



Full Council Meeting Minutes

held on Tuesday 11th April 2023 at 18.30, in the Club Room, Village Centre.

Present: Cllrs Bridget Culley, Patrick Foote, Phil Jeffrey, Oliver Madge (Chair), Ed Makgill, Glenda Mew, Dave Peart, Gwen Randall,

In attendance: Parish Clerk, Maxine Owen Members of the Parish: 5

Meeting start: 18:30

94. Introduction led by the chair: General Welcome. The numbering on the Agenda for this meeting was incorrect and has now been revised and republished on the Parish Council Website.

95. Time allowed for public speaking:

A parishioner wished to speak on behalf of the Bowls Club concerning parking, and was asked by the Chairman if he was happy to speak at the Annual Parish Assembly happening after in the Main Hall. Parishioner agreed to this as the issue was likely to be of interest to the whole parish.

96. Apologies for absence: None

97. Declarations of interest: None

98. Receive reports from Borough & County Councillors: None present as two speaking at the APA starting at 19:30. One parishioner made the councillors aware that the borough were in a pre-election period, so would need to be careful to only report and not promote.

99. Minutes of Full Council meeting held 14th March 2023

99.1 Approved by: Proposed: Cllr Foote and seconded: Cllr Mew.

99.2 Apologies from Clerk as the Action list was not circulated in time for the meeting. The updated version will be circulated with these minutes.

ACTION: Publish Action List from meeting to Parish Council - **CLERK**



100. Governance matters:

100.1 The Asset Register is now updated to 31st March 2023 and included in the AGAR. (Pre-circulated). Unanimous approval from the PC.

Plans to be made to dispose of relevant items. (Offer from Cllr Culley to dispose of metal)
Lengthsman has been asked to quote for installation of memorial bench.

ACTION: Organise disposal of items – **CLERK & Cllr Culley**

ACTION: Follow Up with Lengthsman for Quote - **CLERK**

100.2 Safety Reports for the Stoke Play Area & All Equipment in Recreation Ground at St Mary Bourne are now traced from 2022’s inspection. Some remedial action required, but as nothing dangerous reported the council have decided that it was safe to wait for this years inspection that will be in May or June 2023 and review new reports and take appropriate action. Parishioners have offered to do simple maintenance/cleaning of equipment in Stoke Play Area.

ACTION: Safety Reports to be published to website- **Clerk**

ACTION: Follow-up on volunteer offers from residents in Stoke - **Clerk**

100.3 It was discussed that the Standing Orders and Financial Regulations will need to be reviewed and approved at the APCM in May 2023.

ACTION: Circulate Current Documents to Councillors for review – **CLERK**

100.4 Clerk advised Council that the final certificate from PKF Littlejohn LLP had arrived on 24th March 2022. So the Financial Year 2021-2022 is now formally audited and closed.

100.5 Clerk advised that The Register of Interests of the Councillors’ all need updating. Some are missing, others are possibly out of date. Agreed that everyone would complete new forms once the new councillor is on board after the election on 4th May.

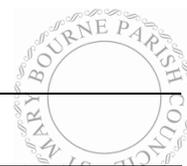
ACTION: Contact BDBC to ensure correct and most up to date forms are completed in May, and sent to the correct at BDBC - **CLERK**

101. Finance:

101.1 The following payments were approved.

Date	Payee	Description	Net	VAT	Total
01.04.23	SMB Village Centre	Hire of Parish Office in Club Room	£130.00	0.00	£130.00
13.03.23	Eclipse	Pest Control	£130.00	0.00	£130.00
01.04.23	HALC	Subscription for 23/24	£471.91		£471.91
24.03.23	PKF	External Auditors	£380.00	£76.00	£456.00
02.04.23	Contour Fencing	Repair of Post in VC	£105.00	£21.00	£126.00
10.04.23	Maxine Owen	Temporary Clerk	£1400.00	0.00	£1400.00
03.04.23	SSE	DD for Energy Supply	£91.25	£4.56	£95.81
03.04.23	SSE	DD for Energy Supply	£143.00	£7.15	£150.15
11.04.23	SMB Village Centre	Hire of Main Hall for APAon 11.04.23	£60.00	0.00	£60.00
11.04.23	Business Stream	DD Water Supply	£39.49	£0.00	£39.49

Initialed.....*Olly*..... Date *09.05.23*.....



Payments Approved in principle at last meeting/email for year-end now made:

29.03.23	Fieldform Ltd	Cricket Net Installation – 2 nd Invoice	£13724.00	£2744.80	£16468.80
31.03.23	Scofell	Grounds Maintenance	£686.66	£137.33	£823.99
27.03.23	Premier	Lengthsman	£812.50	£162.50	£975.00

101.2 – Balances

Bank Balances on 11.04.23:	Account A Reserves of: SIL - £27,000 Lottery grant - £ 9,440 Winterbourne £ 7,000 Playgroup - £ 2,420 Minimum 6 months Operating	New Receipts: Interest £57.83 - 11.04.23 Ninny’s House £500 - 31.03.23	£81061.45
	Account B	New Receipts: None	£453.71

ACTION: Make Payments as above - **CLERK**

101.3 Clerk advised that new 12 month contracts with SSE started on 3rd April 2023. Two further unmetered supplies that we receive invoices for are being checked by SSE. One supply is to the Lamppost, the other is unknown. SSE to provide details in next few weeks.
Unanimous approval – Proposed by Cllr Foote, Seconded by Cllr Culley

ACTION: Summary of Tariff agreed to be published – **CLERK**

102 Planning:

102.1 Currently on top of Consultee Responses. All No objections since last meeting.
Cllr Foote added for Tree Consultations.

