

# WEST TYTHERLEY, FRENCHMOOR & BUCKHOLT PARISH COUNCIL

## ANNUAL MEETING OF THE COUNCIL

HELD AT KING EDWARD'S HALL ON MONDAY 13<sup>TH</sup> MAY 2024 AT 7.15 PM

**Present: Cllrs H Urquhart, (Chair), F Collier, F Collyer, K James, M Down**

**In attendance: 9 Members of the public. Tom Brindley, Locum Clerk**

1. Election of a chair for the civic year 2024-25
  - a. Cllr Urquhart called for nominations for the office of chair of the council.
  - b. Being duly nominated and seconded, and there being no other nominations, Cllr Harry Urquhart was elected as chair of West Tytherley, Frenchmoor & Buckholt Parish Council for the civic year 2024/25.
  - c. Cllr Urquhart signed the Declaration of Acceptance of office.
  - d. Cllr Urquhart proposed, and it was accepted, that agenda item 2405/18 was brought forward.
2. Appointment of a Locum Clerk
  - a. Cllr Urquhart proposed that the council engage Tom Brindley, Todeka Ltd as locum clerk, Responsible Financial Officer and Proper Officer.
  - b. Members **RESOLVED** to make the appointment.
  - c. The locum clerk's hours were set at up to 10 hrs per week.
  - d. Cllr Urquhart signed a contract with Todeka Ltd for locum clerk services.
3. To appoint a Vice-Chair for the civic year 2024-25
  - a. Cllr Karen James, being duly nominated and seconded, and there being no other nominations, was elected as Vice-Chair of the council for the civic year 2024/25.
4. Apologies for absence: None
5. To review the council's Standing Orders, Financial Regulations, Code of Conduct, Risk Assessment and Asset register.
  - a. Members noted there were no changes proposed to the Standing Orders, Financial Regulations and Code of Conduct.
  - b. The clerk advised he had not had access to the Risk Assessment and Asset register and that these would be reviewed at a future meeting.
6. Minutes of the meeting of 8<sup>th</sup> April 2024.
  - a. The minutes, having been circulated, were taken as read and adopted.
7. Public participation
  - a. A member of the public reported a fallen tree in the recreation ground near the pedestrian access gate.
  - b. A member of the public reported that the war memorial was tatty and asked if the council could tidy it, including trimming the hedge back to its previous waist height?
  - c. A member of the public asked that councillors' contact details be added to the website.
8. Report from Test Valley Borough Council
  - a. Borough Cllr Stewart MacDonald addressed the council.
  - b. The Test Valley Borough Council (TVBC) Resilience Forum had met on 20<sup>th</sup> April. Several ideas were proposed following a wet winter and spring, including sandbags and home defibrillators.
  - c. A private meeting had been held between TVBC, Southern Water and the Environment Agency. The Southern Water investment programme was discussed. Southern water reported ongoing issues with inappropriate waste entering the system including wet wipes and waste fat.
  - d. Many householders were unaware of the regulations on development control covering Listed Buildings and Conservation Areas leading to inappropriate development and unnecessary applications. TVBC will try to improve communications. A booklet issued some years ago needs updating.

9. Report from Hampshire County Council.

- a. In the absence of County Cllr Nick Adams-King, Cllr MacDonald advised that Hampshire County Council was now fixing more potholes than were occurring, thus reducing the overall pothole problem.
- b. Dean Road was due for resurfacing following Virgin cabling works.

10. Finance

- a. To note the financial situation and agree the reconciliation of bank balances.
- i. The clerk advised members that the balances of the three bank accounts as of 30<sup>th</sup> April 2024 were:

1. TSB Current 00015194:	51165.89
2. TSB Club, Charity and Trust Account:	11005.35
3. TSB Business Instant Access:	1256.92

- ii. The clerk advised that as he had not yet received the accounting spreadsheet it was not possible to present a reconciliation.
- b. The following payments made in April were noted and payments due in May were approved.

May Payments due				
From	Item	Invoice Ref	Method	Amount
Hugo Fox	Website Hosting		DD	£11.99
RoSPA	Playground Inspection (happening in May)	(invoice not received yet)		£97.50
Staff	Holiday pay	Amount TBC by DM Payroll	BACS	
Any other payment requests received prior to the meeting.				

- c. The clerk was granted delegated powers to make the holiday payment when the payroll company advised the correct amount.

