

## PRESTON CANDOVER AND NUTLEY PARISH COUNCIL

### MINUTES OF ANNUAL GENERAL MEETING OF THE COUNCIL

**Date:** Monday 15<sup>th</sup> May 2017.

**Time:** 7:30pm

**Venue:** Preston Candover Village Hall

**Present:** Alex Taylor Chairman  
Ruth Chattell  
Tish Owencroft  
Rob Marks  
Tina Spicer  
Paul Sadler  
Ian Simpson  
Wendy Simson Clerk  
PC Andy Reid  
4 members of the public

**Apologies:** Daphne Prosser

#### **802 Public Forum**

Gina Toth from Gina Designs joined the meeting to talk through a planning proposal for an additional dwelling at Axford House to accommodate the retirement of the gardener.

Gina explained that the new dwelling would be for the new gardener and the existing gardener who is retiring after 30 years of service would remain in their current home. Both the new and existing gardener would work together as a hand over. A member of the public asked if an existing property on the estate could be used to home the new gardener or if a local property could be purchased? Gina explained that part of the role was to ensure the security of the property and so it was essential that the house was on the estate. All other properties were occupied.

The new dwelling would be set back from the road and obscured from view by the mound in the field, which the property would be cut into. The new property will be single storey to ensure that it is lower than the surrounding properties, there is just one home which sits lower than the proposed house. The landowner was keen to respect the local area and that the building would be in keeping with its surroundings and sympathetic building materials used.

There was some concern about the access from the new dwelling onto the Dummer Road as there is limited visibility in the area. Gina explained that the additional driveway had been discussed with the planners and it was considered a good idea for this to be as far from the junction with the B3046 as possible. The possibility of the new dwelling sharing the existing driveway was discussed at the meeting as drivers knew this entrance and so slowed in the area. It was also discussed that by using the same entrance that the property would be closer tied to the estate and would not be a separate house which may be sold at some point. Gina reassured the meeting that this was not the intentions of the owner but a member of the public explained that situations often change.

Gina had several drawings showing the difference in roof heights between the proposed dwelling and the existing properties on Dummer Road. There were concerns about loss of view as most of the properties on the Dummer Road have their main rooms at the front of the property and so would look out at this new dwelling. There were also concerns that other properties may be built along the road. The field is owned by Lord Sainsbury and so is not likely to be developed. Gina was asked if the new dwelling could be placed on the other side of the estate as this would closer tie it to the main estate and would not affect the views of the properties on the Dummer Road.

The Clerk had received comments from a resident who wasn't able to attend the meeting, they were: -

- That the new dwelling be closer linked to the estate
- That while bus routes etc. had been mentioned, the new residents would be dependant a car to visit the doctors, shops, etc.
- The use of traditional styles and building materials to allow the new dwelling to settle in quickly. Also, that landscaping of the development includes native hedges and trees.
- A legal agreement be put in place to ensure that the new dwelling is only used as part of the estate and that all future extension is required to gain planning approval.

In conclusion to the presentation, Gina asked for contact details for those present so that another meeting could be held to present the plans and any answers to the points raised could be delivered to the residents.

**Action:** Clerk to pass on email addresses from those present at the meeting.

The timeframes would be dependent on the feedback but the land owner was looking for an application to be soon. Gina reassured those present that the donkeys would remain at the property.

At the end of the public forum the members of the public and Gina Toth left the meeting.

### **803 Charles Bradshaw's retirement**

Charles joined the meeting and was presented by the Chairman with a card and gift to thank him for his years of service on the Parish Council. Charles thanked the Councillors and said that he had enjoyed his time enormously and that he hoped the years ahead would see the Parish Council go from strength to strength. Charles explained that the repairs on the war memorial were due to start in the next month and he would keep the Council briefed on progress.

### **804 Election of Chairman**

Councillor Taylor agreed to stand for another year as Chairman, Councillor Owencroft proposed and Councillor Spicer seconded his nomination. The Clerk asked if anyone else wished to stand as Chairman, there were no other nominations, all Councillors then voted in Councillor Taylor as Chairman.

### **805 Election of Vice Chairman**

Councillor Sadler agreed to stand as Vice Chairman and Councillor Chattell proposed him and Councillor Spicer seconded this nomination. The Clerk asked if anyone else wished to

stand as Vice Chairman, there were no other nominations, all Councillors then voted in Councillor Sadler as Vice Chairman.

**806 Election of key roles and responsibilities**

As roles and responsibilities were agreed at the last meeting, the Clerk read out the agreed tasks and each Councillor agreed to continue in this role.

**807 Sign off audited accounts for 16/17**

The Clerk explained that the annual accounts had been prepared and internally audited by John Murray on 24<sup>th</sup> April. The questions from Section 1 were then read out by the Clerk and answered by the Councillors. The Chairman signed off section 1 of the Audit paperwork.

The Clerk read out the feedback from the Internal Auditor and the points which arose during the audit which were: -

- All issues raised in my letter last year have been dealt with
- Asset register – you should show the “frozen” values as well as the insurance values on your paperwork. This will make it easier in future years if you dispose of an asset.
- Village Hall – there are no invoices from the village hall for the two payments you made for meetings during the year. Can you please ensure these are obtained and confirm to me that they have been received?
- I noted that you have opted out of the Workplace Pension Scheme (your staging date being 1<sup>st</sup> July 2017)
- I have also noted that your salary has not increased – this being a personal matter between you and the Parish Council
- Would suggest that all policy documents – e.g. Standing Orders, Financial Regulations, Risk Assessments are reviewed annually at the Annual Meeting of the Council.

The financial summary was then read by the Clerk and agreed by the Council and signed off section 2 of the audit paperwork.

Councillor Marks asked if the Clerk was happy to not take a salary increase as he felt that if a salary increase is due then it should be given. The Clerk explained that she was happy with her current salary but would monitor salary increases to ensure the Parish Council was aware of the salary costs if a new Clerk was to be employed.

**Action:** Clerk to present current hourly rate along with recommended rate from HALC at next meeting.

**808 Any questions**

None