102.2 Clerk advised that the Conservation Area Appraisal Draft Document and Councillors’ comments had been returned to BDBC, and a thank you had been returned by the contact at BDBC. The corrections/amendments would be made and the document would be made available for public consultation later in the year.

102.3 Cllr Culley raised a concern that currently, with the new system of managing the planning application consultations, on email rather than at a meeting, then nothing is being documented in minutes. Declarations of interest might also be missed, along with the opportunity for the applicant or parishioners to speak for or against an application.

It was agreed that the majority of applications are returned by the Parish Council as No Objection, but if the Parish Council is going to object, then the details of why and what comments are made on the consultation should be included in the minutes.

Cllr Peart commented that it was the duty of the Parish Council to challenge BDBC decisions, if necessary, in the best interests of the whole parish.

Clarity is required on the overall process where the Parish Council makes further comments or possibly support to an application and, if agreed by the council as appropriate, to reserve the option of attending the relevant BDBC Planning meetings. Any such agreement and action should be made a record within the minutes.

It was agreed that a Planning Committee Meeting should be called shortly after the APCM to review the Terms of Reference of the Planning Committee.

Initialed.......... Date 09.05.23..

ACTION: Organise next Planning Committee Meeting for Mid-May 2023 – **CLERK & Planning**

Responsible Person



103 Footpaths

- 103.1 Footpaths officer/Councillor to be confirmed at APCM when all roles are voted on for the year, and new councillor should be in place.
- 103.2 No specific works for Lengthsman currently.

104 Flood Emergency Group (FEG)

- 104.1 Latest meeting held 16th March 2023.
Minutes from the FEG Meeting & Updated Action Tracker are now on the PC Website.
Cllr Peart advised that it is thought that it is unlikely that the Bourne will flood this year, but it has been an exceptionally wet Spring. The FEG group are in touch with the Environment Agency and Southern Water. The Emergency Plan was updated at the meeting, and will be published after some final tweaks. The group also discussed organising a meeting with the Riparian Owners and the Environment Agency to reiterate their responsibilities concerning the river, but this could be expanded to include Roadside Hedges, Footpaths and Tree owners. With limited budget within the PC, costs should be being met by the correct party.
Dave Burlison accepted an invitation into the group, and has taken up one of the positions of Flood Warden in the Emergency Plan.
- 104.2 No specific works for Lengthsman currently

105 Highways

- 105.1 The white fence near the bridge in the centre of the village has a broken post, so no longer safe. Cllr Makgill reported the required repair on Fix My Street App, and Highways have inspected the required repair. Safety tape has been put up.
The Pot hole developing on the way into Bourne Meadow has been reported to Highways and has now been inspected; hopefully repair will follow shortly.
- 105.2 The Clerk requested that the council put together a series of statements to respond to parishioner enquiries. The PC only counts as one voice when reporting required repairs, it is often useful for all effected to report an issue.
- 105.3 It was suggested that the PC could put together a statement on Parking Responsibilities at the School and Village Centre. What the PC are responsible for, and what the PC have no jurisdiction over.

ACTION: Draft statements for review and approval – **CLERK & OM**

106 Recreation Ground & Lake

- 106.1 **Fishing:** The 2023-2024 Fishing Agreement is now signed and the first Qtr invoice sent. The lake is stocked and syndicate fishing. Details are still required from Alex Martin of the syndicate members for emergency purposes.
ACTION: Details of Syndicate Members from Alex Martin - **CLERK**
- 106.2 **MUGA:** There has been a request for the MUGA to be open for parking on specific days from the Village Centre. Their customers are struggling to park. Most of these classes run only during term time. The Clerk now gets a copy of the bookings timetable from the VC, so this will help managing the parking/MUGA better. Noticeboard required, as previously agreed, to inform users when to vacate their cars from the MUGA so not locked in. Offers from many councillors to open and/or close the MUGA on days required.

Initialed.......... Date 09.05.23



Cllr Madge and Clerk met with a representative from Fieldform Ltd who have offered to look at the site as a whole, and see whether small changes might improve things in the short term, and help the PC work towards a longer term plan for the area.

ACTION: Order appropriate sign for the Overspill Parking days – **CLERK**

ACTION: Timetable for regular opening of MUGA and Rota – **Clerk**

107 Other Business

- 107.1 **Kings Coronation:** Still nothing confirmed. Possibly a gathering of some kind on the Sunday of the Coronation Weekend. More people need to be willing to get involved.

Historically the Parish Council have not taken the lead in the organising of events, but have helped with Grant Applications for example. Cllr Madge proposed that maybe the creation of a communications and events working party may help with ongoing activities.

- 107.2 **Youths in the Rec at Night:** After Dave Burlison's kind offer to talk to the teenagers who 'hang-out' in the Rec in the evenings, he has made multiple visits to the area, and found no problem. Dave has had a quiet word with one of the youngsters, and asked them to pass on the message that the behaviour there has come to people's attention. This may be just enough to stop any anti-social behaviour.

Date of next meeting: Tuesday 9th May 2023 at 19:30

Meeting end: 19:15

Copies of Parish Council Minutes may be accessed at stmarybourne-pc.gov.uk - ParishCouncilMeetings

Initialed.......... Date 09.05.23