

LONGSTOCK PARISH COUNCIL
19:00 THURSDAY 18th MAY 2023 IN THE VILLAGE HALL

Present: Cllr Alice Foster (AFo) – Chairman
Cllr Selina Musters (SM) – Departing Chairman and Vice Chairman
Cllr Angie Filippa (AF) – Departing Vice Chairman
Cllr Kirsty Dominick-Gibson (KDG)
Cllr Charles Grieve (CG)
Cllr Sarah Johns (SJ)
Cllr Beccy Soper (BS)
In attendance: Clerk Gill Bulpitt, David Drew (DD) HCC Councillor, David Hall (DH) Ex-Chair of Governors of Test Valley School and 3 residents

1. **Election of Chairman and Vice Chairman:** AFo was proposed as Chairman by CG, seconded by AF, and unanimously elected by Councillors. SM was proposed as Vice Chairman by AFo, seconded by BS, and unanimously elected by Councillors.
 - Declaration of Acceptance of Office: Both AFo and SW signed the official DAO book.
 - Declaration of Pecuniary Interest: Any outstanding DPIs to be delivered to the Clerk. These need to be with TVBC within 28 days of taking up duties.
2. **Apologies:** Colin McIntyre (CM) Leckford Estate, Cllr Ian Jeffrey (IJ) TVBC Councillor. David Drew and David Hall both needed to leave at 7:30 to attend other PC meetings. It was agreed by the Chairman that DD and DH reports would be brought forward to the beginning of the meeting.
3. **Test Valley School**
 - Either Jo McKeon and/or Nicky Goodridge will attend the June PC meeting to provide an update and meet the PC. The school is still working on the plan to become an Academy in August and the OFSTED report
4. **HCC Update**
 - Primary schools – 98% have been accepted into one of their top 3 choices
 - Pot Holes – being done in priority order with safety and main roads being the top priority. Less are being reported which gives HCC time to catch up. Still important that anything is reported.
 - One.network – this website lists all the road closures and the reason for them in a particular area
 - Concerns raised by SM about outstanding issue with Salisbury Hill trees that has not been progressed by HCC since March 2023. This is a health and safety issue as it is near the school. **ACTION:** DD will investigate and Clerk to raise concerns with HCC
 - Blocked drain along Longstock Road has been outstanding over 3 months. **ACTION:** DD to investigate
5. **Declarations of interest**
 - None declared
6. **Minutes of PC Meeting of 13th April 2023**
 - Unanimously agreed for adoption and signed by AFo.
7. **Points from the Floor**
 - Parishioner raised the pothole at the beginning of The Bunny where it meets the A3057. **ACTION:** Clerk to report. In addition pot holes along Hazeldown **ACTION:** Clerk
8. **Policies**
 - a. Standing Orders – pre-circulated. Amendment agreed. 1) 3f members of the public may speak for more than 3 minutes at the discretion of the Chairman. 2) 9b agenda items at least 3 clear days 3) 22a all press enquires to be handled by the Chairman. With these amendments the Standing Orders were unanimously agreed for adoption and will be reviewed annually. **ACTION:** Clerk to update and arrange to be published
 - b. Financial Regulations – pre-circulated and unanimously agreed without amendment. **ACTION:** Clerk
 - c. Code of Conduct – unanimously agreed to continue with Code of Conduct as published.
 - d. CG suggested we put in the newsletter that any parishioner can have a copy of the policies if required. **ACTION:** SM
9. **Correspondence**

- TVBC – Public Consultation on Dog Fouling & Control - Unanimously agreed that supportive comments be sent to TVBC **ACTION:** Clerk. Discussion about provision of dog bins in the village. Agreed to place on June agenda.
- SSEN Resilience Fund – Unanimously agreed that PC will not apply. Village Hall Committee will consider proposals.
- Leckford Estate water – parishioner copied PC in on complaint to Leckford Estate about the water provision. Sent to C McIntyre who advised that bottled water is only provided if there is no water supply at all. CG requested a response to go back to parishioner. **ACTION:** Clerk
- Derek Halle from Stockbridge Parish Council has approached about forming a joint speedwatch team with volunteers from Longstock and Stockbridge. Stockbridge has a Speed Indicator Device that can be used. Derek Halle has offered to speak at the June PC meeting. Agreed that volunteers would be requested via the newsletter/facebook. If there were sufficient volunteers then a speedwatch team will be created. **ACTION:** SM/AFo to publicise
- Concern raised via the website about the cemetery and a smashed ornament/plants cut down. Response has been sent. CG requested a copy of all concerns should be sent to the PC members when received rather than discussed at the next full PC meeting. **ACTION:** Clerk

