

West Tytherley, Frenchmoor and Buckholt Parish Council

Parish Clerk & RFO – Position Vacant

Minutes of the Ordinary Parish Council Meeting held at 7pm Monday 15th January 2024 at King Edward's Hall West Tytherley

Present: Councillors Harry Urquhart (Chairman)(HU), Karen James (KJ), Vian Cameron (VC), Fiona Collier (FC), Fiona Collyer (FCy) and Margaret Down (MD).

12 members of the public were present with no representatives of the press

01/24 Apologies were received from Cllr Stewart McDonald -TVBC

02/24 There were no declarations of interest

03/24 Minutes of the meeting held 11th December discussed. A full briefing paper had been provided by FC for the meeting but had not been used. Several items required clarification or more detail.

156/23 Finance

Item 1: The supplier of the water heater was unable to accept a cheque or BACs, so payment was made for the heater from FC's personal bank account and re-imbursed from the PC. FC requested that the minutes clearly show for audit transparency the payment process.

Item 2: The correct request for contribution to insurance costs at the King Edward Hall was £933.00 not £900.00 This amended amount was unanimously agreed by the councillors. Payment now being authorised.

Item 5: There were clarifications and further detail on the grant disbursement decisions. The following grants had been recommended in full and the grant committee commended the excellent quality of the applications: -

- I. The Shop - Extended signage (£1,018.00)
- II. The Shop - Cereal Dispenser (£82.00)
- III. The Shop – Wayfind Signs (£427.00)
- IV. Extend – Exercise Equipment (£200.00)
- V. Pickleball – Equipment (£113.00)

Grants also recommended in full: -

- I. The History Archive Storage Equipment (£100.00)
- II. The King Edward Hall (£1,396.00) to be noted this formed part of a large refurbishment programme.

Grant approved in full subject to provision of invoice or formal quotation: -

- I. West Tytherley Primary School (£2,650.00)

Partial grant award as the grant committee wished to see matched or shared funding from other villages/sources: -

- I. Lockerley Scouts (£500.00 granted from application for £672.00)

Grant award in full but with conditions: -

- I. St Peters PCC (£2,000.00) The application had not been completed well and was disappointing. A full report will be made to the PCC and any future application from the PCC must be properly completed. However, the funds terms of reference are to show special consideration to the church (and Shop, School and King Edward Hall) so the grant has been awarded in full but with conditions that the monies be ring fenced for use to meet oil and insurance costs only.

A total of £8,486.00 was awarded leaving a balance of £714.00 in the fund to be ringfenced for fete expenses Saturday 18th May 2024

Item 6: The finances were not discussed at the meeting and therefore could not appear as an appendix to the minutes. A finance report covering December shown at minute 07/24.

157/23 Fire Safety Presentation is now agenda item 10/24

159/23 Planning – Trees

23/02878 Trees had been discussed and no objection to the trees works were made, this had been omitted from the minutes.

160/23 Public Correspondence

No correspondence had been notified for the agenda but had been presented to the meeting, Councillors were reminded that agenda items must be notified.

In response to the correspondence from Mrs Neilson, FC reported: -

Item 1: - The pigeons made a generous payment for use of the recreation ground and pavilion for the period 1st October 2022 until 30th September 2023. The payment was made on 17th April 2023 (part arrears/part advance).

Item 2: - The reminder for payment had thus been set for 16th April 2024 for the period 1st October 2023 to 30th September 2024.

The council unanimously agreed to maintain the payment arrangement.

Item 3: - Historically, a village spring clean has taken place annually; sadly, the numbers participating have dwindled over the years. The annual village clean up did not take place during Covid restrictions. A planned clean up in 2022 had to be abandoned because of serious inclement weather and a paucity of volunteers.

During 2023 new volunteers were engaged in several clean-up activities which included

- Washing street names/signs (16th April 2023)
- Cleaning the play equipment on recreation ground (7th July) followed by a full litter pick on 8th July.

Litter Picks were carried out in the following areas with litter pickers and bags kindly provided by TVBC: -

- Dean Rd *from Coopers Drove to the County Boundary on 19th March 17th June and 23rd September
- Scouts Lane 19th March 17th June and 23rd September
- Yew Tree Lane to Stoney Batter 19th March (however the volunteers may not have covered the intended route as they got lost and required rescue from Broughton) Very little litter was recovered and this route was excluded from the subsequent litter picks.
- Red Lane and Frenchmoor 19th March again very little litter was recovered, and this route was excluded from the subsequent litter picks.

The PC was extremely grateful to the young volunteers who helped and whilst some participated as a requirement to perform community service for DofE most were motivated by a desire to improve the environment. The enthusiasm of these young people was inspiring, and hopefully will be repeated in 2024. There is no reason this cannot be combined with the more traditional Spring Clean, but it was refreshing to trial something new, and it is positive that young people (16-20yrs) were involved. Councillors were invited to volunteer themselves or identify someone to organise a litter pick for 2024.

