SHERFIELD ON LODDON PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF THE PARISH COUNCIL HELD ON TUESDAY 13 JUNE 2017 AT 7.30 PM IN THE LIDDELL HALL

COUNCIL MEMBERS

	In Attendance	Apologies	Absent
Cllr Attwood	✓		
Cllr Batting	✓		
Cllr Effiong	✓		
Cllr Gaiger	✓		
Cllr Johnston		✓	
Cllr Neale	✓		
Cllr Rowland (Chairman)	✓		

ALSO IN ATTENDANCE:
Catherine Ryle (Clerk) and 9 members of the public.

170601 To receive and accept apologies for absence
Apologies were received and accepted from Cllr Johnston. Borough Cllr Nick Robinson sent his apologies.

170602 To receive declarations of Disclosable Pecuniary Interests relating to items on this agenda
Cllr Rowland declared an interest in respect of item 170607.01.

170603 To receive Chairman's Announcements
Cllr Rowland was looking forward to reviewing the work of volunteers at the next meeting of the Village Green and Leisure Facilities Committee.

170604 To approve the minutes of the Parish Council meeting held on 10 May 2017
It was **RESOLVED** to accept the minutes of the meeting held on 10 May 2017 as a true record of the meeting. The minutes were signed.

170605 Public participation
Standing Orders were suspended.
A representative of The Garage delivered a response to the Parish Council's letter at the start of the meeting. She drew attention to this and that the matter was covered by an agenda item (170620).
Cllr Effiong reported that someone at the village fete had caught a foot in a hole on the green – it is not known where. Councillors would check and make arrangements for any hole to be filled in.
Standing Orders were resumed.

170606 To receive reports from Borough Councillors
There was no report from Borough Cllr Robinson.
Cllr Rowland would be attending a meeting arranged by Hampshire County Council (HCC) to update borough councillors on the planned road works on the A33.

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170607 To consider the following Planning applications and agree responses:

170607.01 17/01648/HSE
West Stow, Sherfield Green, Sherfield on Loddon
Erection of two storey rear extension
No public comments had been received.
Cllr Rowland had declared an interest as living in the neighbouring property.
The Parish Council had no objection to this application.

170607.02 17/01104/ADV
Advertising right on Taylors Farm Roundabout, Reading Road (adjacent parish)
Display of V-shaped housing development advertising sign (Retrospective)
No public comments had been received.
The Parish Council objected to this proposal on the following grounds:

- The location of the advertising sign did not relate to the development site
- The advertising encouraged people to think that they could access the housing it related to by driving through the residential roads of Sherfield Park
- It was on the highway and could distract drivers.

170607.03 T/00169/17/TCA
AT Telephone Exchange , Reading Road, Sherfield On Loddon
Application for works to trees growing in a conservation area
PROPOSAL: (T1) Pollard small Sycamore overhanging car park. Leaving a finished height of 5m and radius of 3m.
(T2) Reduce Sycamore by approx 3-4m. Leaving a finished height of 8m and radius of 6m
Tree wardens had no objection to this work.
The Parish Council had no objection to this application.

170608 To receive an update (previously circulated) from the Neighbourhood Plan Working Party (NPWP)
The report (Appendix A) was **NOTED.** Mr Darker was invited to speak. He updated councillors on the NPWP's analysis of responses to the consultation. Further meetings were planned with Basingstoke and Deane Borough Council (BDBC) to discuss meeting the requirements of SS5.

170609 To discuss progressing the allocation of the burial ground landscaping contract
Legal advice on the provision of materials through the Parish Council and requirement to re-tender had been obtained and councillors were aware of advice to consider the possibility of challenge. There had been no response from the preferred contractor. Cllr Rowland would chase him to provide an update and to discuss the supply of paving materials. Cllr Neale said that these materials could either be used for the burial ground path or for work to the Sherfield Court driveway – there was no decision on this. Cllr Neale was asked to provide written confirmation of the offer of paving materials.
Cllr Rowland said that progress was being made to resolve the access issues.