April Payments made				
From	Item	Invoice Ref	Method	Amount
Staff	Expenses & Office allowance		BACS	£25
West Tytherley fete committee	Float (fete funds kept in PC bank account)		BACS	£600
HALC	Annual Membership	6613	BACS	£315
Staff	Payroll-April pay + back dated pay from Feb/Mar 2024		BACS	£1146.81
Hugo Fox	Website Hosting		DD	£11.99
DM Payroll	Payroll setup & monthly charge		BACS	£41
M3 Automation	Karen Ross Locum Clerk services	0307	BACS	£110.53

11. Update on bank signatories.

- a. Members **RESOLVED** to appoint the Chair, Vice-Chair and Responsible Financial Officer as signatories to the council's three TSB Bank Accounts. These offices being held by: Cllr Harry Urquhart, Cllr Karen James, and Thomas Brindley.
- b. Members **RESOLVED** these signatories: Cllr Harry Urquhart, Cllr Karen James, and Thomas Brindley be given access to internet banking.

- c. Members **RESOLVED** that all other signatories be removed from the accounts.

#### 12. Planning

- a. **24/00681/FULL** Little Thatch, West Dean. Landscaping works to include terracing, patio and retaining wall.  
**WTFBPC Comment:** No objection
- b. **24/00975/TREES** Midthatch, 7 The Common, Dean Road. T1 - Conifer – Fell.  
**WTFBPC Comment:** Members were unclear as to which tree was being felled and requested more information.
- c. **24/00940/TREES** The Dove House 34 West Tytherley Salisbury Hampshire SP5 1NF T1 - Cedar- Removal of the three lower branches, T2 and T3 - Laurel (neighbouring)- Remove overhang, T4 - Ash - Removal of the large lower branches  
**WTFBPC Comment:** No objection
- d. **24/00942/TREES** 4 North Lane, Pollard maple and crown lift beech.  
**WTFBPC Comment:** No objection

#### 13. Reports

- a. It was confirmed that the Lengthsman scheme would be funded by Hampshire County Council for another year.
- b. Members requested a list of Lengthsman works completed and planned was circulated.
- c. It was reported that the footpaths were too muddy for a review, which would be held as they dried out.
- d. Footpath 12, Frenchmoor to West Dean had a broken stile, nr Glebe farm. It was unclear who the owned the land.
- e. Footpath 10, sawmill to Dean RD was difficult to traverse.
- f. Cleves cottage footpath. The definitive route was unclear.
- g. FP3 had ongoing issues A fence had been erected and the posts had penetrated a culvert causing flooding.
- h. Fencing work at the recreation ground was delayed by a change of contractor. The clerk was authorised to accept the quote from the new contractor.
- i. The whereabouts of a set of pavilion keys was discussed. If these could not be found imminently, power was granted to the clerk and Cllr F Collier to have a new set cut.
- j. The previous clerk had been passed three boxes of council papers. The locum clerk was asked to track down and take possession of the boxes.

#### 14. Resilience Plan

- a. The Village Hall had indicated it was ready to move forward on the project to install a generator at the Village Hall. Following discussions with the supplier, it was recommended that the generator be sited on a plinth adjacent to the building and not in the old boiler house.
- b. A hut would be built around the plinth to give weather protection and security.
- c. The land on which the generator was sited would be leased to the parish council.
- d. The generator would be the property of the parish council.
- e. Members **RESOLVED** to:
  - i. Enter into a lease with the Village Hall for the generator site. Members agreed to suggest a local solicitor.
  - ii. Seek advice from Test Valley Borough Council as to the requirements for planning permission and if this was not required, to obtain a Certificate of Lawful Development.
  - iii. Engage a contractor to prepare the groundworks, including the plinth and electrical connections.
  - iv. Purchase the generator and procure installation and commissioning.
  - v. Power was delegated to the clerk to make the necessary arrangements.
  - vi. Members noted the funding for this project was from the SSEN grant currently held by the council.

15. Correspondence

- a. Members **RESOLVED** to set up gov.uk email addresses for all members.
- b. After discussion members agreed to set up a domain as wtfb-pc.gov.uk
- c. Email addresses would be in the form of: [cllr.a.member@wtfb-pc.gov.uk](mailto:cllr.a.member@wtfb-pc.gov.uk)
- d. Power was delegated to the clerk to enter an agreement with H Fox Ltd for the domain name and email addresses.

16. Church Farm Culvert

- a. This culvert, although on private property, was causing difficulties to other householders due to silt build up. The council had been asked for assistance in clearing the culvert.

17. Matters for future meetings

- a. Greening project
- b. Fete fund management
- c. The locum clerk would liaise with the BDO (external auditor) to complete the 2022/23 audit which was still unresolved. It may be necessary to restate the 2021/22 accounts to correct the cash balance as of 1<sup>st</sup> April 2022. This work was a pre-requisite to completing the 2023/24 audit.

18. Date of next meeting: 24<sup>th</sup> June 2024.

Meeting closed 8.52