

Laverstoke and Freefolk Parish Council Minutes 8th Sept 2014

Public Time:

Members of the Public attended the recorded meeting and had the following comments:

- a. Ownership of freehold of LRH building was queried and confirmed by PC as De La Rue (Portals Property Services Ltd.)
- b. Kingfisher Day Centre reported that a number of people, when looking for Lady Rose Hall, have mistakenly walked into their Centre. This is a risk to their vulnerable clients and the PC were asked if a directional sign for LRH can be erected on Kingfisher Day Care side of building.
Action: Clerk is having meeting on 19th with Signrite and will add this request
- c. Issues with recent B3400 roadside parking by Meller/Bombay Sapphire (BS) contractors were raised and a suggestion made for installation of temporary traffic lights. BS explained Meller have been asked to reschedule their deliveries and that Hampshire Highways have been on site to visit. HH requests have been complied with.
- d. A question was asked on Parish Office opening hours.
Action: Clerk to post in the next newsletter along with telephone contact hours.
- e. It was pointed out that the recent Watership Down festival publicity on Facebook and the newsletter didn't include finish times. It had taken place during the afternoon.
- f. BS were asked if the Restaurant/café agreement had been reached and whether Laverstoke Park were onboard. They explained that a solution and discussions are ongoing. In the interim a temporary coffee solution is being investigated.
- g. Cost and quantity of News and Views was raised leading to comment on how the Laverstoke and Freefolk Newsletter costs of £75 per month should perhaps be accounted for under clerks wages now that Nicky Nicklin who produces the newsletter is clerk
- h. The PC were asked about usage of Lady Rose Hall (LRH) to
 - a. Investigate resurrection of Bingo and Mother and Baby Groups previously held in the old Village Hall
 - b. To see whether the (previously refused) Twiggy's Farm Nursery School applicant might be interested in using LRH as a nursery venue

Action: Chairman to approach Luby Hough who last ran Tiddlers and clerk to follow up with Twiggy's farm applicant

- i. It was requested that a breakdown of the estimated LRH £205 weekly running costs be given out
Action: Clerk to include in newsletter
- j. A discussion ensued following a resident's query about whether BS had received an extension from B&D BC on permitted working hours. Meller have confirmed to BS they are working to 8pm with only light or planting works after this. It was confirmed that the BS Horticulturalist will work all hours and that the BS distillery operations run 24/7. Meller have employed a site manager who finishes at midnight. He covers on call work e.g. currently the glasshouse needs to be checked regularly for flooding. BS have asked the Meller Director for a full investigation and it was confirmed that all discussions between residents and Meller have been logged. Any sounds previously reported, such as from gas boosters and generators, have been investigated and mitigated. The resident further commented that the "final push" on work, that had motivated his query, is BS' issue, that their factory has been dropped into the village and that it is not a community asset. This was strongly rejected by another long standing resident who confirmed there had always been a 24 hour working factory in the village - other than when it was lying derelict.
- k. The PC were thanked for their work for the village by another resident. He raised the concern that line painting, of individual parking bays, in the Car park to the side of Kingfisher, was potentially unnecessary urbanisation. Although needed for rational productivity and safety reasons e.g. for KF bus turning it was felt that over-marking would ruin the village aesthetic. Discussion ensued about potentially restricting white line marking to a minimum e.g. hatch the KF bus area and disabled bay, paint Keep Clear and one solid line to mark the edge of the car parking area. It became clear that BS are also not wedded to the idea of white lining their fenced side of the car park. They are open minded on this and have the benefit of being able to call upon their security guards if there are parking issues within the car park. 17th Oct is BS' tentative date for line painting.

Action: Canvas views in News&Views on line painting in both PC and BS side of the car park and then raise in next PC mtg. BS to feedback compliments paid to their Security guard

- l. Kingfisher Day Centre raised the issue of their now defunct blue road sign. This had been damaged by a Meller contractor and they had promised to replace it
Action: Nik Fordham to resolve
- m. The possibility of seating in the new bus stop outside BS was raised again. BS explained that the design had been specified by B&D BC and that seating would have encroached on their delivery lorry sight lines.
Action: resident to get it confirmed in writing from B&D BC that a seat bench would be compliant and then BS will look into adding it
- n. It was clarified by BS that their fenced car park, leased from Portals, will remain in use after opening as a staff CP. However they will be encouraging staff and visitors alike to use public transport. They still have their minibus which they can potentially use for shuttle runs to the station.
There are 13 ops staff & up to 35 visitor staff but they work in shifts so will not all be parking at the same time - 2 people work each shift on operation of the distillery (24/7 operation) and 10-12 staff will work each shift on the visitor side. The security guard will monitor parking in lane. Deliveries and contractors will be allocated spaces by the security team. BS expressed their gratitude to residents for putting up with the last couple of weeks parking nuisance & thanked them for their patience in this final push.
- o. It was reported that a Mill contractor had been sleeping overnight in his van in the car park.
Action: capture registration and feedback to BS
- p. Car Park Freefolk
Action: put it on agenda for October PC meeting