170610 To consider and agree any actions necessary to establish access along the driveway at St Leonard's church/Sherfield Court
Cllr Rowland had approached several companies with an outline of suggested requirements for work on the drive. The Clerk had received advice (distributed to all councillors prior to the meeting) from NALC (National Association of Local Councils) in response to the question about the Parish Council's powers to contribute to repairs and maintenance of the private driveway. Cllr Rowland read out a paragraph of the advice which referred to powers under S111 and S214 of the

Local Government Act 1972. At this stage there was no commitment from the Parish Council to contribute to any work on the driveway and the Clerk advised that the Parish Council should obtain a written legal agreement granting the Parish Council ongoing rights to use the drive. Cllr Rowland explained that St Leonard's church would also have to get a faculty as they had a right of access over part of the driveway. The LIF conditions also required that access rights were established.

170611 **To discuss and agree a process to remove clay soil from graves, level with top soil and either seed or turf the graves at an appropriate time (JA)**

Cllr Attwood commented on the state of the graves. The issues with the clay soil were discussed. The clerk had circulated pricing for turfing of the graves. In the light of Cllr Attwood's comments, it was thought that any contractor appointed should be required to remove the soil from the site or store it appropriately, provide topsoil and then turf the graves.

On a proposal by Cllr Rowland, seconded by Cllr Effiong, it was **RESOLVED** that the clerk should draw up a specification reflecting these requirements and additionally seek quotations for cutting the short hedge. Cllr Attwood would be available for site meetings if required.

170612 **To receive the monthly safety report and playground inspection reports (previously circulated)**

The report had been circulated and was **NOTED**.

The Clerk advised that she had contacted BDBC and it had been recommended that the broken ends of the nets should be cut off while waiting for a longer-term solution. Cllr Attwood to assess whether he could arrange for this to be done. The Clerk was waiting for a further quotation on replacing/repairing the nets.

Cllr Attwood would discuss options for re-surfacing the BMX track with a local contractor.

170613 **To consider and agree requests for payment**

The Clerk explained that the invoice received for the shower work at the Cricket Pavilion had come in at higher price than the estimate accepted (Minute 170533) and was issued in a different company name. It therefore required a resolution of council. Cllr Rowland clarified that there had been an unforeseen requirement for additional electrical work and that it was still within the S106 funding available from BDBC. On a proposal by Cllr Rowland, seconded by Cllr Effiong, it was unanimously **RESOLVED** to pay the invoice for £3300.00 from TRP Renovations.

The payment requests as listed in Appendix B were accepted for payment and signed by two councillors. The cheques required for payments were signed.

170614 **To note the current financial situation and sign bank statements**

The current financial situation was **NOTED** and can be found as Appendix C.

The bank statements were reconciled and signed with the balances being

Current Account: £12553.43

Savings Account: £96331.68.

170615 **To consider applying the new NALC pay rates for the Clerk backdated to 1 April 2017**

The Clerk had supplied councillors with details of the NALC pay rates which had been part of the national pay agreement in 2016.

On a proposal by Cllr Batting, seconded by Cllr Gaiger, it was **RESOLVED** that the new rate of £12.564 per hour should be paid to the Clerk and backdated to 1 April 2017.

170616 **To consider and agree 10 hours overtime payment to the Clerk**

The Clerk requested that the council considered paying for additional hours she had worked in connection with the Neighbourhood Plan and the annual parish meeting. On a proposal by Cllr Batting, seconded by Cllr Neale it was **RESOLVED** that the Clerk should be paid 10 hours overtime at her normal hourly rate of pay. Any future overtime to be agreed in advance.

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170617 **To address concerns of allotment holders with regard to the comment made in the internal auditors' report (JA)**

Cllr Rowland had contacted the internal auditor for an explanation of the comments and had also contacted HALC (Hampshire Association of Local Councils) about the status of allotments as a leisure facility.

Cllr Attwood apologised to allotment tenants. He made a statement which appeared to suggest the possibility of information being misrepresented to the internal auditor and which would be a disciplinary matter. The Clerk regarded this as criticism in a public arena and left the meeting at 8.25 pm. She understands that the Chairman stopped the meeting. After a discussion with the Chairman, the Clerk agreed to return to the meeting. Cllr Rowland explained that any comment about the Clerk should be outside a public meeting or in a confidential session.

