

## Haslemere Town Council

### Meeting of Council

#### Minutes of the Meeting Held on 12th November 2009

Town Mayor: \* Melanie Odell

Deputy Mayor: Bill Douglas

**Councillors** \* present

* Mrs P Blades	* Mr P Isherwood
Mrs M Borwick	* Mrs C King
* Mr M Dover	* Mr W King
* Mr J Edwards	* Mr R Knowles
* Mrs F Foster	* Mrs C Lancaster
* Mr M Foster	* Mr J Mackie
* Mrs B Hewett	* Mr S Mulliner
* Mr B Howard	* Mrs J Stevens

Prior to the meeting prayers were led by Haslemere Methodist Minister John Carne.

Prior to the start of the meeting the Mayor presented Christine Stevens retiring Surrey County Councillor who was given a past Mayor's badge in recognition of her service to Local Government.

The following public presentations to Council were made:-

**Citizens Advice Bureau.** P Davis and A Wainright spoke to Council about their service to 10% of the Haslemere population representing a value of £150,000 to the local community. This is undertaken by 20 volunteer advisors and 9 administrative volunteers. An example of help given to a local graduate with debt problems were given.

**Future of Home – Start.** D Mellor and D Roberts spoke to Council about their service. 500 families helped representing 1500 children. Demands growing 55 families on books with 129 children involved. Funding by lottery now withdrawn shortfall on income £35,000 in 2010 and £45,000 in 2011. The cost to society if they were not operating would be significant when compared to child care expense if families fail. This service is of value to Haslemere and will not be there if funding is unavailable.

#### 103/09. APOLOGIES FOR ABSENCE

Councillors Douglas and Borwick gave their apologies.

#### 104/09 QUESTIONS BY THE PUBLIC

St Bartholomew's Church Children's Centre plans resulted in presentations from D Boyd and Jenifer Condit about their objections to the scheme. Paul Beech (Headmaster), Gerald Farley (School Governor) and Rev Norman Jones (Rector) who sought support for the scheme.

Objections were about parking, lack of consultation, dangerous traffic, the £250,000 to be spent by SCC could be saved and that there was no reason for the Town Council to amend its original objection.

Supporting statements were about giving a guarantee by the headmaster that the parking space will be provided, will work with parents to manage traffic, will only open the centre 10am to 2pm, the SCC finance could be lost if it is not determined soon and that there was no offers for an alternative site.

105/09 **DISCLOSURE OF INTERESTS**

Declarations of interests in relation to any items included on the agenda were received from:-

Councillor Isherwood HOPPA board member.  
Councillor Edwards his children went to St Bartholomew's School.  
Councillor Knowles WBC representative Haslemere Museum.  
Councillor Odell personal interest St Bartholomew's School and Haslemere Museum Trustee.  
Councillor Lancaster grandchildren went to St Bartholomew's School.

106/09 **MINUTES OF LAST MEETING**

**RESOLVED** that the Minutes of the meeting held on 3<sup>rd</sup> September 2009 be agreed and signed.

107/09 **MATTERS ARISING**

There were no matters arising.

108/09 **COMMUNICATIONS FROM THE TOWN MAYOR**

The following communications from the Town Mayor were received.

a. Praised the Grayswood war memorial cleaning and Remembrance Sunday volunteers.

b. Newsletter Christmas edition was cancelled due to post office distribution dates being unavailable.

c. Shop Watch Weyhill a local initiative to help with security in the area.

**RESOLVED** that Haslemere Town Council support this local initiative.

d. WBC networking event 6<sup>th</sup> October 2009 sought community support for Prince of Wales Regiment from the main Town and Parish Councils.

e. New Years Eve party planned to raise funds for the roof repairs at the Haslemere Hall.

f. Charter Fair May 2010 no Committee as of this date needs a chairman to guide volunteers.

g. Woolmer Hill Sports Association letter of thanks from Eric Thompson for the grant to improve the car parking that has made a significant difference.

h. Telephone box Shottermill (Old Post Office)

**RESOLVED** that the Town Council adopt the Shottermill Old Post Office telephone box for £1 and that this is conditional upon the Council being satisfied that the reinstatement costs and cost of transport to our twinning Town Horb are adequately covered by others and not the Council.

109/09 **FINANCIAL MATTERS**

Councillor Hewett raised a question of two cheques numbers 101623 and 101622 Mayor's allowance that appeared to be similar sums for the same purpose. This was subsequently investigated and one was for fruit tree planting and the other was for refreshments for the Clammer Hill Allotments opening ceremony. The notes on the payment list were in error and the Town Clerk to talk to the accountant.

**RESOLVED** that the accounts be approved subject to clarification of the above matter. The variances within the management accounts were noted.

110/09 **EXTERNAL AUDIT REPORT 2008/09**

Council noted the external audit report showed that there was no concern that the relevant legislation and regulatory requirements have not been met.