1. Apologies for Absence: Charles Seligman, Richard Waters, Nicky Nicklin (Clerk).

In attendance: Caroline Jolly, Clare Albert, Nixie Graham, Bob Hough

2. Sign and approve minutes from meeting on the 15th July 2014.

Approved

3. Bombay Sapphire

1. Open Day.

Will Brix reported that on Friday 12th Sept the Bacardi board & family were visiting to open the site. This was to be followed by a number of opening events over the next couple of weeks and will finish with the 1st Oct public opening. Ticket sales are now live on: www.distillery.bombaysapphire.com

20th Sept a.m. and early afternoon is the local residents opening event. An apology letter for upheaval to the village with respect to van/car parking has been sent out. From L&F facebook page, feedback was that not everyone in village had received the letter. BS agreed to extend their circulation. They are treading carefully on invitation numbers as they cannot accommodate e.g. 1000 attendees. Ideally everyone in a household can come.

Finally Will thanked everyone again for their patience in the final push to the public opening of the distillery.

4. Maintenance Issues

The Fence next to Manor Cottages has been damaged whilst tree work was done by Sovereign Kingfisher earlier in the year. It had initially been propped up with wood but has now fallen completely.

Action: Clerk to write to SK to request replacement

The paving slabs in front of the wooden cross opposite Manor Cottages have been damaged. Action: Clerk to chase Highways again to ascertain who is responsible.

5. Speed Limit in Laverstoke Lane

Now that Whitchurch has 20 MPH signs on the B3400 it has been requested that the PC investigate a similar scheme in Laverstoke Lane. This has been a regular discussion topic & the PC have written to Hants Highways in the past to no avail. At Carfest a resident had spoken to police in attendance who said they would be quite willing to put a police mobile camera in the lane.

Action: Clerk to contact Hants Highways and police

6. Community Site

1. **Lady Rose Hall / Kingfisher Gardens** – PC will be landscaping down front and side of LRH. And re-turfing. Kingfisher have agreed to pay towards replanting of the “scrubby” patch outside their entrance.
Action: PC to discuss with KF at their next joint meeting (23rd Oct)
2. **Grant for landscaping/planting** – It is hoped that the PC can access Anna McNair Scott’s discretionary fund for help towards landscaping.
Action: Clerk to report back
3. **www.ladyrosehall.co.uk** website is up and running thanks to Bob Hough. Also pops up on Google Maps showing village hall, hall, meeting room etc. The clerk will keep the booking calendar updated. The PC will willingly receive ideas for content and welcome involvement by village. Building usage is being built up over time and it is early days. Weekend yoga workshops are the latest activity. Further marketing is required.
4. **Insurance (centre and site)** – Renewal is at 1st Oct. Quotes requested.
5. **Archery safety fencing** – Black Arrows have wanted to put in safety fencing since their arrival but the LRH refurbishment precluded them from doing so till now. They plan to fence across from the corner of the bowls area diagonally to the corner of Lady Rose Hall. The current football fence will be re-used and other reclaimed timbers too so that the “new” fence will be in keeping, if not identical, with the other fencing in the area. A light chain link/wire mesh will be fixed similar to that surrounding the playground fence. PC Chairman thanked Black Arrows for doing an amazing job of tidying their area and making a huge improvement to it. Full support of PC - Approved
6. **Car Park line painting** – as discussed in point k. of public time.
7. **Playground** – Cllrs Clare Albert and Nixie Graham along with residents Sue Smith, Alli Spooner & Lucy Arthur have had a meeting regarding the playground refurbishment. They have received an itemised quote for 11 items in order to get an idea of costs. To remove old equipment, fit new & include grass saver matting = £67, 515. The recommendation was that a few key play items would be preferable. They are getting 2 more quotes. As an alternative to direct fundraising the equipment suppliers have in-house funds department that try to provide access to e.g. grant funding for a 10% fee. Other funding bodies were discussed e.g. the CO-OP. The next playground meeting is in Nov. The broken beam in the wooden trim trail was raised. The MG have made it safe but are now considering what action to take next.
8. **Parish Website www.laverstokeandfreefolk.org.uk**
Now that Lady rose Hall web site is up and running the main parish web site needs to be updated and made easier to edit. It was discussed whether the parish site could be included or linked off the LRH site or whether the village Facebook site alone could be used. Overall it was felt important to have an up-to-date main site with links to eg LRH, the easyfundraising site for the Millennium Green, L&F News&Views etc. Facebook is not widely used by the older members of the community.
Action: easyfundraising article to go in Sept News&Views. Bob to be given logins and consider how to refresh the site. Nicky & Clare to keep content updated.
9. **Co-option of new councillor**
Jim Marsh would like to be considered as a Parish Councillor. He moved into Freefolk in July with his wife Lucy and two sons Alfie (4) & Barnie (3). Jim is originally from Somerset and has previously lived in Surrey and most recently in Ashe. Community has always been an important part of his life and he now wants to take an active part in ours. The Parish council have been through the requisite recruiting procedure and are able to co-opt Jim as their seventh Councillor. The Co-option was approved.
10. **Appointment of Clerk**
Rachel Abbott has resigned her position as parish clerk at the end of August. Following a handover Nicky Nicklin will be replacing Rachel. The Chairman asked the PC for consideration with respect to the clerk’s workload as the position remains paid at 8 hours per week. (Office hours to be issued in newsletter and on PC mobile phone.) Approved.

