

LONGSTOCK PARISH COUNCIL
19:00 THURSDAY 9th MARCH 2023 IN THE VILLAGE HALL

Present: Cllr Selina Musters (SM) – Chairman
Cllr Angie Filippa (AF) - Vice Chairman
Cllr David Burnfield (DB)
Cllr Hugo Denée (HD)
Cllr Kirsty Dominick-Gibson (KDG)
Cllr Alice Foster (AFo)
Cllr Charles Grieve (CG)
In attendance: Clerk Gill Bulpitt, Cllr Ian Jeffrey (IJ) TVBC Councillor, David Drew (DD) HCC Councillor, David Hall (DH) Chair of Governors of Test Valley School and 2 residents

1. **Apologies:** Colin McIntyre (CM) Leckford Estate, Cllr Hugo Denée leave at 20:30 due to personal commitments and Cllr Alice Foster at 21:30 due to personal commitments
2. **Declarations of interest**
 - None declared
3. **Minutes of PC Meeting of 9th February 2023**
 - Unanimously agreed for adoption and signed by SM.
4. **Points from the Floor**
 - None
5. **Planning Applications**
 - **Church Farm – Creation of field access, installation of field gate from The Bunny and provision of hardstanding (retrospective)** - already circulated by email to the PC. Unanimous - PC SUPPORTED. **ACTION:** Clerk to email TVBC
 - **Long House – Demolition of existing flat roofed garage and construction of new home office and ancillary annexe** - already circulated by email to the PC. Unanimous - PC NO Supported. **ACTION:** Clerk to email TVBC
 - **Rosedale House – Tree works** - - already circulated by email to the PC. Unanimous - PC SUPPORTED. **ACTION:** Clerk to email TVBC
 - **Planning Updates** - Clerk advised Braehead wall works had consent given by TVBC subject to conditions and Old Thatch request has been withdrawn.
6. **Highways:**
 - **21640247 - Street sign missing for Bottom Road.** A street sign has appeared but still requires concreting in. **ACTION:** Clerk to monitor
 - **21648508 - Test Valley School Bus Bay – Pot Hole** - Completed
 - **21637044 - Roman Road pothole outside No 20 – Pot Hole** **ACTION:** Clerk to monitor
 - **24231815 - Drains blocked on Longstock Road –** Further information provided to HCC and awaiting a contractor. DD advised he can get into the ‘back office system’ on any highways reported issue which will give further detail if we email him the reference. **ACTION:** Clerk to request further information
 - If members of the PC report a highways issue then send the reference to the Clerk where this can be monitored and further information can be requested if required. **ACTION:** All
7. **Local Election**
 - A new parish council is due for election in May. The Clerk provided further details regarding the nomination process and the timetable of key dates. The Clerk has offered to take the nomination forms into TVBC. Any forms delivered to SM at Longstock Mill by 27th March will be collected by the Clerk on 28th March and delivered to TVBC in person on 29th March. This will enable any queries raised to be rectified before the closing date of 4pm on 4th April 2023. Clerk will email the nomination forms to all PC members and this can be forwarded to anyone who would also like to stand. Clearly, anyone can take their nomination form to TVBC directly, if they would prefer. Information to be added to the website to promote further. **ACTION:** AFo to add Election details to the website provided by the Clerk. **ACTION:** Clerk to email election forms

8. Finance

- **Monthly Finance Report** – Clerk circulated PC Bank account status also showing approved February payments and income receipts. Reviewed and approved. The Bank balance is £11,944.25 and a screen shot of the online Bank account balance was provided. Cllrs noted the income and expenditure against screen shot Bank balance shown. These documents will be provided with the agenda for future meetings.
- **Budget 2022/2023** – A projected year end position was provided and noted. Income is greater than expected at this point due to a larger than expected VAT refund and NHP grant. Any unused part of NHP grant will be returned. Expenses are about as expected. Clerk raised a concern regarding the current income receipts for the newsletter as these are not covering the newsletter costs. There are some delinquent debts. **ACTION:** Clerk will liaise with SM and Nigel Rugman to take forward recovery of the funds and outstanding invoices.
- **PC Bank Account Signatory Mandate** – Identified with the Bank that the ex-Chairman is the principal contact and until this changed, the Bank will not change the mandate. CG raised that as the elections were approaching then should this be held off until the new PC is in situ. Clerk advised she would rather have it correct now and change again if needed in the future. Agreed that SM would be the principal contact. **ACTION:** Clerk to arrange for the necessary forms to be completed.
- **Authorisation of online PC Payments** – Clerk advised that now she has on-line banking to the PC account then this also gives the ability to make automated payments from her secure access without the need for two signatories from the PC. It was unanimously agreed by the PC that should the Clerk need to transact an automated payment then two signatories would authorise the payment via email or at a PC meeting prior to the payment being made. The payment authorisation will be held by the Clerk for audit trail purposes.
- **Grass Cutting Contract** – Daniel Robins and SM signed the contract and he will start work on 01/04/2023. The contract has a one month break clause and was handed to the Clerk for safe keeping.