Cllr Rowland reminded councillors that they had accepted the internal auditor's report at a Full Council meeting. It was noted that the allotment expenditure for the raised bed project had been funded through grants from S106 money from Bramley Parish Council and from the Four Lanes Trust. some of the allotment expenditure had been funded through grants from S106 money and the Four Lanes Trust.

On a proposal by Cllr Rowland, seconded by Cllr Attwood, it was **RESOLVED** that Cllr Rowland's request for advice should be submitted to NALC.

170618 **To discuss and adopt policy for social media (previously circulated)**

Cllr Rowland explained that the Parish Council Facebook page would be set up as a community page and would therefore be open to everyone. She invited comments on the policy and there was a brief discussion.

On a proposal by Cllr Rowland, seconded by Cllr Gaiger it was **RESOLVED** to adopt the social media policy (see Appendix D).

170619 **To discuss and adopt Terms and Conditions for Parish Council Facebook page (previously circulated)**

Cllr Rowland said that the Terms and Conditions would be published on the Parish Council website and on the Facebook page.

On a proposal by Cllr Rowland, seconded by Cllr Neale it was **RESOLVED** to adopt the Terms and Conditions (see Appendix E).

Cllr Rowland to launch the Facebook page.

170620 **To discuss reports of overnight parking behind the garage off Goddards Lane and make a decision on action to be taken**

This item was deferred as a written response to the letter sent to The Garage had been handed to the Clerk at the start of the meeting. The Clerk would copy this to all councillors.

170621 **To approve and sign the minutes (previously circulated) of the last meeting of each of the following committees:**

- **Burial Ground 26 April 2017**
- **Finance 22 March 2017**
- **Planning 10 May 2017**

As these committees had been incorporated into the Full Council meeting, it was proposed by Cllr Rowland that the last set of minutes from each committee should be accepted and signed. The proposal was seconded by Cllr Neale and agreed unanimously. The minutes were signed by the chairman presiding at the relevant meeting.

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170622 **To approve the following recommendations from committees and receive the draft minutes:**

- **Village Green and Leisure Facilities on 24 May 2017**
  170546 – to agree expenditure of £100 on the Hampshire FA inspection and report re the football pitches
  170552 – to agree that Totally Tennis could run summer coaching sessions at the tennis courts.
  170554 – to agree that a volunteer, put forward by Cllr Neale, should do the re-painting of the play area equipment using paint recommended by the play area inspector and in the same colour scheme. Work to take place over the summer. The Parish Council would supply the specialised paint and necessary equipment.
  170554 – to accept the quotation from Company 2 to replace the swing chains at a cost of £120.00 plus VAT.
  170555 – to continue the annual mole contract at a cost of £60.00 per month.
  170558 –to accept the quotation from Dave Miller Plant for ditch works including the ditch at Bramley Road at a cost of £1860.00 plus VAT.
  170560 – to agree that the parish council could reimburse volunteers for reasonable expenses for consumable items used in connection with agreed tasks undertaken on the village green. All claims would require an expenses claim form to be submitted to Full Council together with relevant receipts.
  170561 – to agree that the parish council consider installing signs explaining that stricter controls (muzzling of dogs, keeping dogs on a lead) would be introduced if there were further instances of dogs being out of control and that behaviour would be monitored over a defined period.

Cllr Rowland read out all the above recommendations and it was **RESOLVED** to ratify them.
Item 170554 – Cllrs Attwood and Batting to price the specialised paint and other equipment required.
Item 170561 – Cllr Neale to draft text for a sign.

170623 **To consider the recommendation of the Village Green and Leisure Facilities Committee to deal with grass cuttings from the cricket pitch**
There was no representative of the Cricket Club present. It was **RESOLVED** that the Clerk would draft a letter using the recommendation in minute 170549 of the Village Green and Leisure Facilities meeting. It was suggested that the Cricket Club should be requested to put away the sight screen particularly as people had been seen kicking a football against it. It was also suggested that acknowledgement should be made that the chicken wire had been moved from the ditch.