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11. Finance

1. Financial Summary July to September 2014

Treasurer account	Balance on 4/09/2014	£ 1052.48
BMM account	Balance on 4/09/2014	£ 5718.39

Paid Out - Internet

01.08.14	HMRC	£ 5.80
01.08.14	Clerks Salary	£306.20
01.08.14	Expenses	£36.36
01.08.14	Newsletter	£75
08.08.14	Kieron Beattie	£230.4
28.09.14	HMRC	£5.60
29.09.14	Clerks Salary	£306.40
29.09.14	Expenses	£15.85
29.09.14	Newsletter	£75
04.09.14	Hants County Supplies	£2.42

Paid Out - Cheques

101409	Printer cartidges	£ 22.60
101410	BDO (Audit Fee)	£480

Community Centre Account	Balance on 04/09/2014	£32273.17
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Paid in

16.07.14	Inv Lydia Bateman	£ 45
22.07.14	Inv John Ruffell	£ 163
24.07.14	Inv Karen Davies	£52.50
24.07.14	Opening Drinks Refund	£20
24.07.14	Opening Drinks refund	£61.48
18.07.14	Inv Dawn Waters	£85
01.08.14	HMRC Vat	£2498.22
06.08.14	Archery Club rental	£1000
02.08.14	Inv Tim Moore	£60
04.09.14	HMRC Vat	£853.56

Paid out – direct debit

31.07.14	E.ON	£8.58
31.07.14	E.ON	£39.34
01.09.14	E.ON	£8.65

Paid Out - Internet

16.07.14	Decorating Hall	£2460
16.07.14	Curtain installation	£75
16.07.14	Puresafety	£48.24
16.07.14	Partyrama	£68.39
16.07.14	Homebase	£86.65
16.07.14	Staples	£34.34
16.07.14	Keys Cut	£21.78
16.07.14	Homebase	£19.27
16.07.14	Opening Evening decorations	£58.94
16.07.14	Signs/postbox	£70.52
16.07.14	Fire Action signs	£14.83
22.07.14	ITM Ltd (LRH signage)	£990
08.08.14	Nicky Bond Curtains	£386.59

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28.08.14	Southern Fire Protection	£354
28.08.14	Expense amend for underpayment	£4.50
29.08.14	Office Shelving	£101.05

In the Community Centre account there is still an outstanding payment for Lady Rose Hall building works that is subject to further discussion around flooring. There is also PC insurance to pay at the end of Sept.

The income is looking positive. Although VAT remains a large contributor there is a further £800 cheque from BS for training days that has yet to clear that is not included in the above.

2. **Audit** – no comments were made by the auditors. Rachel was thanked for her excellent accounting skills
3. **Grant** – The Senior Citizens will be making an application and they have been chased to complete the official procedure.
4. **Updating bank mandate for new clerk and change of account address.** Approved.
Action: Clerk to proceed with bank and Bob Hough to register LRH with Post Office so that it appears on web-site drop downs and Google Maps entry.

12 Correspondence

Southern Water – sent a generic apology letter for not having completed our metering yet.

13 Planning

14/02189/LBC The Bombay Sapphire Distillery, Laverstoke Mill, Laverstoke, Whitchurch
Construction 2 new retaining walls in Mill House Courtyard. No objection from PC

Date of next meeting : 14th October 2014 at 8.00pm at the Community Centre

Sign.....Date.....