/LBC & 17/04266/FUL - Razors Farm Cufaude Lane Chineham	Objections

	Demolition of existing barn and erection of 2 no. dwellings (appearance to remain the same as approved applications 16/04520/FUL and 16/04521/LBC)	
5.	17/04282/RES - Land At Minchens Lane Bramley Reserved matters application (phase 4) for the appearance, landscape, layout and scale of 83 dwellings, with associated landscaping and open space (pursuant to outline permission 14/01075/OUT for 200 dwellings)	No objections, subject to all matters being resolved from developer meeting
6.	18/00099/RES - Land To The North Of Sherfield Road Bramley Reserved matters application for the appearance, landscaping, layout and scale of 50 dwellings, with associated open space and children's play area (pursuant to outline permission 15/02708/OUT)	No objections, subject to all matters being resolved from developer meeting
7.	18/00386/HSE - 26 Farriers Close Bramley Conversion of garage and erection of single storey rear extension No objections provided extra parking is provided within curtilage to allow for loss of garage.	No objections
8.	T/00081/18/TPO - Open Space To The Front Of 39 Wallis Drive 1 Lime: full crown reduction of 40% (10m) leaving a total height of 12m with an approx crown spread of 8m	No objections, subject to TO's view
9.	18/00370/ROC - Razors Farm Cufaude Lane Chineham Variation of condition 1 of 16/03842/RES to allow amended plans for inclusion of kickabout area within phase 2.	No comments
10.	18/00366/RES – Land at the Street Bramley Reserved matters approval pursuant to planning permission 15/02862/OUT comprising 65 dwellings (26 affordable dwellings) open space, landscaping and car parking (matters of appearance, landscaping, layout and scale to be considered)	No objections, subject to all matters being resolved from developer meeting

*Objections/no objections listed are the decision of Bramley Parish Council only, and do not reflect any submissions placed by members of the public or other bodies with Basingstoke & Deane Borough Council.

Appendix B – Briefing Notes

ALLOTMENTS/BURIAL GROUND

Allotments - Plots currently under lease agreement

- X2 full plots
- X14 half plots

Total plots available for lease -

- 2 available plots – Waiting list is 5 – 2 offers sent out
- 3 bay composter is full again only 5 months after it was cleared back to the compost level. We need to think of a solution.

Actions - Payment demands for 2018 charges outstanding to 1 leaseholder.

Burial Ground - The hedge acting as a border between 2 areas of the burial grounds is in quite a poor state. Removal of the hedge and replacement with a number of ornamental trees would release more land for burial capability. A request for quote on the removal and supply/plant x3 trees has been made to Bulpitts. – Task on hold until risk assessment for burial ground complete.

Flooding in the burial grounds has been some of the worse I have seen since moving to the village in 2000. A risk assessment is required to understand the impact if any on the current burial instructions on the water table and more importantly and potential liability to the Parish Council.

Updated Burial Ground regulations have now been placed on the noticeboard at the Burial Ground.

Actions -Risk assessment conducted for flooding in burial grounds. An on-site visit is booked for later this week.

Parish Council to decide on revision of burial costs, separate presentation provided for review/info. – On hold until after risk assessment.

VILLAGE HALL TRUST

Ownership Deeds - Land registry work ongoing – to re-apply for deeds to the site

Extension - Meeting held with Sue Washington (BDBC Chief Grants Officer) to discuss LIF funding application and clarify details. LIF funding coming to end and £229K is waiting to be allocated to Bramley. Advised by Sue that Trustees should be in agreement to complete the project, needs to be minuted that Trustees agree. A vote was taken and all agreed.

New architect says project could be less expensive than had previously been thought. Possibly within original grant proposal. VH needs to find 10% from other sources as a condition of Lif Grant - £15K to £20 K.

£4K for proper plans and planning permission (counted as part of 10%)

Internet - Allowance used up – unknown source – could it be people within range of hall? VH has now negotiated a lower cost unlimited provision.

Travellers - Water tap handle been removed as travellers caught on occasion using the tap, Discussion to remove tap as not used.

The barrier at entrance is due 6-8 weeks –Rocon.

Next meeting 14 May.

CLIFT MEADOW TRUST

No written report received.

EDUCATION & SCHOOLS

No written report received.

POLICING & NEIGHBOURHOOD WATCH

No written report received.

HIGHWAYS/FOOTPATHS

Actions - Explore options for path linking Sherfield-on-Loddon to Bramley Parish as per NDP. – Cllr Bell

ROAD SAFETY PROJECT

Network Rail commercial team have provided a series of assumptions if there was a permissive access. We will need our own legal assessment and HCC/BDBC review. Some of these stringent requirements provided by NR could jeopardize the project.

A traffic study concerning the school traffic outside the school/Moat Close has been provided. Shared with Parish Councillors – recommendation is no change.

BT have completed the study at the junction of Bramley Lane and are now in consultation with relevant parties, one of these is Network Rail as the work is close to a level crossing and NR must be consulted. We await the outcome of these discussions before BT can provide us with any further information.

Actions - Parish Council to seek HCC & BDBC advice on permissive terms once letter of intent received.

TRANSPORT

The Air Sensor is fully operational with no issues.

Actions - Continuing air quality monitoring

The online portal software has been upgraded, I need to be taken through the data export process as this has changed.

IT/COMMUNICATIONS

I have met with Chris Wright to discuss our current IT structure.

From this meeting I now have sufficient information to draw up a tender in which suppliers can provide a quote. This will be ready by the end of April for sending out.