170624 **To consider the purchase of memorial plaques and the relocation of the Jubilee bench as recommended by the Village Green and Leisure Facilities Committee**
Cllr Rowland suspended Standard Orders to ask Mrs Dodd about the proposal to put a plaque on the bench to recognise the contribution of Simon Dodd and John Dodd to the Parish. Mrs Dodd was happy with this.
On a proposal by Cllr Rowland, seconded by Cllr Neale, it was **RESOLVED** that the bench would be moved by volunteers to the war memorial area and that two plaques should be purchased at t cost of £55 each. Cllr Rowland and the Clerk to finalise the wording for the inscriptions.

170625 **To consider items for the Loddon Valley Link**

- **No meeting in August**
- **New Councillor**
- **Control of dogs**
- **Clearing of fallen trees**

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170626 To confirm the date for the next meeting as 11 July 2017

The date of the next meeting was confirmed as Tuesday 11 July 2017.

There being no further business, the meeting closed at 9.04 pm.

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Appendix A

Full Council meeting 13 June 2017
Report from Neighbourhood Plan Working Party (NPWP)

The NPWP is about to begin a series of meetings to analyse the responses to the consultation. Most of these are relatively straightforward, apart from the 37page response from BDBC. The main issue already identified is the need to adjust the housing policies to enable scope for the Parish Council to comply with Local Plan policy SS5, whilst meeting residents' views that no large scale housing provision beyond that identified in the south of the Parish by the Local Plan is required.
Our meeting schedule will include at least one meeting with BDBC.

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Appendix B
Schedule of Payment Requests

June 2017 meeting of Full Council

FROM	ITEM	AMOUNT	INVOICE NO	METHOD OF PAYMENT
Sherfield Village Hall	Room hire May 2017	46.00		E Payment
Breach Lane Baptist Chapel	Room hire – Neighbourhood Plan	52.00	2017/006	E Payment
Foremost Treesurgeons	Felling chestnut tree	900.00	9543-22	E Payment
P Darker	Neighbourhood plan expenses	77.50		Cheque
Staff	Salary	349.50	May 2017	E Payment
Staff	Salary	1285.41	May 2017	E Payment
HMRC	PAYE/NI	419.06	May 2017	E Payment
HCC	LGPS Pension	300.36	May 2017	E Payment
BT	Telephone and broadband	62.95	M049 S9	E Payment
Institute of Cemetery and Crematorium Management	Annual subscription	90.00	4692/2017/18	E Payment
Grass and Grounds Ltd	Grass cutting and maintenance	276.00	2168	E Payment
P Hammersley	Refund of allotment deposit	50.00		Cheque
Bulpitt Brothers	Grass cutting	210.00	4006	Cheque
Staff	Salary	216.00	June 2017	E Payment
Staff	Salary	1285.41	June 2017	E Payment
Staff	PAYE/NI	385.86	June 2017	E Payment
Staff	LGPS Pension	300.36	June 2017	E Payment
Staff	Expenses	36.43	May 2017	E Payment

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APPENDIX C

	May Monthly Sheet		
		Balance Bought Forward	69513.23
		Precept	37500.00
		Litter Warden grant	2340.00
		Grass cutting grant	3480.00
		Mole control contribution	120.00
		Interest	2.12
		Allotments	150.00
			113105.35
E Payment	Viking	Stationery	44.83
E Payment	E-Mango	Renewal of domain name for 4 years	300.00
E Payment	Foremost Treesurgeons	Tree survey and report	678.00
E Payment	Grass & Grounds	Grass-cutting and maintenance	138.00
E Payment	Ian Welch Grab Services	Supply of topsoil to allotments	240.00
E Payment	SOL Village Hall	Room hire April 2017	46.00
E Payment	Staff	April expenses	46.13
E Payment	Tadley & District Citizens Advice	Donation/grant S142	100.00
Chq 101030	Bulpitt Brothers	Grass-cutting and maintenance Inv 3990	210.00
Chq 101031	Acorn Garden Services	Maintenance Oct 16 to April 17 Inv 26417	493.28
E Payment	Staff	May salary	349.50
E Payment	Staff	May salary	1285.41
E Payment	HMRC	Tax and NI April	419.06
E Payment	HCC	Pension May	300.36
E Payment	BT	Telephone and broadband Inv M049 S9	62.95
			4713.52
	Balance as at 30 April 2017		**108391.83**
	Current Account		12553.43
	Savings Account		96331.68
	Less unpresented cheques (101031)		493.28
			108391.83

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APPENDIX D

Code of Practice

Guidance when using social media (including email).