10. Planning

- 23/01083/FULLN & 23/01084/LBWN – Kingsfisher Lodge – single storey extension and alterations to construct exercise pool with Jacuzzi and associated plant room shed, together with workshop extension to existing single storey garage with art studio/annex over. No objection 6 votes Abstention 1 vote. **ACTION:** Clerk to email TVBC

11. Highways

- **24231815** - Drains blocked on Longstock Road – still outstanding. **ACTION:** Clerk already escalated with DD.
- **21664083** – Drains blocked outside The Cowshed - **ACTION:** Clerk to monitor
- **21651522** – Trees on Salisbury Hill – No change since March. **ACTION:** Clerk to send a strong chaser with Health& Safety implications to children of this not being fixed.
- **21670683** – Pothole outside The Cowshed **ACTION:** Clerk to monitor

12. Finance

- **Annual AGAR Governance Statement** - Clerk took the PC through each of the clauses of the Annual Governance Statement for 2022/2, and it was unanimously agreed that the PC complies with each of the conditions. **ACTION:** To be signed by Clerk and AFo
- **End of Year Accounting Statements** – Clerk already circulated the 2022/23 financial accounts in advance of the meeting. They were unanimously approved. **ACTION:** To be signed by Clerk and AFo
- **AGAR Certificate of Exemption** - Clerk confirmed that with both income and expenditure below £25k, LPC is able to declare itself exempt from external audit. Unanimous PC agreement for the Certificate of Exemption to be signed and sent. **ACTION:** Clerk/AFo
- **Audit Timescale** - Clerk laid out the timescale for the annual audit with internal auditor Patrick Coates. Target dates for the exercise of public rights to examine the accounts are 26th to 4th August. **ACTION:** Clerk
- **Monthly Finance Report** – pre-circulated. Agreed unanimously to renew the PC membership with HALC £241.58 and HALC Clerk training £115.20. Invoices signed by AFo and SM to authorise electronic payment.
- **NHP Grant** – this has been fully utilised for 22/23 when the final Plan-et invoice for £2272.00 is paid. Invoice authorised by AFo and SM for electronic payment. No funds will be returned from the NH Grant. There is still £1,000 left in the Parish funds from the TVBC NHP grant which will be used during the run up to the NHP public consultation.
- **Grand National Event** – Donation received of £666 from Hugo Denee as proceeds from the Grand National Event for the playground.
- **Coronation Big Lunch** – Total spend for the day £577 which is within the £600 budget set. PC unanimously thanked AFo for all her dedication in making the event happen and for a great day.

13. Councillors' Reports.

- Agreed that existing Councillors would keep their responsibilities with the exception that Trees will move to Environment. SJ will take over responsibility for Environment/Trees and dog waste issues with BS taking over the Playground.
- a. Affordable Housing and NHP. (AF)
 - NHP – AF advised the NHP steering group has a first draft of the plan. The next step is a public consultation which is planned before the summer. This will be done in conjunction with gathering parishioner's comments on the Longstock Road Safety Plan.

b. Allotments, Cemetery and Henry Smith Charity. (KDG)

- Cemetery – KDG will bring a review of the Cemetery regulations and fee structure to the next PC for consideration. A working group is preferred to agree the regulations and fees in view of the sensitive nature of the cemetery and legacy issues involved.
- HSC –The application for a new grant is due in now. KDG taking forward.

c. Footpaths and Lengthsman. (CG)