9. Councillors' Reports.

a. Affordable Housing and NHP. (AF)

- Affordable Housing – NTR
- NHP – AF advised the NHP grant of £7,995 has been received and the outstanding invoices to Plan-et have been settled. The NHP steering group met and is now working through the elements of the plan. Individuals have been allocated a segment to follow up. AF to share more information with the PC and parish soon.

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

- Cemetery – Cemetery clear up 11th February 2023 went well. Vote of thanks given to all volunteers and especially DB who provided the soil and lifting equipment. One person raised a concern to KDG that an artificial Christmas wreath had been removed from one of the graves. There is a clause in the regulations about artificial flowers; however it is open to interpretation. Also items on graves can hinder the mowing of the graves. The Chairman brought forward agenda item 13 b) Cemetery regulations. The regulations were last updated in 2017. They are on display in the Cemetery. A reminder provided that all new applicants will be asked to sign a copy of the regulations. KDG will review the regulations with a view to provide a proposed update to the next PC meeting for agreement. **ACTION:** KDG. In addition it was agreed that the cemetery regulations should be an annual PC agenda item to review. **ACTION:** Clerk
- HSC – to be discussed in closed session

g. Playground. (HD) (Agenda item brought forward as HD had to leave the meeting at 20:30)

- Playground
 - Weekly checks are being done. Clerk asked about maintenance of the records. HD will forward completed checks to the Clerk each month for record keeping purposes. **ACTION:** HD
 - HD provided an update on grants. He is in the process of and applying for some grants including Tesco, ASDA
 - A series of events are in the planning. Grand National event already scheduled for 15/04/2023. There will be no bouncy castle in view of the insurance costs. The Longstock Water Gardens have been secured for an evening event on 06/07/2023. Events will be promoted in the newsletter and on the website.
 - To support any events in the Village Hall for fund raising, HD suggested that Wifi would be of benefit. AF agreed to investigate the costs involved. **ACTION:** AF

c. Footpaths and Lengthsman. (CG)

- Lengthsman – He is catching up on tasks missed whilst he was off sick such as clearing out the drainage grips between Bottom Road and Southside, cleaning road signs and the bridge over the Test between Longstock and Stockbridge. His March tasks include replacing the footpath sign on Footpath 3 where it meets the Danebury road, cutting back foliage on Salisbury Hill and cleaning the notice boards. CG confirmed he has signed the Lengthsman contract on behalf of the PC with the Lead Parish, Stockbridge. The Lengthsman has put up his fees. As a

result we will receive fewer hours work.

- Footpaths – the Restricted Byway sign for Ratz Lodge, (Footpath 9), where it crosses the metalled road North of Hazeldown Farm, is missing. CG has requested a replacement. **ACTION:** CG
- Drains blocked – two areas highlighted with blocked drains that require reporting – Opposite the Cowshed and opposite Windover at the crossroads. **ACTION:** Clerk

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

- Website – There are documents on the website that are out of date such as '20 is Plenty' and some statutory notices. Clerk will review the statutory notices and identify with HALC what should be published **ACTION:** Clerk with AFo
- TVS – DH gave an overview of the current situation at Test Valley School. The Academisation is on track to happen by 1st August 2023. An interim executive board will be appointed. All leadership appointments have been made. The focus has moved onto safeguarding with upskilling being put in place. DH advised that there had been no significant attrition of pupil numbers. Going forward DH will provide a written report to AFo prior to the meeting. Jo McKeon and/or Nicky Goodridge may attend the PC meeting.
- Longstock Road Safety Plan - NTR

e. Environment. (DB)

- DB reported that some villages have put QR codes around the village and on footpaths. These can be used to provide historical facts about the village or say footpath routes. PC agreed this was a good idea and DB to investigate further and present more information at next PC meeting. **ACTION:** DB

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

- VH – NTR
- Streetlights – NTR
- Newsletter – Lois Opperman has stepped in as editor to replace Rosie Flewitt. Advertising income already covered in agenda item 8

10. Leckford Estate

- NTR

11. HCC & TVBC (DD & IJ)

- DD has already provided a HCC update that has been circulated to all PC. DD advised that the footpath cutting schedule would be presented at the next meeting. Also Mandy Ware who is dealing with the Longstock Road Safety Plan has been promoted and the PC will have a new contact. Assurance provided that the Longstock Road Safety Plan is still under consideration.
- The latest Mid Test Matters had been circulated to the PC in advance. IJ advised that the King's Coronation grant of up to £500 is still available to apply for. The Councillor Community grant is open until 22/03/2023. There is also a funding portal Test Valley 4 Community that could be useful for future events. The website is www.idoxopen4community.co.uk/testvalley

