



Ordinary council meeting
held on Tuesday 11th October 2022 at 19.30, in the Village Center.

Minutes

Present: Cllrs Patrick Foote, Cllr Jeffrey, Oliver Madge (Chair), Ed Makgill, Glenda Mew, Kevin Noble, Dave Peart, Gwen Randall.

In attendance: Temp Minute taker- Jo Perry. Members of the Parish: 6.

Meeting start: 19:28

15. Introduction led by the chair:

Jo Perry, as a previous councilor, kindly stepped in and volunteered for taking the minutes during the Clerks current absence.

This meeting and those ongoing will be digitally recorded, to provide a point of referral if necessary and also becomes the details for the minutes to be compiled. The master recording / word file for each meeting will be retained in Parish Office Admin.

16. Time allowed for public speaking: No matters raised.

17. Receive apologies for absence: Cllr Bridget Culley.

18. Declarations of interest: None.

19. Receive reports from Borough & County Councilors

Outcome No attendance or report submitted. Councilors to be asked if they have any reports to be included.

Action: Temp Clerk

20. Minutes of Full Council meeting held 13th September 2022 (previously circulated)

20.1 Approve the minutes – P: Cllr Noble and S: Cllr Randall – the minutes were signed and saved as accurate.

20.2 Review the status of actions agreed at the meeting. Included as part of this meeting.

21. Governance matters:

22.1 HALC Membership has been applied for and the invoice has been received. To be actioned following this meeting.

22.2 Procedure documents: Self-Certification Form; Absence Management Procedure; DSE Policy; Disciplinary Procedure and the Privacy Statement.

These documents form part of the Parish Councils governance and due diligence and will be retained within the office admin and copies will be issued to those as necessary.



22.3 Operational Documentation Review and Responsible Persons:

The administration of documents, including implementation, adoption and review is required as part of the due diligence of the council and is an employer's responsibility to manage.

Ongoing there will need to be a shared responsibility among the councilors for all parts of the governance documentation, including statutory and responsible operational policies.

Outcome 22.1 – all agreed to progress with annual fee payment and renew membership.

22.2 – Policies were adopted by the Council:

Action: Upload to website and forward to HR First. Temp Clerk

22.3 – Ongoing process to review existing and update as necessary.

Action: Temp Clerk and OM

22. Finance:

22.1

Date	Payee	Description	G.Total - £	Inc Vat
Paid				
03.10.22	F Tarrant	Services around parish	430.08	
06.10.22	B Sawyer	Wages	491.79	
06.10.22	HMRC	PAYE	525.74	
05.05.22	HMRC	Underpaid PAYE	304.58	
05.07.22	HMRC	Underpaid PAYE	550.80	
Due 12.10.22, unless stated				
01.07.22	Eclipse	Pest Control Svc (July)	130	
	Vision ICT	Emails	43.20	7.20
	SMB Hall	PC Office (April-Sept)	780	
	Eclipse	Pest Control Svc	130	
	Scofell	Monthly grounds maintenance	823.99	137.33
	SMB Hall	PC Office (Oct)	130	
	HALC	Membership	462.93	
	Premier G	Lengthsman	2820.00	470.00
	Cricket club	Expenses and Materials	2969.16	
	Martin Clay	Spring & Summer Grounds Maintenance	1243.75	
	Scribe	12 Mts PC Accounting software	288	97.00
	Scribe	Initial set up and support fee	194	
	PC Office	Expenses	406.32	

Three additional invoices were added to the agenda, they were found within PC admin email, after the agenda was posted, but were overdue for payment and so included within.

More information is required, but it appears that no VAT claim has been made over the last 18 months.

22.2 OM Proposed a credit card for expenses and non-PO purchases.

22.3 Sign up for Scribe – Parish Council software and renew 22.23 budget.

This is a software accounting package, aimed at Parish Councils. They provide complete set-up support and ongoing training guidance. The initial set up fee is one time.

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Outcome 22.1 – No objections to payments made or to be made. Ongoing, all payments due will be accumulated and approved at the ordinary meeting.

VAT reclaim to be taken up with HMRC.

Action: OM

22.2 – No objections to obtaining a credit card for use on non-PO purchases, effectively a petty cash replacement.

Action: OM to review options with Lloyds.

22.3 – No objections to sign up for Scribe set-up / support fee and the annual subscription.