- Lengthsman – Work planned in May – Litter pick the roads, verges and banks throughout the village. Remove algae and verdigris from 9 benches and wash with anti-fungal wash. Cut back FP sign for FP3. Work planned for June includes dig out the drainage grips on verges on the East side of the road between Southside cottage and Bottom Road, Tidy up area around The Bunny bench and condition all other benches.
- Footpaths – the replacement Restricted Byway sign for Ratz Lodge, (Footpath 9), where it crosses the metalled road North of Hazeldown Farm, is in hand. **ACTION:** CG to monitor. Footpath 6 is overgrown but the owner will not cut between March to August due to bird breeding season.
- Question raised if FP 12 can be added to the list to cut. **ACTION:** CG

d. Test Valley School (TVS), Website and Longstock Road Safety Plan. (AFo)

- Website – All up to date with documents to be supplied by the Clerk to cover policies and procedures
- Road Safety Plan – the next stage is to ask Parishioners for their views. This will be done at the same time as the NHP.

g. Playground. (BS)

- BS to take over being the Councillor representative for the Playground. The ROSPA inspection is due in May. There are two elements to the playground 1) Maintenance with weekly checks to ensure insurance conditions are met and health and safety of the playground reviewed 2) Renovation of the existing equipment to meet ROSPA standards, identifying what works are required in priority order and associated costs together with exploring grants available and organizing fund raising. BS to take over maintenance co-ordination and a working group will be created to explore renovation. Date set for 30th May at 7pm for first meeting – volunteers to be sought via the newsletter and facebook. **ACTION:** BS, SM & AFo

e. Environment. (SJ)

- SJ to take over the Councillor environment representative and trees will be added to the portfolio.

f. Village Hall, Streetlights and Newsletter. (SM)

- Village Hall – Hannah Allison has taken on the cleaning of the village hall. There may be more than one person checking the defibrillator **ACTION:** SM
- Streetlights – These were not cleaned/maintained last year as it was not deemed to be required. Clerk will take forward maintenance as it is in the budget. **ACTION:** Clerk
- Newsletter – Meeting took place of the key stakeholders and a clear understanding of roles going forward. Advertisers have been chased and invoiced when they fall due. The newsletter currently breaks even.

11. Policy Review

- a. **Health & Safety at Work Policy** – pre-circulated and unanimously adopted
 - b. **Data Protection Policy** - pre-circulated and unanimously adopted
 - c. **Equality & Diversity** - pre-circulated and unanimously adopted
- Clerk will arrange for the agreed policies to be published.

12. Leckford Estate

- CM was asked for a report prior to the meeting and advised there is nothing to update the PC upon.

13. Matters Raised for next month's agenda

- Dog waste bins (SJ)
- Feedback from the playground working group first meeting 30/05/2023
- Cemetery fees and regulations (KDG)
- Board for the Village Hall celebrating previous Chairmen (CG)
- Litter picking (CG)

14. Date of Next Meeting

- Agreed as Thursday 8th June at 7:00pm

The Chairman closed the meeting at 9.45 pm

Monthly Finance Report for Longstock PC Meeting

Month: April 2023

Date of PC Meeting: 18/05/2023

Bank Account Status as at 30/04/2023

Current Account	£ 14,880.45
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Income Received in April 2023 (01/04/2023 to 30/04/2023)

(Items included in the current account balance above)

Type	Date Received	From	Description	Amount
BACS	04/04/2023	McConnachie	Newsletter subscription	£ 20.00
BACS	12/04/2023	TVBC	Precept	£ 4,500.00
BACS	17/04/2023	TVBC	Coronation Grant	£ 500.00
BACS	17/04/2023	The Hub	Newsletter Advert	£ 125.00
BACS	27/04/2023	S&J Maddock	Cemetery - Taylor	£ 60.00

Payments Approved in April 2023

(Items included in the current account bank balance above)

Type	Date issued	Payee	Detail	Amount
BACS *	05/04/2023	Planet Evolving Together	NHP Consultancy	£ 1,026.00
DD	21/04/2023	SSE	Street light electricity	£ 48.98
BACS *	26/04/2023	Ivan Gibson	Cemetery & Playground maintenance	£ 625.00

* Faster Payment authorised by Cllrs Musters and Burnfield