Actions - Source of gov.uk hosted service for Parish web address

Migration of existing Web content to gov.uk wordpress template

Migration of Councillors' email address to gov.uk

Source of dedicated IT platform for councillors

Seek a 2nd quote for Web/email support.

Tender document for IT services.

BOROUGH COUNCILLOR REPORT

Farriers Close - The Borough have informed me that enforcement will take place as the Borough will not be selling the green space to the residents. They have informed the residents and hopefully this will now be resolved.

Local Elections - Whilst Bramley and Sherfield on Loddon are not involved in Borough council elections this year there are other parts of the borough that are – such as Chineham and Old Basing to name but two. And, next year 2019, there will be “All Out” elections due to the boundary review taking place – please find out more <https://www.basingstoke.gov.uk/electoral-review>.

So I hope you don't mind me taking time out to just highlight a few things that the council has done over the past few years... I am not saying everything is perfect, far from it, but I think a reflection on what has been achieved is worth it.

- The council tax has been kept down and without cutting services, which gives us in Basingstoke the seventh lowest council tax in the country but one of the highest spends per capita. We have kept weekly bin collections and are putting in place green space policies to protect and enhance the environmental quality of where we live.
- There is always news on what companies might be downsizing or leaving Basingstoke but there is also new jobs coming to the borough, did you know we have one of the lowest unemployment rates in the south of England? Basingstoke continues to attract £millions of investment in new business space on Basing View, attracting new employers and retaining existing ones, and, it is

why the investment in new smart technology, setting up the world's first remote test bed for the new 5G communications telecommunications system is important to make Basingstoke a "tech hub" for future development.

- Talking of development, housing is an ongoing issue on many fronts, but with the £1.3 billion project of Manydown becoming a reality, with an application now coming forward, and the borough appointing a development partner. And, to tackle homelessness innovative programs in Basingstoke and Deane have been implemented that have taken homelessness down, not up as it has elsewhere which is a significant achievement.
- With the regeneration of the Leisure Park, which will double the size of the existing activity area with new attractions, providing a new Aquadrome and adding a new designer outlet centre that will make Basingstoke a regional destination of choice, hopefully with the infrastructure to meet the needs. Basingstoke and Deane is ranked one of the best places in the country to live, we have a top 20 shopping centre in Festival Place, the largest combined John Lewis/ Waitrose in the country, are a top ten tech hub, were even voted the Thames Valley Town of the Year, and we have our own gin distillery! So whilst we can all not be complete satisfied with the roadworks, potholes, and there is much to do on health and education, on reflection we still do have a lot to celebrate.

COUNTY COUNCILLOR REPORT

No written report received.

31st March 2018

Unity Trust Bank Current Account

Closing Balance from statement #064 31/03/2018 **£76,945.77**

Income

None 0.00
£0.00

Expenditure

None 0.00
£0.00

Balance including *uncleared cheques* **£76,945.77**

NS&I Investment Account

Closing Balance from statement #6 01/01/2018 **£16,728.41**

Total funds held as at 31st March 2018 **£93,674.18**

Bank Reconciliation

15th April 2018

Closing Balance from statement #064 03103/2018

£76,945.77

Income

16 Apr 18	000083	A Monger Funeral Directors - Burial Ground fees	138.00
05 Apr 18		Allotment deposit and rent	34.00
30 Apr 18		HMRC - VAT refund 2017/18 Q3	6,013.25
30 Apr 18		BDBC - LIF work by Openreach	3,717.73
30 Apr 18		BDBC - LIF work by HCC	2,589.60
30 Apr 18		BDBC - Precept Apr - Sept	40,000.00
30 Apr 18		BDBC - CTS grant	2,062.00
30 Apr 18		BDBC - grass cutting grant	1,517.00

£56,071.58

Expenditure

17 Apr 18	DDAPR01	Sure4Doors - Balance payment on VH fire doors	1,552.00
17 Apr 18	DDAPR02	Litter Warden salary - Apr	325.00
17 Apr 18	DDAPR03	Clerk salary - Apr	1,345.99
17 Apr 18	DDAPR04	DCK Accounting Services - Payroll fees - Apr	30.00
17 Apr 18	DDAPR05	Royal Mail - PO Box renewal	330.00
17 Apr 18	DDAPR06	BlockAid UK Ltd - Concrete blocks for BGR	134.40
9 Apr 18	DDAPR07	Bramley Village Hall - Hall Hire - Feb	24.00
17 Apr 18	DDAPR08	Bramley Village Hall - Hall Hire - Mar	24.00
17 Apr 18	DDAPR09	Bramley Village Hall - Hall Hire - meeting	18.00
17 Apr 18	DDAPR10	Bramley Village Hall - Hall Hire - meeting	17.50
17 Apr 18	DDAPR11	DCK Accounting Services - Payroll fees - year end	30.00
17 Apr 18	DDAPR12	DCK Accounting Services - Payroll fees - Mar	30.00
9 Apr 18	DDAPR13	SE Water - Allotment water charges	31.45
9 Apr 18	DDAPR14	Greenhouse Graphics - Bramley Walks leaflet printing	515.00
17 Apr 18	DDAPR15	HCC - LIF Project work	3,107.52
17 Apr 18	DDAPR16	HALC - Affiliation fees & NALC Levy	771.00
17 Apr 18	DDAPR17	HALC - HR Consultancy Service fee	180.00
17 Apr 18	DDAPR18	NEST - Pension contributions - Apr	49.02
9 Apr 18	DDAPR19	Allotment deposit refund	25.00
9 Apr 18	DDAPR20	BVA - Grant for Youth Workers	9,545.62

£18,085.50

Balance including *uncleared cheques*

£114,931.85