Action: Temp Clerk and OM

23. Responsible Persons:

23.1 List responsibilities of the Parish Council and allocate a responsible person.

The activities of the Parish Council and the Clerk need to be listed and distributed among all so that tasks are appropriately actioned and checks are applied to ensure completion.

23.2 Local maintenance working party team.

Considering the increase in contractor rates and the decreases in central funding for localized works, it is proposed to set up and suitably equip a local (residents) working party to undertake minor tasks. Not just to minimise cost, but to react sooner and action as necessary.

Equipment and training will be required; however this will become a more cost-effective option for tasks. The example provided was the footpath leading between SpringHill lane and the Woodland memorial where the footpath overgrowth has been quoted as 17 hours of labour.

Outcome 23.1 – This is across the board for tasks and actions and will be detailed over the coming months. Agreement to be discussed and allocated as to who is the responsible person and how these tasks are implemented.

These enhancements will be included with the appropriate Terms of Reference, standing orders or policies within which the Parish Council operates.

Action: Ongoing

23.2 – No objections received to initiate an initial working party and look to procure suitable 'amateur' equipment and competence training. Refreshments to be provided to those who contribute their time. Works which require risk assessments may need to adopt systems of work to ensure safety.

A plan of action is also required between the works provided by BDBC/ Hampshire highways, the lengthsman and those which may be achieved by the local team.

The example was Grips around the parish, which are a necessary function for water disbursement and may not have been cleared for over 12 – 18 months.

A plan and action list document has been forwarded from Katie Dixon and this will need to be updated and implemented ongoing. Thanks to Ed Makgill for making a start on Bourne Hill grips.

Action: Ongoing

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24. Planning:

24.1 Any objections from planning portal:

24.2 Documentation Review:

The process and timings of the planning sub-committee was discussed. Previously planning applications were reviewed twice per month, over the last 4 years this has reduced to once per month; often with the clerk being the person to highlight an approaching comments date.

The notion of a Responsible Person, from the councilors, was discussed as someone who would undertake the action of monitoring the Planning Portal on the PC website as well as any email updates to the clerk from BDBC. Undertaking more frequent checking will also give the PC time if further discussions are needed on any proposals.

Any design issues on the application, which doesn't align with the guidance as provided by BDBC and the PC Terms of Reference could then be highlighted to all and appropriately discussed.

If no objections were received, this would be recorded at the subsequent ordinary meeting.

24.3 Councilors points of view and independence.

It was discussed that the Parish Councilors should provide independent and unbiased points of view with planning and potentially not comment on applications as this may be seen as 'adding weight' to an application.

Outcome 24.1 - Concerns were raised over the plans for a Swimming Pool within Springhill House, due to the bridge within their grounds not being strong enough to carry concrete lorries or the potential alternative route up and along SpringHill Lane.

No objections on other applications.

Action: Situation to be monitored ongoing

24.2 – Ongoing development plans required on the process of Planning. HALC have an Introduction to planning for Local Councils web seminar, due 10th November. Information to be circulated to all and ongoing discussion required.

Action: Temp Clerk

24.3 - Does a councilor have the right to comment as member of the public or should personal points of view be withheld, so that if required, council meetings can discuss applications and an agreed collective point of view presented.

No outcome was agreed, but more information is required to contribute to the Terms of Reference.

Action: Temp Clerk

25. Footpaths:

25.1 Increase in hourly rate and reduction in hours allocated from the lengthsman:

The hourly rate has increased to £ 30 per hour.

25.2 Local maintenance working team:

Outcome 25.1 - Additional tasks to be undertaken by the lengthsman, outside of the funding provided, will be monitored ongoing.

Action: Temp Clerk

25.2 – as agreed 23.2

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26. Flood and Emergency:

- 26.1 The grips and drains around the parish need to be reviewed and the appropriate department contacted and reminded until completed.

The example provided is the drains in the road to the side of The George may be blocked leading away from the gully. Highways recently cleared the gullies, but this doesn't appear to have resolved the water leading down Egbury Road into Church Street.

- 26.2 Separate Flood and Emergency as subject matters and allocate responsible persons.

Outcome 26.1 – No outcome was achieved. This will be part of the responsible persons role.

26.2 – No objections received to separate the two working responsibilities.

Action: OM and Temp Clerk for next meeting

27. Highways:

- 27.1 HGV signage at bridge:

Highways have not provided options ongoing for signage, indicating lack of street furniture available.