Item 4: - Highways were contacted to establish the process for provision of designated disabled parking space outside KEH. Either the PC or the KEH need to conduct a public consultation to establish need and desire for such a parking space. The most

inclusive way of doing this would be through the newsletter which is delivered to every home.

Item 5: - The two councillor vacancies are listed on the website and until very recently there was a notice on the noticeboard. It has been updated and re- posted on all noticeboards. Refurbishment of the noticeboard is needed and sadly the second board needs to be covered together with the ability to secure it to prevent the continued unauthorised removal of PC notices; VC has kindly agreed to undertake this work.

Correspondence from Mr Bennet-Lloyd had been received too late to meet the deadline for the agenda – but liaison with Highways and the landowner had been actioned.

FC extended an apology on behalf of the PC to the Hall committee and to those who attended the King Edward Hall on 8th January 2024. PC meetings are held on 2nd Monday of each month and the change to 15th should have received wider publicity from the council. FC also thanked KJ for producing the minutes.

04/24 **Open Forum**

Matters discussed in the forum are NOT minuted. If something requires action or discussion by councillors, it is carried forward to appear as an agenda item for the next or a later meeting. Matters were raised within the forum which had been received as correspondence and are minuted at 12/24

05/24 An apology was received from Cllr. MacDonald TVBC

06/24 A written report was received from Cllr Adams-King HCC which is published on the website

07/24 Total of balances on 15/01/24 is £62,244.29 (of which £20,000.00 SSEN ringfenced)

Account 1.

Balance	£46,205.71	Expenditure
Income		15/11/23 £250.00 Auditor
22/12/23 £86.00		20/11/23 £11.99 Website
HCC Rec.Grnd		29/11/23 £156.76 Water Heater
		15/12/23 £35.00 ICO subs
		18/12/23 £11.99 Website

Account 2.

Balance	£14,785.86	No transactions
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Account 3.

Balance		Interest
		10/11/23 £1.09
£1,252.72		10/12/23 £1.38
		10/01/24 £1.43

08/24 A suitable application for the post of Clerk and Responsible Finance Officer (RFO) had been received and the councillors agreed to invite the applicant for interview. Pending the outcome of this it was agreed not to finance additional advertisements with NALC 156/23 item 4 refers.

09/24 Planning 23/03164/Trees TI Ash removal of overhanging branches; T2 Ash Fell; T3 Cherry removal of bifurcated trunk. No objections made.

10/24 FC had attended a presentation by Hampshire Fire and Rescue Service (HFRS) at the November TVATPC and would like the PC to organise a fire safety presentation in the hall. All councillors and the KEH committee were supportive. VC gave an update of fire safety improvements planned for the KEH.

- 11/24 Resilience Plan. This falls into main two sections
1. The use of the King Edward Hall as a rest centre primarily for extended power outages
 2. A full resilience plan covering all emergency events.

Mr Andrew Page chairman King Edward Hall gave a verbal report reaffirming the KEH.s commitment to its use as a rest centre. AP would like work to commence on the generator shed asap (weather permitting). The plan for phase 1 of these works to be addressed at the next KEH committee meeting. AP suggested a legal contract or formal terms of reference been drawn up between the KEH and the PC to ensure clarification of responsibilities (maintenance/ownership of generator etc). FC confirmed a wider Resilience Plan was in existence but had been removed from the website pending update. A copy had previously been forwarded to both TVBC and HCC.

12/24 Correspondence (discussed in Open Forum)

Mrs Passmore had been without internet for 4 months following damage to Virgin cabling in Chapel Hill/Red Lane. Virgins' response had been tardy, and she sought the support from the PC is resolving the issue. Several complaints and negative comments have been made about the standard of cabling by Virgin with many cables either exposed or barely covered by soil and too close to the highway, so they were subject to traffic and wildlife damage. PC agreed to write to Virgin and Highways.

Mr Bethan-Lloyd raised concerns about ground water levels. The water levels are at the height of 2014 when serious flooding to properties occurred. The drain (on Church Farm land) is frequently compromised and needs to be properly maintained. Contact has already been made with HCC and the landowner had previously requested that the village make some financial contribution to the costs of clearing the drain/culvert. The PC agreed actions to both HCC through Cllr Adams-King and the landowner Mr David King.

13/24 VC had contacted Mr Long to enquire when work would be commencing on the recreation ground. He will continue to chase this.

FCy raised enquiry regarding signage and correct route access for Footpath 3. KJ to action and verify with HCC (Footpaths)

MD highlighted Planning application 24/00063VARS (23/00699FULLS refers) at Owls Castle. Details were not yet available on TVBC website and notification had not been received by the PC.

All Items to be discussed at the next meeting.

14/24 Next meeting to be held at King Edward Hall 7pm Monday 12th February 2024