All social media sites in use should be checked and updated on a regular basis and ensure that the security settings are in place.

When participating in any online communication;

- Be responsible and respectful; be direct, informative, brief and transparent.
- Always disclose your identity and affiliation to the Parish Council. Never make false or misleading statements.
- Parish Councillors should not present themselves in a way that might cause embarrassment. All Parish Councillors need to be mindful of the information they post on sites and make sure personal opinions are not published as being that of the Council or bring the Council into disrepute or is contrary to the Council's Code of Conduct or any other Policies.
- Keep the tone of your comments respectful and informative, never condescending or "loud." Use sentence case format, not capital letters, or write in red to emphasis points.
- Refrain from posting controversial or potentially inflammatory remarks. Language that may be deemed as offensive relating in particular to race, sexuality, disability, gender, age or religion or belief should not be published on any social media site.
- Avoid personal attacks, online fights and hostile communications.
- Never use an individual's name unless you have written permission to do so.
- Permission to publish photographs or videos on social media sites should be sought from the persons or organisations in the video or photograph before being uploaded.
- Respect the privacy of other councillors and residents.
- Do not post any information or conduct any online activity that may violate laws or regulations, see below libel and copyright.

Residents and Councillors should note that not all communication requires a response.

There will not be immediate responses to communications as they may be discussed by the Parish Council and all responses will be agreed by the Parish Council.

The Parish Clerk and the moderators will be responsible for all final published responses.

If a matter needs further consideration it may be raised at either the open forum or as a full agenda item for consideration by a quorum of Councillors. Again the "poster" shall be informed via the page or direct message that this is the case.

If the moderator feels unable to answer a post for example of a contentious nature this shall be referred to the Parish clerk. The poster will informed by way of response to this fact and also be invited to correspond with the Parish Clerk directly.

Some communication from residents and other third parties may be required to be discussed at a Parish Council meeting. When this is necessary the item will be placed on the next available agenda. Any response will then be included in the minutes of the meeting.

The nominated moderator or moderators shall remove any negative posts which may contain personal and inflammatory remarks, libelist or defamatory information without further comment or notification.

Spell and grammar check everything.

Correct any errors promptly.

Councillors or parishioners who have any concerns regarding content placed on social media sites should report them to the Clerk of the Council. Misuse of such sites in a manner that is contrary to this and other policies could result in action being taken.

The Policy will be reviewed annually.

Additional background information (IDeA) 2010 Libel If you publish an untrue statement about a person which is damaging to their reputation they may take a libel action against you. This will also apply if you allow someone else to publish something libellous on your website if you know about it and don't take prompt action to remove it. A successful libel claim against you will result in an award of damages against you. Copyright Placing images or text on your site from a copyrighted source (for example extracts from publications or photos) without permission is likely to breach copyright. Avoid publishing anything you are unsure about, or seek permission in advance.

Breach of copyright may result in an award of damages against you. Data Protection Avoid publishing the personal data of individuals unless you have their express written permission. Bias and pre-determination If you are involved in determining planning or licensing applications or other quasi-judicial decisions, avoid publishing anything that might suggest you don't have an open mind about a matter you may be involved in determining. If not, the decision runs the risk of being invalidated.

Obscene material Publication of obscene material is a criminal offence.

Electoral periods The Electoral Commission requires that candidates provide a return of expenditure on any form of advertising or campaign literature and that includes web advertising. And there are additional requirements, such as imprint standards for materials which can be downloaded from a website. Full guidance for candidates can be found at www.electoralcommission.org.uk www.electoralcommission.org.uk/guidance/those-we-regulate/ candidates-and-agents

The council's legal position Material published by a local authority as an organisation is, for obvious reasons, restricted in terms of content. It must not contain party political material and, in relation to other material, should not persuade the public to a particular view, promote the personal image of a particular councillor, promote an individual councillor's proposals, decisions or recommendations, or personalise issues. Nor should the council assist in the publication of any material that does any of the above.

