

Minutes - Monthly Meeting, Moulsoford Parish Council

Thursday 9th November 2023, Moulsoford Pavilion

Members present:

Chair: Cllr Sue Powell (SP)
Vice chair/Minutes: Cllr H Shaw (HS)
RFO and member: Cllr B Partridge (BP)
Members: Cllr M Eagle (ME), Cllr M Mousley Jones (MMJ)

District Cllr Cllr Anne-Marie Simpson (2nd half)

Apologies:

District Cllr Cllr Ben Manning
Clerk: Andrew Harris (AH)

Public & press: 3 members of the public
Sarah Elvie (Chair of 100 Club)

Meeting started 19 30

Item	Outcome	Next steps/actions
<u>Administration</u>		
1. To receive apologies for absence and approve reasons given	All present	None
2. Declarations of interest	No change	None
3. Requests for dispensations	None	None
4. To approve the minutes of previous council meetings	BP proposed approval of meeting minutes for 12 October, MMJ seconded.	SP has signed off, AH to file and post final version on website and public noticeboard.
<u>Planning</u>		
a) Review revised information received 4.10.23 for P23/S2380/HH Breach House	No strong views – SP clarified extent of hard landscaping will be minimal and hedges will be retained.	
b) P23/S2379/LDE 2 Cranford Cottages – use of land as residential garden	Decision of planning office noted.	SP/AH to follow up re. progress on enforcement notice lodged on previous tennis court application for Cranford Cottages.

		9/11/23 Action again carried forward from previous Council
	No new planning applications have been received.	
<u>Parish Matters</u>		
5. Broadband	<p>HS has sourced template wording for use of broadband in the pavilion for the hirer agreement and the use and signage in the pavilion. This has been forwarded to the Pavilion Management team.</p> <p>HS will meet in the pavilion with Nigel Mansford (NM) and Tony Hughes (TH) to discuss location, a small cupboard (physical security) for the router and software security of router (parental controls), which is scheduled for next month.</p> <p>Closing this off will allow us to actively market broadband as part of the pavilion rental offer.</p>	MPC and MPMC to agree siting of the broadband access point and router. HS, NM, TH
6. Highways monitoring	Data from recent highway monitoring has been reviewed and circulated.	<p>AH to post summary of the OCC report on the website and a link provided from Facebook and in Moultsford News. This will enable people to review OCC survey, should they wish.</p> <p><i>Action completed</i></p>
7. Allotments	Letters requesting back payments for allotments to be sent out asap. Also need to confirm who still wants their allotment for 2024-2025 period.	<p>Following actions need to take place:</p> <ol style="list-style-type: none"> 1. Map allotments that are still leased (BP) <i>c/f from 12/10/23</i> 2. Collate list of current allotment holders (BP) <i>c/f from 12/10/23</i> 3. Assess rent which will need to be paid to SODC, plus cost of any remedial work for plots which have been left to go wild. (MMJ/AA) <i>c/f from 12/10/23</i> 4. Calculate how much we need to charge allotment holders for renting land (and whether this

		<p>amount should be adjusted based on size of plot). (MMJ/AH) <i>c/f from 12/10/23</i></p> <p>5. Brief allotment holders on proposed changes and allotment rental responsibilities (SP, MMJ) <i>c/f from 12/10/23</i></p> <p>6. Issue renewal letter to all allotment holders – use standard MPC letter which AA has on file as template (AH) <i>c/f from 12/10/23</i></p>
8. Update on River Access	<p>SP has arranged to meet with AA and the Beetle & Wedge on 10th November.</p>	<p>SP/AA to work on agreement with B&W.</p> <p>SP/MMJ to look into whether there are grants which MPC could apply for to make slipway /enhance the jetty. <i>Action c/f from 12 October 2023</i></p>
9. Playground	<p>AH has booked playground inspection for January 2024.</p> <p>MMJ researching possible capital grant for the playground (replacing broken play equipment etc)</p>	<p>MMJ researching possible grants</p>
10. Recreation Ground	<p>MMJ setting up a meeting with Pete and JB to look at tree works required, and also desired planting.</p> <p>MMJ has lined up a number of volunteers for horticultural work including dead hedging/ pegging down dead hedging in the Rec.</p> <p>MMJ researching funding for possible community orchard. Deadline for funding is 8/1/23</p> <p>Large concrete base in rec woodland area can be used for bench and possibly picnic table</p>	<p>MMJ to get plan and quote for tree works</p> <p>MMJ to setup meeting re: Community Orchard</p> <p>MMJ to try to organise removal of rope and wood play equipment in rec woodland</p>
11. 100 club	<p>SE requested that MPC select a discrete item to put 100 club money towards.</p>	<p>AH to get quotes for recycled plastic bench</p>

	<p>Agreed to source a recycled plastic bench for Badger bank with 100 club money.</p> <p>Idea to purchase new / move goal posts on the rec to area that does not flood using 100 club money</p> <p>MMJ researching possible capital grant for the playground (replacing broken play equipment etc)</p>	MMJ to check feasibility of moving goal posts
<u>Audit and Budgetary issues</u>		
12. Financial report (BP)	<p>BP walked through current finances.</p> <p>To aid with budget all councillors to seek out quotes in their areas and forward to BP for the budget. Where BP doesn't have definitive information, he will use an estimate based on last year's figure plus inflation figure.</p> <p>BP to include a small training budget for new Chair, new Councillors, new parish clerk etc.</p> <p>BP to circulate current financial position and budget at least by 30th November to give councillors time to review ahead of next meeting on 7th December.</p> <p>The aim is to agree the precept 2024-2025 in the December meeting.</p>	<p>BP to send email to SP/HS confirming how much money to be moved from/to project bank account</p> <p>All councillors to get quotes for their areas and forward to BP</p> <p>BP to draft precept and budget.</p> <p>BP to circulate financial documents by 30th November 2023</p> <p>.</p>
<u>Actions c/f from previous meeting and not discussed in meeting</u>		
13. Procedures & bank account access	<p>Once new Clerk in post need to develop robust procedures for bank processes, signoff for invoice payments, signoff for quotes and scheduled works.</p> <p>Need to review the Audit report to ensure all issues raised are addressed</p>	BP, HS, AH, SP
14. Councillor training	AH has booked training courses for Councillors	<i>Action completed by AH 9/11/23</i>
15. Approval for CPRE membership	Approved, AH to action	AH
16. 100 club payments	BP to advise Sarah Elvy re. correct account to pay 100 Club money into.	BP

17. Highways monitoring	Data from recent highway monitoring has been reviewed and circulated.	AH to post summary of the OCC report on the website and a link provided from Facebook and in Moulsoford News. This will enable people to review OCC survey, should they wish. <i>Action completed</i>
18. Consultation on possibility of moving to 20mph speed limit	A simple survey will need to be created to collect the villagers views on trialling a 20mph speed limit along the A329 main road only.	HS & MMJ to lead preparation of survey, with input from other councillors. The traffic should be included in Nov's MN as well as on website and on FB. <i>c/f from 12 October 2023</i>
Next meeting		
19. Agenda items for next meeting – 7 th Dec	Budget 2023 – on track? Budget for 2024 – options for precept	ALL to advise AH/SP on any additions.

Meeting ended: 21:30