It was proposed to place warning signs on personal properties which are in close proximity to possible pinch points.

- 27.2 Speed awareness around the parish:

Documents have been received from Highways, to be circulated to all.

- 27.3 Relocation of the storm chamber outside The House, to outside 2 Jubilee Villas. The aim to help reduce surface water prior to draining back into the Bourne.

Ed Makgill provided a summary as to the problems which have been created and where repairs may have not been suitable.

The proposal to move the storm drain is with Highways to action.

Outcome 27.1 – Ongoing discussion required.

27.2 – To be circulated.

Action: OM and Temp Clerk

27.3 – To be continued with highways.

Action: Ed Makgill

28. Rec and Lake:

- 28.1 A collective meeting took place on Wed 21st September, including Cricket (Senior and Junior); Bowls club; Playground users; Ninnies; Shop&Café, Village Centre and members of the PC.

The aim of the meeting was to discuss usage over the whole of the space and look to formulate a development plan for the next 5 – 10 years.

This includes review of the pavilion and it's fit for purpose usage; installation of nets; long-term commercial facilities for rental; ideal position and best use for children's play equipment (and the range of ages, including teenagers) the MUGA and tennis court and the area for parking.

Proposed to also make contact with Sherbourne Developments, owners of Bells Meadow and see if any discussions and agreements could be made over long-term usage.

A survey and development plan of the area to be completed as a starting point.

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- 28.2 Permission received from BDBC for tree works in lake and rec:
Permission has been received which lasts for 24 months. Contractors have been contacted for quotes around the lake.
Proposal to also pollard the three trees leading away from the shop now that the first tree has been completed. Proposed budget of £ 2.5k for these works to be completed.
- 28.3 Bench placed on Recreation Ground for Tony Grunsell:
Sandra Grunsell has been contacted and agreed that the most appropriate location would be under the trees to the side of the lake, close to the shop and overlooking the rec and behind the bowls.
Booker to be contacted about the design of the bench, however it will be metal construction. Base will need to be installed.
- 28.4 A wildlife hide location has been finalised and the supplier is proposing an installation towards the end of this year, possibly early next. More information will be provided to residents and available on the PC Facebook page.
- 28.5 The lake working party is to meet 12th Oct – update to be provided as necessary.
- 28.6 Chicken wire along base of net fencing along the rec:
Small gauge netting to be installed along the base to minimise cricket balls entering the lake surround.

Outcome 28.1 – Set up a collective representative team, with a management structure and independent finances (as previously discussed at PC meetings), but possibly administered by the PC for continuation and governance.

Action: OM and Temp Clerk

28.1 – progress an initial drawing of the area which will become suitable for ongoing discussions and a template for plans.

Action: Ed Makgill

28.2 – No objections to progressing with the works, quotes to be obtained.

Action: OM

28.3 – Gwen Randall made a call to enquire about the base and this will be actioned.

Action: Ongoing

28.4 – No objections received to obtaining chicken wire and fixing. Cricket club also to be asked to ensure that gates are used for access and not climbing the wire.

Action: OM and Temp Clerk

29. Clerk / PC Office Updates:

29.1 The office PC and the clerk's laptop have now been realigned and the various Microsoft accounts amalgamated into one operating system and one annual fee.

Review of all operating documents and admin file storage is underway, as there are many documents which are either out of date or inappropriately filed; this will be completed over the next few months. Scribe software will provide structure to the 23/23 budget which will need to be reviewed considering additional costs but will detail ongoing budgets and allow more accurate forecasting.

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The PC failed to submit documents for the Annual Governance and accountability Return (AGAR) for the year 2021/22. This is a significant failing and one that is being worked on to rectify. Fortnightly updates are provided to the external auditors as to development plans and progress, which stated with the computer storage systems.

29.2 Update on temp admin support:

Maxine Owens has stepped into support the PC as the temporary clerk, while Ben is off work. The primary role will be around the administration and financial structure and ensuring operational governance documents are in place.

Outcome 29.1 – An additional cost for IT support has been occurred to untangle the accounts, however this cost will be recouped by reducing the repetitive software subscriptions.

29.2 – Progress updates and workflows will be provided as agreed by the PC.

Date of next meeting:

OM requested, as an exception, that the date of next meeting be changed to Monday 7th November 2022.

Meeting end: 21:02

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

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