The Members' Code of Conduct Councillors can have 'blurred identities, you may have a social media account where you comment both as a councillor and as an individual. Ensure it is clear when you are posting in a private capacity or as a councillor. Such blurred identities might for example have implications where your views are taken as those of your organisation or political party, rather than your personal opinion. There is the need to get social media accounts/ profiles clear, to be confident as to what you can and can't say while you are representing the Parish Council.

How you use your online identity will also determine how online content will be treated in respect of the Members' Code of Conduct. Councillors are expected to communicate politically. There is a difference between communicating on behalf of the council, for example blogging as a councillor or as a private citizen and the former will be held to a higher standard than the latter. The key to whether your online activity is subject to the Code of Conduct is whether you are giving the impression that you are acting as a councillor. And that stands whether you are in fact acting in an official capacity or simply giving the impression that you are doing so.

This may be less than clear if you have a private blog or a Facebook profile. There are a number of factors which will come into play which are more a question of judgment than a hard and fast line. For example, a Standards Committee may take into account how well known or high profile you are as a councillor, the privacy settings on your blog or social networking site, the content of the site itself and what you say on it. Most councillors are using

their online profile to communicate with citizens about representing their local area so engaging the code, if necessary, should be a relatively straightforward decision. Since the judgment of whether you are perceived to be acting as a councillor will be taken by someone else, it's safest to assume that any online activity can be linked to your official role. Unless you've gone to significant effort to keep an online persona completely separate from your councillor identity, you are unlikely to be able to claim that you were acting in a completely private capacity. Members should comply with the general principles of the Code in what they publish and what they allow others to publish. Some of the terminology in social media, like 'following' or 'friending' can imply an intimacy that's not really there. Both terms just mean you have linked your account to someone else so you can share information. Savvy internet users are used to this, but some people can feel a frisson of unease when their council, local police service or councillor begins following them on Twitter before establishing some sort of online relationship. Some councillors wait to be followed themselves first.

Do make use of other communication functions that social media allows you. Twitter's 'list' function, for example, can help you to follow local people in a less direct way. And bloggers are almost invariably happy for you to link to them, so you don't need to ask first in this instance.

Social media is transparent. The best bloggers admit mistakes rather than try to cover them up (which isn't possible online). Amending your text and acknowledging your mistake; perhaps by putting a line through the offending words and inserting a correction or providing an update section at the bottom of a blog post – shows you are not pretending it never happened, and is much better than just deleting it when dealing with online misfires.

• Avoid the trolls

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APPENDIX E

Terms and Conditions of Use:
Sherfield on Loddon Parish Council reserves the right to remove without notice any posts which contain the following:

1. Content or language that is defamatory, abusive, harassing, libellous, obscene, profane, or offensive to gender, faith, age, disability, race or sexual orientation – or unlawful in any way
2. Content deemed confidential by (name of Council)
3. Content that shares anyone's personal information without permission
4. Content that infringes the copyright or intellectual property of any company or individual
5. Photographs of Children - (unless written authorisation has been granted and evidenced prior to posting. The Council can provide a form for this purpose)
6. Content that is party political in nature
7. Content that promotes unlawful activity

Please direct any official complaints or feedback to Sherfield on Loddon Parish Council website or in writing to The Parish Clerk, PO Box 6862, Basingstoke, RG24 4QZ

Do not use Sherfield on Loddon Parish Council Facebook to report a crime or an emergency

Sherfield on Loddon Parish Council Facebook page is not monitored at all times, however we aim to respond to messages and/or comments within 24 hours.

Do not use Sherfield on Loddon Parish Council Facebook page to sell, advertise or promote commercial services.

Sherfield on Loddon Parish Council is not responsible for the accuracy of any content posted by any user. Opinions shared and expressed by the users of this Facebook page, do not necessarily represent the opinions of Sherfield on Loddon Parish Council.

All comments posted on Sherfield on Loddon Parish Council page will automatically become the property of Sherfield on Loddon Parish Council.

You may share any information posted on Sherfield on Loddon Parish Council Facebook page, however you must state the original source.

The Sherfield on Loddon Parish Council reserves the right to block anyone from using Sherfield on Loddon Parish Council's Facebook page after a warning without further discussion or explanation.