The external auditors had drawn attention to section 137 power which had been wrongly used and the accountant / internal auditor will be asked to record appropriately for future years.

There were no other matters of concern following the external audit.

**RESOLVED** that the external audit report is noted and that a plan to remedy the comment made in respect of S137 powers be implemented.

111/09 **DRAFT BUDGET 2010/11**

Council considered the draft budget and the options for precept for 2010/11 that will need to be approved at January Council meeting. Option two showing a precept of £202,208 was generally supported.

**RESOLVED** that this matter be finalised at the January Council meeting by which time the implications for staff changes and budget are further considered.

112/09 **CHILDREN'S CENTRE  
LAND AT ST BARTHOLOMEW'S SCHOOL, DERBY ROAD, HASLEMERE GU27 1BP**

Councillors expressed various views on the proposal.

These referred to proper evaluation as to needs of other local wards that are to be served by the centre, confusion over parking as the five additional spaces to be provided removed three existing spaces, that the visitor parking would be minimal and as such cause very few problems, there had been only a few who had objected to a children's centre in Haslemere, SCC consultation process was poor and that there is public parking at Tanner's Lane within walking distance.

**RESOLVED** that the Council supported the principle of a Children's Centre in Haslemere.

**RESOLVED** that the Council wished to support the amended planning application which makes provision for five additional car parking spaces which will be dedicated for use by users of the Children's Centre.

**RESOLVED** that the following observations be conveyed to SCC:-

- a. The proposal for five additional car parking spaces for the Children's Centre, to be clearly marked for that purpose, are key to the Council's support and must be delivered. The plans attached to the amended planning application show that the location of the proposed additional five car parking places will overlap and thus remove three of the existing six marked parking bays along the school driveway. These three lost parking places must also be replaced.
- b. There must be adequate provision for outreach facilities to ensure that the benefits of the Children Centre are made easily available to parents and children from distant parts of the parish. It should be recognised that Hindhead and Beacon Hill are approximately four miles from St. Bartholomew's School.
- c. There was considerable disappointment about the lack of timely consultation carried out in relation to a project of such significance.

113/09 **PLANNING COMMITTEE**

**RESOLVED** that the minutes of the committees held on the following dates 27-08-09, 24-09-09 and 22-10-09 be approved.

114/09 **AMENITIES SUB WORKING GROUP**

**RESOLVED** that the minutes of the meeting held on the 19<sup>th</sup> October 2009 are agreed and implemented.

**RESOLVED** that pigeon control by removing the source of food is the favoured option for control.

**RESOLVED** that allotment rents are raised to 30p per sq m and the necessary notice to allotment holders is given.

**RESOLVED** that budget provision is made for deer fencing repairs and tree cutting at Sickle Mill Allotments. ( Reported that the allotment holders may seek funding via Council's small grant aid)

**RESOLVED** that the Town Well is provided with direction signing, iron grid be opened to allow clearing the litter from the well and that HTC / volunteers clear the site as necessary.

The business quote details were discussed in exempt section of the agenda so as not to be anti competitive.

**RESOLVED** that the quote for rabbit fencing from Basil Wilson at Clammer Hill of £1142.15p plus vat be accepted.

115/09 **POLICY COMMUNICATION AND COMMUNITY ENGAGEMENT**

Council noted that it needed to adopt a policy as part of the renewal of quality status.

**RESOLVED** that the following Policy be adopted;-

a. The Council will explore the views of their electorate at their Annual Town Meeting on local issues that concern the community. (Example of this form of community engagement took place when Jean Arrick was Mayor when views were sought on the Council funding of external organisations and raising the precept).

b. The Council will provide communication details of Councillors and staff on the haslemere.com web site and the specific area that relates to Community / Haslemere Town Council.

c. The Council will where necessary consult through their newsletter and supply a tear off slip for public responses as appropriate.

d. The Council will invite the public's input into their annual budget planning process by inviting prior to September each year requests for funding from external organisations and encouraging bids through their individual ward Councillors.

e. The Council at one of their meetings will facilitate external organisations who wish to present their funding requirements so as this can be considered within their budget planning processes. (Recent examples are St Bart's School , CAB, Sport Haslemere and Haslemere Rugby Club presentations)

f. The Council through it elected members will meet with local interest groups to consider local issues. (Examples of meetings are Kings Road parking requirements, Station car parking, Councillor led Haslemere in Bloom initiatives and every Councillor carries a working group and representative portfolio of local interest)

116/09 **POLICY TRAINING**

Council noted that it needed to adopt a policy as part of the renewal of quality status.

**RESOLVED** that the following Policy be adopted:-

- a. The Council will provide in house training for all new Councillors. (Example the Town Clerk will provide induction training at the start of the new Council term)
- b. The Council will utilise the services where necessary of the Borough Standards Officer to give member training on the ethical code. (Example a training session was provided and will be repeated as appropriate)
- c. The Council will conduct an annual appraisal of all their staff and at that stage consider the individual training needs that will not unreasonably be declined. (Example all staff currently and over many years receive an annual appraisal)
- d. The Council will where necessary utilise the training services supplied through Surrey County Association Parish and Town Councils (SCAPTC) to which they subscribe.

