



20th May 2018

To: **All Members of the Parish Council,**

NOTICE OF PARISH COUNCIL MEETING

The Annual General Meeting of the Parish Council will take place on Thursday 24th May 2018 at 7.30 pm in the Stockbridge Town Hall, High Street, Stockbridge, SO20 6HE

Item No **AGENDA**

- 1. Appointment of Chairman for the year 2018/19**
- 2. Appointment of Vice-Chairman for the year 2018/19**
- 3. Apologies**
- 4. Declarations of interests** – Councillors are asked to declare any interests they may have in relation to any items on the agenda for this meeting.
- 5. To receive two applicants for co-option as Parish Councillors** – the Parish Council currently has 3 vacancies for Parish Councillors. Two residents are volunteering their services as Parish Councillors by co-option. The applicants have declared that they are eligible and not disqualified from being a Parish Councillor. The applicants have submitted written statements about themselves. The Clerk confirms that process of co-option can be utilised.

The Parish Council's Standing Orders will be suspended in order for the Parish Council to consider the applications received. The applicants may if they so wish address the meeting outlining why they consider that they are a suitable candidate for co-option as a Parish Councillor. An applicant's address to the Council must last no more than 5 minutes.

Standing Orders will be reinstated after this item.

Confidential Business – to consider the exclusion of the press, public and the applicants for the following item 5(a) on the grounds that, by reason of the confidential nature of the business, publicity would be prejudicial to the public interest.

- 5 (a) To discuss the applications received and resolve as to whether to accept or decline the applications for co-option as members of the Parish Council.**

Successful applicants will be invited to re-join the meeting as members of the Parish Council on signing the Acceptance of Office form.

- 6. To approve minutes** of the meeting held on 19th April 2018. Draft minutes will have been circulated to members in advance of the meeting.
- 7. Matters arising from the minutes**
- 8. Public participation** – members of the public are invited to ask questions or make statements during this ten minute session.

Please note that if any members of the public would like to ask questions or make statements, their name(s) will not normally be recorded in the minutes of the meeting unless they specifically ask for their name/identity to be recorded because of forthcoming introduction of new personal data protection regulations.

- 9. Borough Councillor's written reports (if available)**

10. County Councillor's written report (if available)

11. Police/PCSO report (if available)

12. Clerk's Report – Parish Clerk to provide members with a summary report on current matters/actions. To be provided prior to the meeting

13. Planning matters

(a) Planning Applications

To consider and respond to the following planning applications which have been submitted to TVBC and are shown below:

- (i) TVBC Ref: 18/00938/FULLN
Address: 9, Nelson Close, Stockbridge SO20 6ES
Application Type: Full application
Application for: Erection of a porch and a single storey rear extension with flat roof
Link to TVBC web site: <https://view-applications.testvalley.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=P6WOKCQCJWX00>
- (ii) TVBC Ref: 18/01165/FULLN
Address: Thyme & Tides, Grosvenor Garage, High Street, Stockbridge SO20 6HE
Application Type: Full application
Application for: Installation of 2 x retractable blinds to front elevation
Link to TVBC web site: <https://view-applications.testvalley.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=P87FXGQCKFU00>
- (iii) TVBC Ref: 18/01023/FULLN
Address: 6 Wessex Mews High Street Stockbridge SO20 6HE
Application Type: Full application
Application for: Installation of roof light to southern elevation roof slope, garage door removed to south elevation and replaced with window and associated brick infill
Link to TVBC web site: <https://view-applications.testvalley.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=P7C6XEQCK3J00>
- (iv) TVBC Ref: 18/01024/FULLN
Address: Former Police Station High Street Stockbridge SO20 6HE
Application Type: Full application
Application for: Change of use of former police station garage and land from Sui Generis to ancillary residential
Link to TVBC web site: <https://view-applications.testvalley.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=P7DCJZQCK3M00>
- (v) TVBC Ref: 18/01095/FULLN
Address: Hamilton House And Nelson House Trafalgar Way Stockbridge SO20 6ET
Application Type: Full application
Application for: External works to strengthen stream banks
Link to TVBC web site: <https://view-applications.testvalley.gov.uk/online->

web site [applications/applicationDetails.do?activeTab=documents&keyVal=P7U8WAQCK9T00](https://view-applications.testvalley.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=P7U8WAQCK9T00)

- (vi) TVBC Ref: 18/01196/FULN
Address: Penny Lane Farm, Penny Lane, Stockbridge SO20 6JJ
Application Type Full
Application for Conversion of agricultural barn to form a single dwelling
Link to TVBC <https://view-applications.testvalley.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=P8GXLKQCKIB00>
web site
- (vii) TVBC Ref: 18/01091/RDCAN
Address: 1 Clarendon Terrace High Street Stockbridge Hampshire SO20 6EY
Application Type Demolition in a conservation area
Application for Demolition of rear extension
Link to TVBC <https://view-applications.testvalley.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=P7SPA6QC0F200>
web site

(b) Tree work applications

No new notifications of any tree work applications in the Parish

(c) Planning decision notifications

The following planning decision notifications have been received

- (i) TVBC Ref: 18/00770/AGNN
Address: Land North Of Colt House, Somborne Park Road, Little Somborne, Hampshire
Application Type Prior approval
Application for To provide improved access to existing agricultural barn
Decision Prior approval required
Date of decision Tue 01 May 2018

(d) Tree work decisions

No notifications received of any tree work decisions that have been made in respect of applications in the Parish since the last meeting

(e) Planning appeals

No notifications of any new planning appeals having been lodged in respect of planning or enforcement matters

(f) Planning appeal outcome notifications

No notifications of any planning appeal outcomes in respect of appeal cases in the Parish

(g) Enforcement action notifications

None

- (h) **Other planning matters** – update on the public meeting that was held on 17th May in respect of the proposed Biomass Anaerobic Digester Plant at Sparsholt College

14. War Memorial – Update on developments since the last meeting. Letter of thanks to be signed by the Chairman to two residents, who have made generous donations to the War Memorial restoration fund.