12. War Memorial Garden Clear up

- Barn Cottage residents have offered to burn any green waste. Date agreed of 1st April with certain members of the PC volunteering to attend

13. Cemetery

- SM raised that the review of the charging structure had been outstanding for some time and it was more appropriate for a current member of the PC to review and bring forward proposals rather than the ex-Clerk. KDG volunteered to undertake a review and present at next month's PC. **ACTION:** Clerk to add to the agenda

14. King's Coronation Community Event

- AFo taking forward with HD. Event will be on Sunday 7th May. Meeting with volunteers from the village taking place next week. Draft plans already in place. Clerk confirmed that the TVBC grant application had been submitted. Further details to follow. **ACTION:** AFo and HD

15. Queen's Jubilee Cherry Trees

- Sophie Walters (SW) was invited to provide an update. 62 trees paid for by residents. All trees have now been planted on private land, except 6 which Longstock Nursey could not supply yet. The trees may bloom this year, however they will create a bigger display in years to come. SW confirmed that some trees were planted without the correct permission being sought from HCC. This has now been resolved and all trees are planted on private land. The final 6 trees will be delivered soon and the final invoice will need to be settled. There should be some

funds left over as the cost of the trees differed from the initial quote to supply. Clerk will calculate any surplus funds. **ACTION:** Clerk. CG wanted noting a vote of thanks to SW and other volunteers, especially the Burnfield family, for making the project happen.

- CG suggested a plaque to commemorate the Queen's jubilee and the Cherry Trees. PC supported the idea. **ACTION:** CG to investigate the design and cost of a plaque and present at next meeting

16. Standing Orders

- Paper pre-circulated with the agenda showing the model Standing Orders from HALC with optional paragraphs highlighted in yellow. It was agreed that these should be confirmed during the AGM following the election. **ACTION:** Clerk to note as agenda item. In the meantime, AFo agreed to review the optional paragraphs with the Clerk so a suggested version can be presented at the AGM.

17. Test Valley Association of Parish and Town Councils

- SM advised a useful meeting especially regarding the responsibility of keeping listed buildings up to date.

18. Correspondence

- Paper already pre-circulated with the agenda and noted by Councillors.
- SM advised that Miles Bulpitt had emailed the Chairman requesting a 6 month extension of the permission to continue to use the disused Chalk Pit at Bottom Road for access as his building work is taking longer than expected to complete. The Clerk declared an interest and took no part in the discussion. PC unanimously supported the extension. **ACTION:** SM to confirm
- SM confirmed that we have received a complaint and Freedom of Information request to the PC. All details remain confidential.

19. Matters Raised

- None

20. Date of Next Meeting.

- Thursday 13th April 2023 at 6.00 pm – in the Village Hall. This will be the Annual Parish assembly at 6.00pm followed by the Parish Council Meeting at 7.00pm.

21. Public asked to leave the meeting

22. Henry Smith Charity (HSC)

- SM read out a number of letters of thanks for the donations that had been made. There are no more funds available at this time. KDG will take over the lead for the HSC and was passed all the archive records by the Clerk.

23. Clerk Contract

- Remuneration was discussed and a figure of £2,500 proposed by AF and second by SM and unanimously supported by PC. Clerk to be offered a 12 month contract. **ACTION:** SM to take forward

The Chairman closed the meeting at 9.50 pm

Receipts and expenditure

Bank Account Status as at 28/02/2023

Current Account	£ 11,944.25
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Income Received in February 2023 (21/01/2023 to 28/02/2023)

(Items included in the current account balance above)

Type	Date Received	From	Description	Amount
BACS	23/01/2023	PDM Firewood	Newsletter Advert	£ 50.00
BACS	27/01/2023	Groundwork	NHP Grant	£ 7,995.00
BACS	03/02/2023	Haydown Kitchens	Newsletter Advert	£ 112.50
CHQ	21/02/2023	Stockbridge school	Newsletter Advert	£ 85.00

Payments Approved in February 2023

(Items included in the current account bank balance above)

Type	Date issued	Payee	Detail	Amount
DD	23/01/2023	SSE	Street light electricity	£ 48.98
CHQ	14/02/2023	Mark Flewitt	Clerk salary and expenses	£ 1,088.89
CHQ	14/02/2023	Plan-et evolving together	4 x invoices consulting work for NHP	£ 5,472.00
DD	22/02/2023	SSE	Street light electricity	£ 48.98

Payments Approved in February 2023

(Items NOT included in the current account bank balance above)

Type	Date issued	Payee	Detail	Amount
CHQ	14/02/2023	HMRC	Clerk Tax	£ 600.00