117/09 **GRANTS**

Councillors noted that the grants meeting planned for the 5<sup>th</sup> November 2009 was cancelled due to availability of Councillors.

The grant applications were considered by the Mayor and Councillor Mackie Chairman of Grants Panel prior to this meeting. Councillor Mackie reported on each grant application.

(a) **Haslemere Musical Society** (£1,500)

Young Person's Concert is expressly for the benefit of young people.

**RESOLVED** that a grant of **£500** be approved.

(b) **Vitalise** (£124.50p)

Application related to a contribution towards respite costs for carers.

**RESOLVED** that a grant of **£124,50p** be approved.

(c) **HOPPA** (£2,000)

Application related to a contribution to repair a one of their vehicle engines.

**RESOLVED** that a grant of **£2,000** be approved.

(d) **Haslemere Museum** (£395.90p)

Application relates to purchase of a display screen for the reception.

**RESOLVED** that a grant of **£395.90p** be approved.

Councillors noted that the following grants were withdrawn.

St Bartholomew's School Charity Fund (£10,000)

Hindhead Together (£1,000)

At Council in March 2009 a grant for £150 was approved for the Haslemere and District Volunteer Bureau.

**RESOLVED** that the cheque be paid to Voluntary Action South East instead of Haslemere and District Volunteer Bureau.

118/09 **STAFF SUB COMMITTEE**

**RESOLVED** that the minutes of the meeting on the 17<sup>th</sup> September 2009 and the recommendations contained are approved.

**RESOLVED** that following satisfactory appraisals of staff and where appropriate the next salary increment within the national salary scales are applied in April 2010.

Further to a Council management meeting held on the 4<sup>th</sup> November 2009 the pending retirement of staff was considered.

The Project and Support Officer has since withdrawn his notice.

**RESOLVED** that SCAPTC is asked to conduct an external management review.

**RESOLVED** that the recruitment of post of Assistant Town Clerk is considered at an early staff sub committee prior to the January Council meeting.

119/09 **HASLEMERE CHAMBER OF TRADE CHRISTMAS CAROLS**

**RESOLVED** that the request to use the Haslemere War Memorial green and the Council's public address equipment be agreed conditional upon evidence of insurance cover and that any damage to land or equipment is remedied.

120/09 **VIC BUDGET 2010-11**

The Mayor gave an update on the VIC. The budget details that included wages were dealt with in exempt business.

121/09 **CODE OF CONDUCT**

Councillors noted changes to the dispensation regulations and other matters.

122/09 **CHRISTMAS LIGHTS CONTRACT**

Council considered the quotes received from approved contractor for additional lighting works to Lion Green, Town Hall (clock tower and up lighters) and Trees Haslemere High Street. The details that of the quotes were dealt with in exempt business.

**RESOLVED** that the quotes for work from Festive Decorations be accepted :-  
Town Hall Bell Tower £200 plus vat  
Lion Green Christmas lighting to one existing tree £610 plus vat  
Banner post fixing tests £600 plus vat

123/09 **CALENDAR 2010/2011**

The draft was considered and any alterations to be forwarded to the Town Clerk.

124/09 **REPORTS FROM REPRESENTATIVES**

The following reports were received and are contained in the minute book:-

- a. Report of Cllr M Foster for Haslemere Traffic Task Group.
- b. Report of Cllr Mackie Haslemere Museum and Hall.
- c. Report of Cllr Isherwood 30mph speed limit from Beacon to Churt
- d. Report of Cllr Odell Transition Town's Haslemere

125/09 **EXCLUSION OF THE PUBLIC**

**RESOLVED** that in accordance with the provisions of section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting by reason of the confidential nature of the business to be transacted.

**LAND LION GREEN**

The ownership of the corner of land containing the bus shelter opposite the Apple Tree Public House is unclear. It is very likely that the land is controlled by HTC.

SCC Renshaw had asked via Cllr M Foster the Traffic Task Group representative for any details that we had relating to the ownership of Lion Green, the road leading in to the Apple Tree, and the section of common land between that road and Wey Hill.

Historic notes contained in the minute book revealed that there was no evidence that this particular piece of land was within the control of the Council.

**RESOLVED** to claim the land.

The Town Clerk raised the prospect of the land being unlawfully claimed by the Council and that a Council should act within the law. The advice was that it should be properly dealt with through a solicitor with the land in question being registered through the land registry.

Cllr Mulliner was of the opinion that the costs should be in the region of £200 to £800.

**RESOLVED** that the Council appoint solicitors to register the land with the land registry and allow the Haslemere Town Council to properly control / manage the land.

Chairman

Closed 10.19 pm