15. Annual Parish Assembly – Follow up

16. **Insurance Policy** – for members to consider the insurance renewal quotation that has been provided by Came & Company. A report that has been prepared by the Parish Clerk in respect of insurance related matters will have been circulated to members prior to the meeting.
17. **Governance and Policy documents** – to receive a report and schedule of governance and policy documents that have been prepared by the Clerk. To approve the final set of new or amended documents to include the latest edition of the Standard Orders as published by NALC.
18. **Grants** - to consider the grant applications that have been received from Trout' n About - £500 and Neighbour Care - £300. The Clerk will have summarised the grant applications into a brief report that will be provided to members before the meeting.
19. **Finance**
- (a) To receive and approve payments to be made (payment schedule to be provided to members prior to the meeting)
 - (b) To receive and approve the monthly financial statement (financial statement to be provided to members prior to the meeting)
 - (c) To review the Parish Council's budget v expenditure monitoring spreadsheet
 - (d) The National Joint Council for Local Government Services has published the new rates of pay that has been agreed for local council employees with effect from 1 April 2018. A report has been prepared by the Clerk and circulated to members prior to the meeting which sets out the Clerk's revised salary for the forthcoming financial year.
 - (e) Hours worked by the Clerk – to note the hours worked by the Clerk during April 2018
20. **Internal Audit** – to receive and consider the internal auditor's report for the financial year ending 31st March 2018
21. **Financial items to enable the Smaller Authorities in England Annual Governance and Accountability Return (AGAR Form) 2017/18 Part 3 for Stockbridge Council to approved and signed off in preparation for public examination and external audit**
- (a) To receive and approve the 2017 – 2018 cash book as reviewed and approved by the internal auditor (to be provided to members prior to the meeting in an electronic format)
 - (b) To receive and approve the 2017 – 2018 income received summary reviewed and approved by the internal auditor (to be provided to members prior to the meeting in an electronic format)
 - (c) To receive and approve the details of un-cleared cheques as at 31st March 2018 as reviewed and approved by the internal auditor (to be provided to members prior to the meeting in an electronic format)
 - (d) To receive and approve the bank reconciliation as at 31st March 2018 as reviewed and approved by the internal auditor (to be provided to members prior to the meeting in an electronic format)
 - (e) To receive and approve the financial year end summary as at 31st March 2018 as reviewed and approved by the internal auditor (to be provided to members prior to the meeting in an electronic format)
 - (f) To receive and note the Annual Internal Audit Report 2017/18 on page 3 of the AGAR Report (copy supplied to members prior to the meeting)
 - (g) To receive, approve by resolution of the Full Council and for the Clerk and Chairman to sign Section 1 – Annual Governance Statement 2017/18 on page 4 of the AGAR Report (copy supplied to members prior to the meeting)
 - (h) To receive, approve by resolution of the Full Council and for the Responsible Financial Officer and Chairman to sign Section 2 – Accounting Statements 2017/18 on page 5 of the AGAR Report (copy supplied to members prior to the meeting)
 - (i) To receive and note the variance explanations to accompany the AGAR (copy supplied to members prior to the meeting)
 - (j) To note the contents of the public inspection notice (copy supplied to members prior to the meeting)
 - (k) To note the comments made by the internal auditor and the Clerk in respect of the asset register.
 - (l) To note the comments made by the internal auditor and the Clerk in respect of records that must be kept of routine inspections which are made of Parish Council owned property and facilities.

- 22. Reports** - to receive reports in respect of the following:
- (a) Highways – Cllr Alyson Lownie
 - (b) Flood Working Party – Cllr Richard Foord
 - (c) Community matters – Cllr James Leslie
 - (d) Environmental matters – Cllr Alyson Lownie
 - (e) Governance – Cllr Alyson Lownie and the Clerk
 - (f) Rural Industry - Cllr Iain Bell
 - (g) Lengthsman work in Stockbridge – Cllr Frances Candler
 - (h) Lengthsman Scheme Administration – Cllr Alyson Lownie
 - (i) Cemeteries – Cllr Alyson Lownie
 - (j) Parish Council website – The Clerk
 - (k) Trout 'n About - Cllr Sally Smith
- 23. Correspondence** – summary details in respect of correspondence received since the last meeting. Summary schedule will be tabled at the meeting.
- 24. Potential agenda items for the next Parish Council meeting** - Councillors can use this item to put forward suggestions for items that they would like to see included on the agenda for the next Parish Council meeting, which will be on Thursday 21st June 2018

Michael Mortimer
Clerk to Stockbridge Parish Council
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